



ASSOCIATION OF FOOD  
& DRUG OFFICIALS  
SINCE 1896

Now is the time to  
invest in your team.

# AFDO can help!

**Having a development plan for your team is important for them ... and your organization.**

Now is the time to help your team lay out their professional development plan. AFDO has a host of options for employees – from new to experienced – to fit every budget. There are offerings for you, too. Check out these training opportunities and pass them along to anyone you want to help succeed.

## **Basic Inspections and Investigations Course for New Manufactured and Retail Regulators** Virtual (20 hours)

### **Course dates:**

**December 11-14, 2023** (5 hours each day)  
**May 13-16, 2024** (5 hours each day)

**Cost:** \$350 Registration

**Seat limit per course:** 18

**Who should attend:** **Manufactured and retail food inspectors** with less than 6 months of experience

**The Basic Inspections and Investigations Course** provides basic and fundamental learning opportunities for new food regulators who have responsibilities for conducting routine and non-routine inspections, conducting investigations, and collecting product samples for analysis by a laboratory (when applicable). This hands-on training will benefit those who have learned from ORA LearnED web-based training courses and will include live activities and exercises in a virtual setting. Topics will include a review of the basics of conducting an inspection including equipment and tools, opening and closing interviews, improving observation skills, and how to prepare a defensible report. A brief overview of investigations and sampling techniques is covered.

**If your organization would prefer a train-the-trainer level course for this learning opportunity, please contact [afdo@afdo.org](mailto:afdo@afdo.org). If your jurisdiction would like this delivered in person to your organization, that can also be arranged.**

## **Basic Inspections and Investigations Course – Produce** In-person

### **Course dates:**

**February 13-15, 2024**  
**July 9-11, 2024**

**Cost:** **FREE** for Produce Regulatory Program participants

**Seat limit per course:** 16

**Who should attend:** **Produce regulatory inspectors** with less than 6 months of experience

**The Basic Inspections and Investigations for Produce Course** provides basic and fundamental learning opportunities for new produce regulators who have responsibilities for conducting routine and non-routine inspections and may have responsibilities for conducting investigations, and collecting product samples for analysis by a laboratory (when applicable). This hands-on training will benefit those who have learned from ORA LearnED web-based training courses and will include live activities and exercises. Topics will include a review of the basics of conducting an inspection including equipment and tools, conducting the opening and closing interviews, improving observation skills, and preparing a defensible report. A brief overview of investigations and sampling techniques is covered.



## Root Cause Analysis for Retail Food Safety Virtual (18 hours)

### Course dates:

October 10-13, 2023

Dec 4-7, 2023

**Cost:** \$250 Registration

**Seat limit per course:** 15

**Who should attend:** Advanced food safety regulators and investigators

**Root Cause Analysis** is a critical part of the food safety problem solving process. This analytical process breaks down the system into its components, enabling an understanding of the effect of each component on others and/or the system. Root cause analysis techniques assist in identifying possible causes and determine actual causes.

This course develops the skills needed to define the problem, collect data, determine the “why” of the violation or outbreak, and identify solutions by applying the concepts of root cause analysis to reduce risk factor violation occurrence and enhance foodborne illness outbreak investigations. Course objectives include:

- **Enhance problem solving effectiveness** by providing a model for more deeply analyzing problem situations, e.g., foodborne illness outbreaks.
- **Clarify the difference between analytical and creative thinking**, and when each is most useful.
- **Promote the ability to provide problem-solving support** in situations where one is not an expert in the process or technology involved.
- **Expand the range of tools available** for analysis of problems.

**This virtual course** consists of four 4.5-hour sessions and will have activities and exercises.

## Process Improvement for Regulators – A Training Practitioner Certificate Experience

In-person with a virtual component

### Course dates:

January 30, 2024 –

4-hour virtual meeting 1 p.m. to 5 p.m. ET

February 6-9, 2024 – in-person

Four monthly calls following course

**Cost:** \$750 non-member plus travel expenses, \$400 member plus travel expenses

**Seat limit per course:** 16

**Who should attend:** The course is designed for food and feed programs by giving them the tools necessary to facilitate and lead their programs in new and/or complex projects.

This course is only available to individuals currently employed by federal, state, tribal,

and territorial regulatory agencies.

**Note:** This course requires an application. Accepted applicants will be notified at least 9 weeks before the course, at which point an invoice will be issued. Selection will be based upon a variety of criteria including position, geographic and programmatic diversity, and location. This course is only available to federal, state, local, tribal, and territorial regulators.

**The Process Improvement for Regulators – A Training Practitioner Certificate Experience** course will take a deliberate approach to improving business processes by efficiently identifying, analyzing, and refining each existing process and then looking at how to respond to changes in business rules or data, compliance, or regulations. Participants will facilitate discussions with the Process Improvement tools within their organizations after completing the in-person Process Improvement class. Our approach is straightforward, not over-engineered or overly complicated. The course will include:

- **Adoption of new regulations**
- **The implementation of new software**
- **Changes to licensing structures or fees**

**This course** will have one four-hour virtual component prior to the in-person course and four monthly calls, not to exceed 2 hours each.

## Instructional Skills Training (IST)

2½ day in-person session

**Course dates:** March 20-22, 2024

**Cost:** \$750 non-member plus travel expenses, \$400 member plus travel expenses

**Seat limit per course:** 21

**Who should attend:** Training officers, field trainers, and other staff who conduct staff and industry training. This course is only available to individuals currently employed by state, local, tribal, and territorial regulatory agencies.

**Note:** This course requires an application. Accepted applicants will be notified at least 9 weeks before the course, at which point an invoice will be issued. Selection will be based upon a variety of criteria including previous participation by jurisdictions, need for the training, and distance to training.

**The Instructional Skills Training** course provides individuals with an overview of the knowledge, skills, and abilities necessary to deliver effective training. The course is activity-based, participant-driven, and consists largely of facilitated discussions and activities in both small and large group settings.

As a major focus, the course requires participants to practice the following skills, which are essential for successful delivery of training:

- **Demonstration:** Physically showing how something is used or done.



- **Facilitation:** Leading or orchestrating group activities or interaction to reach consensus, gain knowledge, or achieve a goal.
  - **Presentation:** Disseminating information verbally and/or visually.
- Learners will be asked to complete the following Pre-Course and In-Class work:
- **Complete the pre-course assessment** (multiple choice and true-or-false questions based on course content).
  - **Select a PPT presentation** from a list of several AFDO-provided presentations.
  - **Using the provided PPT presentation** (including the embedded notes), prepare a 10-minute presentation to be delivered during the first day of the IST course.
  - **Learners will also need to rework their provided PPT presentation** after the second day of class to present an improved 10-minute presentation during the third half-day of class.

## Food Safety Culture for Regulators with Frank Yiannas

In-person

**Course dates:** January 3-4, 2024

**Location:** Kansas City, Missouri

**Cost:** \$1,200 non-members plus travel expenses; \$300 members plus travel expenses

**Seat limit per course:** 50

**Who should attend:** This course has been developed for food safety regulatory program leaders, supervisors, and emerging leaders. It is also appropriate for those desiring to better understand food safety culture to help drive change in their current role or equip them for their next promotion or challenge.

**Note:** This course requires an application. Accepted applicants will be notified at least 9 weeks before the course, at which point an invoice will be issued. Selection will be based upon a variety of criteria including position, geographic and programmatic diversity, and location. This course is only available to federal, state, local, tribal, and territorial regulators.

**Food Safety Culture for Regulators with Frank Yiannas** will teach regulators how to evaluate and strengthen the food safety culture of an organization or establishment they regulate and how to make their regulatory practices and programs more effective. They will gain a better understanding of food safety culture, what it is – and what it is not. They'll also learn must-know organizational and behavioral science principles and how to use them to influence human behavior and enhance employee compliance. The attendees will receive practical, real-world applications that will help them become more effective in their current role and better equip them for their next promotion or challenge.

## Communications Skills for Government Regulators – Certificate Program

Virtual



### Course dates:

October 20, 2023 12:00-1:30 ET  
Talking to Decision Makers: What to Say and How to Say It  
November 17, 2023 12:00-1:30 ET  
Thinking on Your Feet: How to Shine Under Pressure  
January 19, 2024 12:00-1:30 ET  
Strategies in Meetings: Achieving Your Objectives  
February 16, 2024 12:00-1:30 ET  
Essential Writing Skills for Government Regulators  
March 22, 2024 12:00-1:30 ET  
Dangerous Documents: Avoiding Land Mines in Your Records and Emails

**Cost:** FREE

**Seat limit per course:** 12

**Who should attend:** Inspectors, investigators, and supervisors in boots-on-the-ground positions

**The Communication Skills for Government Regulators** virtual classes are designed to impart knowledge that will change the participants' behavior. Using polls, chat, and breakout rooms, the participants will employ their critical thinking skills and:

- **Practice communication techniques** they can apply immediately after the class
- **Analyze case studies**
- **Solve problems**
- **Collaborate with other government regulators**

**This course consists of five 90-minute sessions** and will have activities and exercises. **Must attend all five.**

## The Power of Microsoft Outlook

Virtual

### Course dates:

**October 13, 2023,** 12:00-3:00 p.m. ET  
**November 3, 2023,** 12:00-3:00 p.m. ET  
**January 5, 2024,** 12:00-3:00 p.m. ET

**Cost:** FREE

**Seat limit per course:** 500

**Who should attend:** Anyone who uses Microsoft Outlook via the desktop application

The Power of Microsoft Outlook will teach you to create a new work dashboard that will sharpen your focus and elevate your results each day. The course will include:

- **Outlook Tune-up** – Make technical changes that will improve performance.
- **Master Your Inbox** – Instantly turn information into action instead of leaving it in a pile of email.
- **Calendar Mastery** – Manage your time or someone else will. Improve meeting and planning time.



- **Task Management** – Prioritize, delegate, and follow up on tasks for you and your teams.
  - **Learning to Plan** – Control your future and help your teams to look beyond the horizon for success.
  - **Goal Setting** – Learn how to sustain long-term efforts and stay emotionally connected to your goals.
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## Inspector Boot Camp Virtual

**Course dates:** Three independent sessions with independent registrations

**January 10, 2024** — Retail and manufactured food inspectors

**January 17, 2024** — Manufactured food inspectors only

**January 24, 2024** — Retail food inspectors only

**Cost:** **FREE**

**Seat limit per course:** 1,000

**Who should attend:** Manufactured and retail food inspectors with LESS than two years of on-the-job experience

**Inspector Boot Camp** sessions cover both power skills and technical skills, using interactive strategies with participants. Technical skills are split into days of training specifically for retail-level inspectors (restaurants, grocery stores, etc.) and a separate day for manufactured-level inspectors (food processing facilities). The goal is to help state and local regulators gain access to valuable training early in their food safety careers in order to build knowledge and experience at no cost.

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## Advanced Inspector Boot Camp

Virtual

**Course dates:** Three independent sessions with independent registrations

**February 14, 2024**

**February 21, 2024**

**February 22, 2024**

**Cost:** **FREE**

**Seat limit per course:** 1,000

**Who should attend:** Manufactured and retail food inspectors with MORE than two years of experience

**Advanced Inspector Boot Camp** expands on training information for inspectors including understanding food safety plans, identifying special processes, recognizing and shaping Food Safety Culture, and identifying components of a foodborne illness investigation. This course will include interactive strategies to engage participants. Material is repeated each year for a new audience, but Day Three offers something new each year!

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## Environmental Sampling: A Tool for Solving Outbreaks at the Retail Food Level In-person

**Course dates, location and cost:** This course will be held in multiple locations throughout the country. If you are interested, please contact AFDO at [afdo@afdo.org](mailto:afdo@afdo.org) for dates and locations.

**Who should attend:** Field-level staff who conduct environmental sampling/environmental assessments and supervisors/coordinators who plan sampling assignments and outbreak responses, particularly at retail facilities

**This course is intended to provide hands-on experience with planning and conducting environmental sampling activities,** primarily in a retail setting. Learn how to build a sampling team, plan for an environmental sampling exercise, and target sampling areas based on specific pathogens. Discover how sampling can contribute to an overall environmental assessment of a facility. This one-day course includes a half-day of classroom and hands-on learning, followed by a half-day of putting those skills into action in a real kitchen/food production environment.

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## Program Manager Workshop

In-person with a virtual component

**Course dates:** Adjacent to the June 2024 AFDO Annual Educational Conference in Grand Rapids, Michigan.

**Cost:** **FREE**

**Seat limit per course:** 20

**Who should attend:** New, existing, and future program leaders currently employed by federal, state, local, tribal, and territorial agencies

**Note:** By application only. Please email [pkennelly@afdo.org](mailto:pkennelly@afdo.org) for more information or to express your interest.

**The Program Manager Workshop** is a unique opportunity designed to provide insight into key knowledge areas that Food Program Managers need to effectively implement their programs. Topics include media relations, emergency response, integrated food safety systems, budgeting, human resources, legal and regulatory authorities, compliance, and enforcement.

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Use the QR code to register or visit [afdo.org/training](https://afdo.org/training).

