

Module 11 Lecture 02

**Food safety course
organisation**

Initial planning

- Planning should start *at least* 4 - 6 months in advance
- An action checklist is useful

Initial planning

- **Define objectives**
- **Determine sources for funds and identify sponsors**
- **Decide on place and date**

Before the course

Select

- **Organisers**
- **Speakers**
- **Participants**

Select the organisers

Organising Committee

- **Have both an organiser and an assistant organiser**
- **Have representatives both from the institution carrying out the course, and from external organisations**

Select the speakers

- **Send invitations well in advance**
- **Include in the invitation letter**
 - ◆ **Details of course organisation**
 - ◆ **Description of material to be covered**
- **Send course materials when the invitation is accepted**

Select the participants

- **Participants must have**
 - ◆ **A basic knowledge of health and nutrition**
 - ◆ **Proficiency in the language of instruction**

- **Participants may be from**
 - ◆ **Government**
 - ◆ **Industry**
 - ◆ **Non-governmental organisations**
 - ◆ **Catering establishments**
 - ◆ **Academia**

Before the course

Prepare

- **Teaching materials**
- **Training room**
- **Equipment**
- **Schedule**
- **Site visits**
- **Exercises**
- **Other resources**

Teaching materials

- **Teacher's manual**
- **Course schedule**
- **Transparencies**
- **Handouts**
- **“Morning Vitamins”**

The material in the package should be supplemented with material relevant to the local situation

“Morning vitamins”

Select good quality papers on food safety and nutrition. Choose papers that are

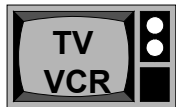
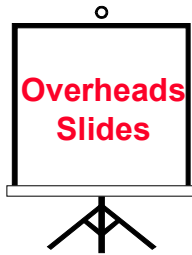
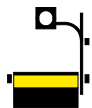
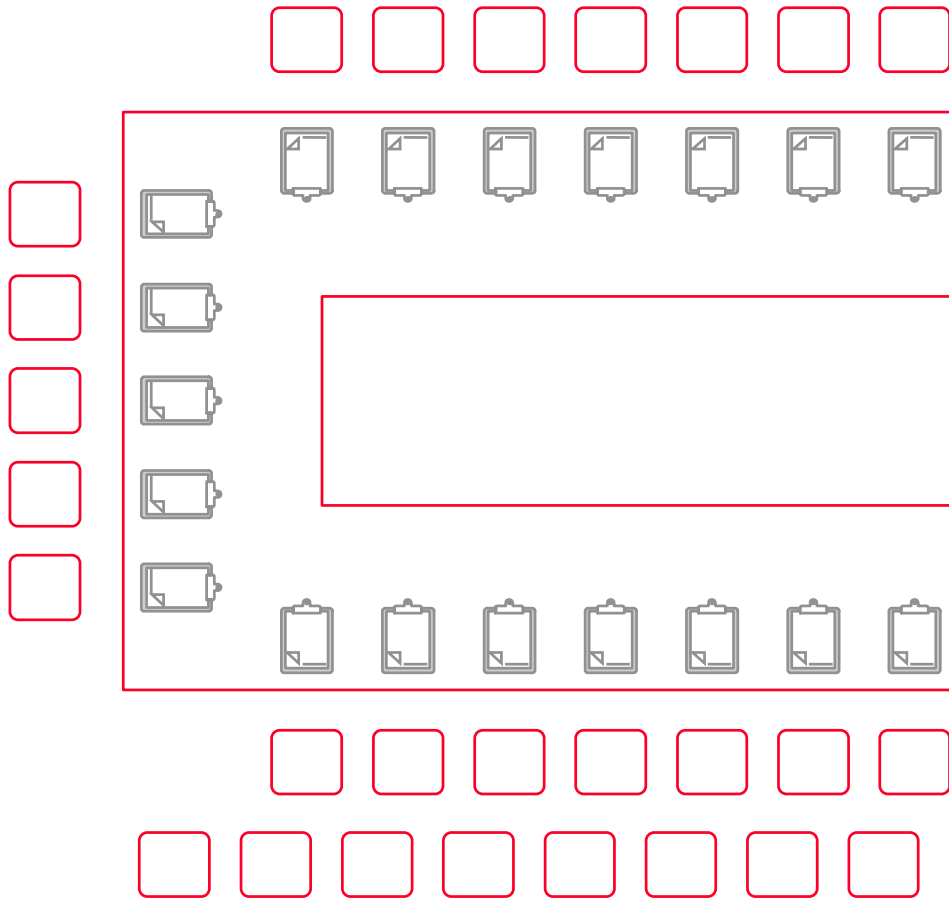
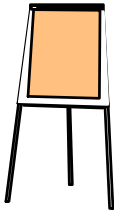
- ◆ **short**
- ◆ **good quality**
- ◆ **relevant to the current situation**
- ◆ **dealing with tropical countries**
- ◆ **emphasising prevention**

Training room

Questions to ask

- **Is it available for the whole course?**
- **Does it have the necessary equipment and material?**
- **Is it arranged so that all participants can see the slides?**
- **Is the lighting adequate?**
- **Are there any sources of distractions?**

Ideal classroom arrangement



Equipment

Questions to ask

- **Does everything work?**
- **Are the slides in order?**
- **Are all the presentation tools available?**
- **Are there enough writing materials for all participants?**
- **Is the video compatible with the equipment?**

Other preparations

- **Schedules**
- **Site visits**
- **Other resources**

During the course

- **Introductory exercise**
- **Guest speakers**
- **Visits**
- **Video**
- **Evaluation
(lectures and materials)**
- **Exam**

Introductory exercise

Purpose

To allow organisers, lecturers and participants to get to know each other

Guest speakers

Can be from

- ◆ **Government**
- ◆ **Food industry**
- ◆ **Consumer organisation**
- ◆ **Academia**

Visits

- **Factory**
- **Laboratory**
- **Small restaurant**
- **Street vendor**

“Food Safe Food Smart” Video

Aim

**Provide information on how to
set up a HACCP team**

Exam

- **Can be made up of multiple choice questions, short answer questions, essay questions, or a combination**
- **Grading depends on the regulations of the institution**
- **Give the participants time to study !**

After the course

- **Course evaluation**
- **Final report**
- **Appreciation letters to speakers**
- **Report to ICD / SEAMEO (Jakarta)**
- **Course summary sent to SEAMEO newsletter**