



COURSE	HOURS
SELF LED ONLINE ORIENTATION	
Introduction to Your Learning Platform What to Expect – Process and Progress LMS How-To's	30-45 minutes
Course hours are <i>estimates only</i> . Courses have been designed so you may learn at your own speed.	
SEMESTER ONE – WORKPLACE ESSENTIALS MODULE	
I AM FOOD – Introduction to the Canadian Food & Beverage Manufacturing Industry I AM FOOD introduces participants to the Canadian Food & Beverage Industry and the greatest strength of the industry, the people who work within it. The Canadian food industry is the largest manufacturing sector in Canada. With enormous natural resources from coast to coast. Participants embark on a journey of discovery of how important the food industry is to Canada and all Canadians.	3 hours

COURSE	HOURS
<p>Workplace Essentials – Digital Technology Skills</p> <p>Digital technology involves using digital tools and software; applying security measures to protect the hardware, software, and personal data; and understanding and using digital information. Workplace skills training leads to working efficiently, being able to change and adapt, and being creative. Digital technology requires you to use other essential skills, such as problem solving, document use, numeracy and reading. Critical thinking is very important when using digital technology and understanding digital information.</p>	2 hours
<p>Workplace Essentials – Working with Others</p> <p>This course provides guidelines for skills needed to work with a partner or a team in the workplace to complete tasks. Every employee in a food processing facility works with others during the day, whether to collaborate with workers from another department to solve a production issue or work as a member of a larger team to complete a rush order. Being able to work well with others is an essential workplace skill.</p>	2 hours
<p>Workplace Essentials – Oral Communication</p> <p>This course provides guidelines for oral and general communication, active listening, providing feedback, fostering teamwork, and promoting a positive work environment. Lifelong learning and workplace skills training are closely linked to productivity, adaptability and innovation.</p>	2 hours
<p>Workplace Essentials – Document Use</p> <p>This course provides guidelines for managing documents, using documents to communicate within an organization, using e-mail, using documents to find information, developing graphs and tables, and maintaining personnel files.</p>	2 hours
<p>Workplace Essentials – Numeracy (Optional)</p> <p>This course provides frontline production workers with the skills required to make sense of and apply basic mathematical concepts and information common to job responsibilities and tasks. By completing this course, participants will gain the basic knowledge of numeracy to solve basic mathematical equations, complete mathematical calculations in the correct order, understand and calculate fractions and percentages for workplace situations, calculate and convert common units of measurement, track production data, and calculate averages. The information learned will help participants solve mathematical problems in different workplace situations.</p>	6 hours
FIRST SEMESTER SURVEY – 10 MINUTES	

SEMESTER TWO – FOOD SAFETY FUNDAMENTALS MODULE

Food Safety Culture & You This course discusses the importance of following food safety procedures and practices when working in Canadian food companies, as these are part of food safety culture. It outlines the role of governments and food companies in protecting the food supply and identifies how consumers can be negatively affected by improper practices. It covers the important role food workers have in following procedures and telling supervisors and coworkers of food safety problems. Participants will learn the important role of food workers have in supporting their workplace food safety culture. By following food safety practices, food workers help their employer to protect the consumer, meet government regulations and address business needs.	2 hours
Good Manufacturing Practices (GMPs) This course will provide you with the knowledge and skills to understand how Good Manufacturing Practices or GMPs as they are known, support the safe manufacturing of food, and how to implement GMPs in a food or beverage manufacturing facility.	2 hours
Sanitation Level 1 This topic provides food processing industry workers with the basic knowledge related to cleaning and sanitation. It defines the terms used; introduces how to handle, prepare and store chemicals; describes briefly the cleaning and sanitizing steps; and highlights the importance of complying with regulations and policies.	2 hours
Workplace and Industrial Safety The course reviews regulatory responsibilities for employees and employers, and the many proactive strategies employed to identify hazards, mitigate their impact and the associated Canadian federal and provincial regulatory requirements.	3 hours
Lock Out – Tag Out This course provides guideline for Lock out-Tag out (LOTO) or lock and tag. LOTO is a safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work.	0.5 hours

SECOND SEMESTER SURVEY – 10 MINUTES

SEMESTER THREE – FOOD SAFETY PLUS MODULE

Food Spoilage and Food Safety This course describes the components of food safety, how food spoilage occurs, and how to prevent it. The course is designed to help new food workers understand their role and responsibilities in prevention and management of food spoilage and food safety. This knowledge is key to a successful career in the food industry. Knowing what causes food spoilage, when food is bad, how to prevent economic loss due to food spoilage and learning about employee's role in keeping food safe is the most important skill to have when working with food.	4 hours
HACCP Fundamentals This course provides foundation level understanding of what HACCP stands for, the importance of HACCP, how HACCP is applied in the workplace and the role of every worker in a food safety culture. You will review the causes of food contamination with emphasis on the prevention of chemical, physical and biological contamination and identifies and explains the seven HACCP principles.	3 hours
Allergens Level 1 This course highlights the importance and impact of allergens on consumer safety as well as why allergen awareness and management is a key food industry concern. Learn the causes and effects related to food allergens, the complexities associated with managing and prevention of unwanted food allergens, and the associated Canadian regulatory requirements.	2 hours
Standard Operating Procedures (SOP) Master Class This course covers the main steps of Standard Operating Procedure (SOP) development, ensuring its effectiveness, basic SOP review and maintenance requirements. Learning material includes definition and examples of effective SOPs in food production environments, communication, and team responsibilities, testing a prototype system and requirements for updating your facility's SOP.	2 hours
Food Safety and Meat Processing 101 – <i>Optional Depending on Your Sector</i> Food Safety & Meat Processing 101 is an interactive, online course for Small, Medium and Large meat processing companies, currently employed industrial meat cutters, entry-level hires and temporary foreign workers in meat processing plants, unemployed or underemployed youth and adults, adults interested in careers in food processing, high schools' recent graduates in municipalities where meat processing plants are located, and post-secondary meat programs.	6 hours
THIRD SEMESTER SURVEY – 10 MINUTES	

SEMESTER FOUR – SOCIAL EMOTIONAL LEARNING

Workplace Essentials – Thinking Skills This course provides guidelines for making decisions, solving problems, thinking critically, resolving staff conflict, improving products and processes, providing quality control, and facilitating change.	2 hours
Introduction to Emotional Intelligence This course will introduce the concepts, skills, and tools you need to develop to be more successful in the workplace. Emotional Intelligence skills are shown to contribute to 80% of your success with your career and life. People with high emotional intelligence are aware of their emotions and can manage feelings, impulses, communicate effectively with others, solve problems, and build rapport in tense situations. Emotionally smart individuals remain optimistic in the face of adversity, bounce up quickly from setbacks and strive to perform.	3 hours
Adaptability in the Workplace The future of work will rely on the human or people skills that differentiate us from machines. An emphasis that places people skills above job-task skills also means organizations and the workforce must move away from fixed, predictable, and rigid ways of working and become highly adaptable, flexible, innovative, and solution-oriented. Emotional intelligence skill adaptability means being open to change (positive or negative) and seamlessly adjusting as challenges arise. Employees with improved adaptability are more flexible in their thinking and react quickly to unexpected circumstances while driving high workplace performance. Employees with improved adaptability can more easily change their work style when necessary, to take advantage of new technologies or methods which drive continuous learning and innovation. This course will equip learners with the knowledge, skills, and tools to become more adaptable in the workplace and life, as adaptability is a transferable skill.	2 hours
Respectful Workplaces This course will help all levels of employees understand their personal responsibility for the creation of a respectful work environment, why this is beneficial to themselves and others, how to identify and respond to disrespectful behaviours, and how they can contribute to respect in the workplace through their personal actions and behaviours.	3 hours
Conflict Resolution: Dealing with Difficult People We can get into a routine where it feels like everyone we speak with is either having a bad day, or we are having a bad day ourselves. We feel like we constantly meet people who seem to be inconsiderate, stubborn, incorrigible, indecent, miserable, or passive-aggressive.	2 hours

<p>Sometimes we can be equally awkward ourselves. While it might seem that the easiest remedy is to ignore people, we eventually have to deal with them. This course encourages you to deal with difficult people by helping you recognize how your own attitudes and actions affect others. You will learn effective techniques for dealing with difficult people and some techniques for managing and dealing with anger.</p>	
<p>Leadership for Supervisor's: Communication, Coaching & Conflict</p> <p>Communication, Coaching and Conflict are just a few of the topics covered in this course. The course gives participants an understanding of the different mindsets we all have, how they communicate and best apply their talents and aptitudes to their work. No matter where you are on the spectrum, this course highlights the skills you have that make you great leadership material and also covers the tips and tricks that define successful leaders in every industry.</p>	<p>2 hours</p>
<p>POST TRAINING SURVEY - 15 MINUTES</p>	
<p>TOTAL PROGRAM HOURS (ESTIMATED)</p>	<p>52.5 / 58.5 hours</p>



Canadian Food
Processors Institute

FOOD PROCESSING SKILLS CANADA