Orientation for Nutrition Employees (O.N.E)

# What is Orientation for Nutrition Employees (O.N.E)

This comprehensive course provides 30 credit hours of training. This course consists of six
(6) “modules” which are groups of training materials, activities, and assignments about basic school nutrition training. The O.N.E. lessons were developed to be taught in sequence from the Introduction
to the Wrap Up. Most lessons are 30 minutes, and a few are up to 60 minutes each. These are recommended times to be spent per lesson.

This course meets the Georgia State Board of Education Rule (160-5-6-.01: Statewide School Nutrition Program) that requires all new employees to complete within the first full year of employment, training in: program goals and philosophy, human relations and service skills, safe and sanitary food handling, and first aid.

# What to Expect

All the instructional material is available on the Georgia School Nutrition online learning management system, Canvas.

Instructors of O.N.E. will be enrolled in the online course *Orientation for Nutrition Employees* as ‘student’. Here you will be able to view and access instructional material for O.N.E.

Each lesson includes the following components:

* Lesson-at-a-Glance
* Slide Presentation
* Instructor Script
* Video (s)
* Handouts used in the lesson

This course is meant to be taught as a face-to-face technology enhanced format. Instructors will teach lessons using handouts, visuals, and other resources. Trainees will then perform on-the-job follow-up activities.

# Requesting Access to the Instructor Course

Access to this course will be limited to Directors and trainers identified by the Directors.

**The SN Director** will need to request an account or access to the course, by emailing WebTrainHelp@doe.12.ga.us. Please allow up to 48 hours for account creation.

1. In your message please include the following:
2. Name of Instructor (approved by the SN Director)
3. School system/district name
4. Instructor email

# Getting Ready to Teach

O.N.E. training is designed to be a routine part of the new employee’s work schedule throughout his
or her first year of employment. The lessons and follow-up assignments can be incorporated into the workday, so information can be immediately applied to the job.

## Four (4) months to One (1) month prior to the first class

1. Request access to the O.N.E. Instructor Course.
2. **Gather the supplies needed. Discuss O.N.E. supply needs with your School Nutrition Director.**
3. **Review each lesson thoroughly to be sure you understand all the information given. Your School Nutrition Director or Area Consultant can help you if you have questions or need to discuss lesson procedures.**
4. **Reserve training locations. Some lessons will recommend that they be taught in the food service area. Be sure to review each lesson to determine if visuals and videos can be easily seen
and heard.**
5. **Determine if you will have guest speakers facilitate the lessons.**

## Two (2) weeks prior to the first class

1. **Copy handouts and visuals and prepare activities as directed.**
2. **Confirm training locations.**
3. **Verify your course roster.**
4. **Welcome trainees with an email. Let them know when the first class will meet and what (if any) materials they need to bring with them.**

## One (1) week before the first class

1. Send reminder email to trainees with class time and location information.

## During Class

1. **Teach the lesson using handouts, visuals, and other resources. Document teaching each lesson on the form, *O.N.E. Training Record*, provided to individual trainees.**
2. **Arrange for the trainee to perform on-the-job follow-up activities. Document as directed on the Follow-Up Assignments Checklist provided.**
3. **Encourage employees to use the information and skills they have acquired as they do their jobs. Foster a learning attitude and a desire to excel.**
4. **Submit the *O.N.E. Evaluation Form* after completion of the course as directed.**

If you have any questions or concerns, please do not hesitate to contact your Area Consultant or email WebTrainHelp@doe.12.ga.us

# FAQs

## What is the purpose O.N.E. Instructor course? Is it really a course for instructors?

This course is for Instructors only. The *O.N.E. Instructor Resources* course is place for you as an instructor to find all the instructional materials you need to teach O.N.E. Here you will find the PowerPoint Presentations, lesson videos, an Instructor Manual, template documents for employee recognition, and handouts for trainees.

## How many trainees should I limit my course to?

Most O.N.E. lessons can be used for training one employee or a group of employees. If you are training a group, limit the class size to no more than 25 trainees for one Instructor.

## I am the Director, but I have multiple trainers who teach O.N.E. How do they gain access to the Instructor course?

Access to this course will be limited to Directors and trainers identified by the Directors. Directors are encouraged to contact WebTrainHelp@doe.k12.ga.us to specify which additional members from their staff they would like to have added to the course.

## Can these lessons be taught in a different order?

Yes. The lessons have been grouped by topic into modules. To receive credit for the O.N.E. course,
all lessons must be completed.

## I have videos/handouts that I like to use, can I still do that?

We ask that you send the material to us first, especially if it is a best practice, but yes you can! We want to be able to share it with the rest of the state as a supplemental resource. However, we want you to use the current ONE material as the standard/required instructional material.

## Can I use a lesson out of the O.N.E. course for professional development?

Yes. O.N.E. is a good resource to address training needs.

## Who is responsible for tracking training?

The individual system/district will be responsible for tracking training.