



Canadian Food Processors Institute

Food Processing Human Resources Council

ONLINE COURSE PROFILE

Title: Workplace Essentials - Job Task Planning and Organizational Skills

Description: This course addresses job task planning and organizing skills which are high on the list of skills identified by government and industry research as essential to success in work, learning and life. These skills provide the foundation for learning other skills and are the cornerstone of lifelong learning. Lifelong learning and workplace skills training are closely linked to productivity, adaptability and innovation, all vital elements of today's competitive and rapidly changing global business environment.

This course provides guidelines for managing time, managing stress, delegating job tasks, supervising operations, remembering information, gathering information through interviews, gathering information by phone, gathering information from text sources, and gathering information from electronic sources.

Who should attend? This course is applicable to all industry personnel in a food processing plant who want to improve their job task management skills including: owners, supervisors, production personnel, sanitation team, labelling and packaging, plant manager, health and safety team, food safety team, etc.

Duration: 2.0 hours

Learning Objectives: Completion of the Job Task Planning and Organizational Skills course, participants will gain and develop the following knowledge, and skills:

- The importance of using a time management system
- Strategies for setting and prioritizing tasks, including creating an action plan
- Understanding the importance of monitoring tasks
- Understanding the need to reduce stress and strategies to do so
- Using effective delegation and strategies for reducing resistance to delegation
- Understanding the general requirements for supervising production
- Using module techniques and strategies for improving your memory
- Using techniques for gathering information through interviews, phone calls, text documents and electronic sources

The goal of this training is to provide knowledge, and strategies which will help clients be improve their job task planning and organisational skills and apply them in the food processing industry.

Major Topics:

- Time Management
- Task Prioritization
- Workplace stress
- Task Delegation
- Supervision skills
- Information gathering



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Evaluation Process

FPHRC is committed to providing relevant training in an appropriate and useable form for the food and beverage processing industry. This course has been developed because the subject area is one for which a need for training was identified. The course information and online format was developed with both the subject matter and prospective participants in mind. The FPHRC welcomes evaluations and comments as a method of fulfilling its mandate to provide relevant training for the food and beverage processing industry.

A course evaluation form about course material and delivery will be provided. Though this evaluation is optional, each participant is encouraged to complete a course evaluation to help us make improvements.

Knowledge Evaluation

Adult learners must be able to assess their own performance as they practice new behaviours and theories. Knowledge evaluation for participants will be at the end of each course module and a final evaluation at the end of the course. Participants must demonstrate a minimum level of knowledge (70%) for the final course evaluation.