

CORE CACFP Train-the Trainer Conference
Raleigh, NC | Dallas, TX | Los Angeles, CA
DRAFT AGENDA

Session Topic	Agenda
Trainer Success	This session will explain the characteristics of a successful trainer. Participants will practice effective trainer communication and active listening skills. Adult learning styles will be explained. Participants will practice the use of effective questions to land learning and understand how to handle challenging participants.
Management Plans	This session will define and explain the purpose of management plans. Participants will be able to discuss the required components of a management plan, and learn how to evaluate, monitor, revise and submit management plans. Participants will receive best practices for management plans.
Budgets	This session will define budgets and explain their purpose. It will identify how the CACFP budget aligns with the Performance Standards. Participants will learn the key steps for creating a CACFP budget and receive best practices associated with developing a CACFP budget.
Financial Viability	This session will provide an overview of the performance standards and the regulatory guidance governing financial viability. We will define financial viability and discuss how to demonstrate financial viability. Participants will receive financial viability best practices.
Internal Controls	This session will define and explain the purpose of internal controls. It will define the components of internal controls and how they relate to CACFP compliance. Participants will learn how to document, assess and monitor internal controls. Common Program areas where internal controls are essential will be identified. Participants will receive best practices for internal controls.
Recordkeeping & Claims	This session will explain the purpose and importance of recordkeeping. Common issues associated with recordkeeping will be identified. Record maintenance requirements and records management will be discussed. The sponsoring organization's role and key steps in the claims process will be discussed. Required and recommended edit checks will be reviewed. Participants will receive best practices associated with recordkeeping and claims for reimbursement.
Monitoring & Oversight	This session will define monitoring and oversight and explain the importance of monitoring. The different types of monitoring and their frequency will be discussed. Staffing requirements and monitoring review elements will be explained. Participants will receive monitoring and oversight best practices.
Serious Deficiency	This session will define and explain the purpose of the serious deficiency process. The six steps of the serious deficiency process will be explained. Non-compliance resulting in a determination of serious deficiency will be discussed. Participants will learn how to determine the components of an acceptable serious deficiency corrective action.
Corrective Action	This session will explain the purpose of corrective action and define a corrective action plan. A methodology to determine the root-cause of non-compliance will be introduced. The components of a corrective action plan will be identified. The effectiveness of corrective action plans will be evaluated. Best practices for evaluating corrective action plans will be shared.

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	Track 1	Track 2
	Day 1	Day 1
7:00-8:00	Arrival, Registration & Breakfast (Provided by MHMC)	Arrival, Registration & Breakfast (Provided by MHMC)
8:00-8:25	Welcome & Opening	Welcome & Opening
8:25-8:30	Transition	Transition
8:30-10:00	Session 1	Session 1
10:15-10:30	Morning Break (Provided by MHMC)	Morning Break (Provided by MHMC)
10:30-12:30	Session 2	Session 2
12:30-1:30	Lunch (on your own)	Lunch (on your own)
1:30-3:30	Session 3	Session 3
3:30-3:45	Afternoon Break (snacks provided by MHMC)	Afternoon Break (snacks provided by MHMC)
3:45-4:45	Session 4	Session 4
4:45-5:00	Wrap up & daily reminders	Wrap up & daily reminders
	Day 2	Day 2
7:00-8:00	Arrival & Breakfast (provided by MHMC or Sponsor)	Arrival & Breakfast (provided by MHMC or Sponsor)
8:00-8:10	Daily Recap, Agenda & Announcements: MC	Daily Recap, Agenda & Announcements: MC
8:10-8:15	Transition	Transition
8:15-10:15	Session 1	Session 1
10:15-10:30	Morning Break (Provided by MHMC)	Morning Break (Provided by MHMC)
10:30-12:30	Session 2	Session 2
12:30-1:30	Lunch (on your own)	Lunch (on your own)
1:30-3:30	Session 3	Session 3
3:30-3:45	Afternoon Break (snacks provided by MHMC)	Afternoon Break (snacks provided by MHMC)
3:45-4:45	Session 4	Session 4
4:45-5:00	Wrap up & daily reminders	Wrap up & daily reminders
	Day 3	Day 3
7:00-8:00	Arrival & Breakfast (provided by MHMC or Sponsor)	Arrival & Breakfast (provided by MHMC or Sponsor)
8:00-8:10	Daily Recap, Agenda & Announcements: MC	Daily Recap, Agenda & Announcements: MC
8:10-8:15	Transition	Transition
8:15-10:15	Session 1	Session 1
10:15-10:30	Morning Break (Provided by MHMC)	Morning Break (Provided by MHMC)
10:30-12:30	Session 2	Session 2
12:30-1:30	Lunch (on your own)	Lunch (on your own)
1:30-3:30	Session 3	Session 3
3:30-3:45	Afternoon Break (snacks provided by MHMC)	Afternoon Break (snacks provided by MHMC)
3:45-4:30	Session 4	Session 4
4:30-5:00	Q&A, Conference Close	Q&A, Conference Close