

**Institute for Food Safety and Health (IFSH)**  
 6502 South Archer Road, Room 100, Bedford Park, IL 60501  
**Tuesday, November 28 - Thursday, November 30, 2023**  
 8:00 AM – 5:00 PM U.S. Central (Days 1- 3)

This Lead Instructor course agenda is covered in **three days**.

You must be present for the entire course in order for you to receive your Lead Instructor certificate. **Plan your travel accordingly.** Late arrival and/or early departure will prevent issuance of certificate.

Day 1		Instructor
8:00 AM - Noon	Welcome, Introductions, Sign-in	
	Instructor Materials	
	<b>Chapter 1: Introduction to Course and Preventive Controls &amp; Exercise<sup>1</sup></b>	
	<b>Chapter 2: Current Good Manufacturing Practices &amp; Exercise</b>	
<b>Lunch: 12:00 – 1:00 PM</b>		
1:00 – 5:00 PM	<b>Chapter 3: Animal Food Safety Hazards &amp; Exercise</b>	
	<b>Chapter 4: Overview of the Food Safety Plan &amp; Exercise</b>	
	<b>Chapter 5: Hazard Analysis and Preventive Controls Determination &amp; Exercise</b>	
	Assign Chapters for Practicum “Teach Back” <sup>2</sup>	
	Questions / Expectations for Day 2	
<b>Adjourn</b>		

Day 2		Instructor
8:00 AM - Noon	Sign-in, Questions from Previous Day	All
	<b>Chapter 6: Required Preventive Controls Management Components &amp; Exercise</b>	
	<b>Chapter 7: Process Preventive Controls &amp; Exercise</b>	
<b>Lunch: 12:00 – 1:00 PM</b>		
1:00 - 5:00 PM	<b>Chapter 8: Sanitation Preventive Controls &amp; Exercise</b>	
	<b>Chapter 9: Supply-Chain-Applied Controls &amp; Exercise</b>	
	<b>Chapter 10: Recall Plan &amp; Exercise</b>	
	Course Delivery & Administration	
	Questions / Expectations for Day 3	
<b>Adjourn</b>		

- <sup>1</sup> All exercises focus on review of the Exercise Objective and how Instructors can use adult learning concepts to adapt exercises to facilitate learning.
- <sup>2</sup> On Day 3 there is a Practicum “teach back” where each person will be asked to present a few slides from the curriculum (in English) to demonstrate their instructor skills and understanding of the FSPCA training materials. **Failure to demonstrate instructor skills and an understanding of FSPCA training materials through participation in exercises, questions asked, and teach back observations may result in you not receiving your Lead Instructor certificate. Remediation fees may apply.**

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Day 3		Instructor
8:00 AM - Noon	Sign-in, Questions from Previous Day	All
	LI Candidates Prepare for "Teach Back"	LI Candidates
	<b>Exercise:</b> Practicum "Teach Back"	LI Candidates
Lunch		
1:00 - 5:00 PM	<b>Exercise:</b> Practicum "Teach Back" (continued)	LI Candidates
	Online Course Evaluation & Final Questions	Jones
<b>Adjourn</b>		

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- <sup>2</sup> On Day 3 there is a Practicum "teach back" where each person will be asked to present a few slides from the curriculum (in English) to demonstrate your instructor skills and understanding of the FSPCA training materials. **Failure to demonstrate instructor skills and an understanding of FSPCA training materials through participation in exercises, questions asked, and teach back observations may result in you not receiving your Lead Instructor certificate.**