TOOLS FOR MEASURING THE EFFECTIVENESS OF
FOOD SAFETY TRAINING

Modules were created for 5 sessions that run approximately 1 hour each. Suggestions for customizing each module to suit the specific facility are included. The topics include:

- Personal Hygiene
- Hazards
- HACCP introduction, including CCPs
- Good Manufacturing Practices
- Cleaning and Sanitation

Each module consists of a lesson plan; a PowerPoint including suggested text and instructor notes; associated tools and activities; as well as tools for measuring employee comprehension. A sample Training Record and certificate to be awarded to learners completing the 5 modules was also provided.

Different techniques for teaching and assessment are provided in the five modules, in order to show some best practices. The activities are designed for learner involvement. For example the pre test in the Personal hygiene module consist of the learners explaining what the trainer is doing wrong in terms of their clothing and personal habits. The Hazard module asks learners to sort pictures and items into the appropriate hazards categories.

The assessment tools are ESL based. In the Personal Hygiene and Good Manufacturing Practices modules, the learners are provided with a picture that depicts poor practices that they must identify. In the Cleaning and Sanitation module, pictures of each of the cleaning and sanitizing steps must be placed in the correct order. The assessments for the HACCP and Hazard modules are simple fill-in the blank and multiple choice questions.

A training guide on Effective Training is also provided. This guide outlines some basic information on how to select a good trainer, how to develop a lesson plan which incorporates all four learning styles, selection of a training location and use of additional resources and activities to engage the learners. The need for evaluating the effectiveness of the training and how to identify the need for follow-up training was also described. A brief section on selection of buddy trainers for on-the-job training is also included.