

How to Use the Course Planning, Delivery Tools, and PowerPoint® Presentations

The Course Planning and Delivery Tools provide Certified ServSafe Instructors like you with information and ideas to teach the ServSafe course effectively.

This course emphasizes that comprehensive food safety training is part of a successful food safety management system. Staff members trained in food safety can help raise the quality of their operations, lower costs, and increase profitability. Most important, staff members who follow the correct food safety procedures and make sound decisions can help keep their customers safe.

Overview of Program Components

There are several resources provided to assist with teaching ServSafe. The flexible materials can be adapted to different training situations when using *ServSafe Manager Book*.

- **ServSafe Manager Book.** This book is designed to enhance learners' abilities to learn and retain the food safety knowledge essential to keeping their operations safe. Key food safety information is presented with visuals and minimal text. The book is recommended for a one-day or two-day teaching format. It offers a variety of activities that can be used to deliver, reinforce, and review content.
- **Course Planning and Delivery Tools.** These are the necessary tools for planning and presenting the ServSafe content. These tools, which include Leader's Guides, PowerPoint® presentations that support the Leader's Guides, and training tips for instructors, are very helpful for preparing to teach a ServSafe class.
- **Food Safety Showdown!** This is an interactive, dynamic, and fun game that allows you to review and reinforce key course content with your learners. There are two versions of this game, each with different questions.
- **Activities.** These activities can be used during class and include real-world scenarios, case studies, and quizzes you can download. All will assist you in presenting, practicing, and reviewing ServSafe content.
- **Practice Tests and Answer Keys.** Two practice tests are available. The 80-question diagnostic test is designed to be sent to learners before class. By using the included answer key, learners can determine their areas of weakness and can study the appropriate content in *ServSafe Manager Book* prior to class. An additional version of this test without the answer key has also been included. The 40-question Practice Test offers a practical and flexible tool for use as a quiz or learning exercise to measure learners' levels of comprehension. A separate answer key provides flexibility for grading by the instructor or by the learner as a homework assignment.

Preparing for the Training Session

- ① Select the appropriate Leader's Guide to use.
- ② Use the materials and equipment suggested in the Leader's Guide to prepare for your session.
- ③ Incorporate the following additional information into the training session:
 - Your company or corporate policy
 - Local laws
 - Guidelines from your state restaurant association