

CHECK LIST

FOR A TRAINING THAT STICKS

■ BEFORE THE TRAINING

- ☐ **Display the pre-pilot poster** (FoodWISE - Let's Make a Difference) in the staff room and any strategic locations (inside door of the staff bathroom, other high-traffic areas) and **ensure ALL staff have filled out the pre-pilot survey** before the training starts.
- ☐ **Add your operations data** in the relevant pages of this training content.
- ☐ **Identify the members of the FoodWISE contest Jury.** Members will have to select the best idea to reduce back-of-house food waste in your operations, and to support its implementation for one month.
- ☐ **Identify the prizes for the selected idea.** Make sure they're ready to distribute at the end of the contest timeline (7 weeks from launch). Indicate the prizes in the posters in the following pages.

■ DURING THE TRAINING

The following sheets are your daily guides to help you deliver the training. Don't hesitate to print them ahead of time, add specifics about your operations, and use them during your team shift meetings.

- ☐ **Replace the pre-survey poster with the FoodWISE contest submission form in staff room.**
- ☐ **Print copies of the FoodWISE contest submission form** for your staff to fill up, and let them know how to give them back to you.
- ☐ **Communicate any change in the training sessions.**
- ☐ **Distribute training materials:** Ensure all relevant training materials are distributed to staff and/or displayed prominently in the staff room.
- ☐ **Engage staff:** Encourage active participation and engagement during training sessions:
 - ☐ "WasteFACTs" and "Questions to the Team" can be used to start the discussions and reflect on food waste management in your operations.
- ☐ **Remind the team of the FoodWISE contest.**

■ AFTER THE TRAINING

- ☐ **Keep the poster about the FoodWISE contest visible and encourage your team to submit ideas.**
- ☐ **Schedule regular meetings** to discuss progress, gather feedback, and brainstorm new ideas to submit.
- ☐ **Use visual tools such as dashboards or charts** to track the progress of implemented ideas and their impact.

■ AFTER THE IMPLEMENTATION OF THE WINNING IDEA

- ☐ Ask all your participants to fill out the post survey "Help Us Cross the Finish Line."