

Sample agenda

Class location – Week 1

Date and time

Address

Week 1 Objectives:

- Practice proper hand washing and basic knife safety
- Prepare recipes with foods from multiple food groups
- Discuss using recipes as a framework that can be adjusted to save money and improve health
- Practice reading food labels

2:30pm Team Arrives at Site

Please meet outside Cheryl Cobbs classroom to help set up materials

2:30-3:00pm (30 mins.) - Set up (All)

- Set up cooking table with burners, utensils, and ingredients ready and at hand – **Cooking Facilitator**
- Set up for nutrition – **Nutrition Facilitator**
- Set aside all food that will be needed for class and wash all produce needed in class. – **Class Assistant**
 - Priority: Mango Salsa – needs to be done before class (Coordinator will have prepped some of this in advance)
 - **SNACK: Mango Salsa X2 (red onion, canned tomato, bell peppers, lime, cilantro)**
 - **ENTRÉE: Black Bean and Veggie Quesadillas X2 (onion, bell peppers, garlic, zucchini, spinach, corn, cheddar, tortillas)**
- Sanitize/wipe down all surfaces w/ bleach spray and towel – **Nutrition Facilitator**
 - Please help Cooking Facilitator with making and dishing out the salsa
- Give paperwork to participants that come in early, pass out nametags and pens – **Coordinator**

3:00-3:15pm (15 mins.) – Surveys (Coordinator)

- Explain the Cooking Matters paperwork – make sure people only fill out the first half
- Pass out snack for participants to enjoy while completing surveys
- Be on hand if anyone has questions as they complete the surveys - **All**

3:15-3:30pm (15 mins.) – Introductions (Coordinator + Team)

- Go over what to expect in the 6 weeks together in terms of structure, take home bags and nutrition lessons
- Volunteers and participants introduce themselves (name, pronouns, favorite food, allergies/dietary restrictions, what they're excited to learn)
 - **Class Assistant – please take note of participant responses on the flip chart**

3:30pm-4:25pm (55 mins.) – Culinary Lesson (Cooking Facilitator)

- Explain the snack. Ask if participants enjoyed it/what they would change (usually we will make this together: emphasize that we used *canned, frozen, and fresh* fruit all in one recipe!)
- Brief introduction to the cooking portion of the lesson-- essentially it is a time when everyone can practice new skills and try new foods. Encourage participants to ask questions about anything they don't feel comfortable with or that seems unfamiliar to them.
- Go over the importance of kitchen safety to prevent foodborne illnesses and accidents
- Have participants wash their hands – refer to page I-3
- Use facilitated dialogue to demonstrate how to properly use a knife. (Knife Basics handout on page 15)
- Demonstrate how to cut ingredients for the quesadillas
- Discuss strategies when cooking such as reading the recipe start to finish, getting out all of the ingredients to prepare it, and prepping the ingredients. In addition, mention the way that the recipe is a framework- any veggie and cheese can be substituted according to participants' preferences
- Delegate tasks to participants and pass out ingredients to prep
- **Coordinator** – Transition class to Nutrition Lesson
- **Class Assistant**
 - Please help Cooking Facilitator plate quesadillas
 - Please wash and dry dishes as they come

- Please set-up groceries with ingredients for 1x entrée recipe for participants to take home when you have time

4:25-4:50pm (25 mins.) – Nutrition Lesson (Nutrition Facilitator)

- [MyPlate](#) (I will bring a MyPlate poster that participants can follow along with)
- Start a dialogue about why it's important to eat healthy – brainstorm challenges and what folks already do well
 - What are the five food groups? Why is it important to eat from them very day? (Eating a variety of foods helps participants get the wide range of nutrients they need to be healthy, lower their risk of developing new diseases.)
 - Do you think that all foods within each food group are OK to eat every day?
 - Depends what these foods look like, ask participants to share examples of “sometimes” vs. “everyday” food
 - What do you notice about the way food is displayed on MyPlate? How does this compare to the way you usually serve your plate?
 - Note the different MyPlate groups in the recipe! (Each CM recipe will use at least 3/5 groups)
 - Reading food labels (depending on how much time we have left, we may have to briefly touch up on this and come back to it. I will bring a Food Label poster)
- Introduce the [food label](#) as another tool to help guide food choices.
 - Ask what folks already look for on the label, if anything?
 - Explain that the Nutrition Facts panel can be used to help understand the amount of nutrients provided in the food we eat so that we can compare foods and make smarter choices.
 - Clarify the difference between one serving and the number of servings in a package
 - If we have time, participants will compare food labels

4:50-5:00pm (10 mins) Eat Together (All) + Wrap-up/Summary/Closing (Coordinator)

- Ask participants to share their comments on the taste of the meal, any changes they would make, or what they learned this class
- Summarize today's lesson
- Pass out grocery bags – **Class Assistant + team**
 - Remind participants to bring it back to each class.

5:00-5:30pm (30 min.) - Team Clean-Up + Debrief (All)

- Clean-up (**All**)
 - **Class Assistant/Coordinator/Nutrition Facilitator** – Please wash any remaining dishes, gather dirty towels/dishes in one bag, pack leftover ingredients, etc.
 - Rainbow/plastic dishes and utensils just need food rinsed off and I will run them through the dishwasher back at Solid Ground
 - Cutting boards take especially long to dry – there is a clothesline in the kit to hang them up to dry
 - **Everyone** – General clean-up and wipe down tables
 - **Cooking Facilitator** – Help to pack items into the kit
 - **Please make sure that everything is absolutely dry as mold can grow in a damp environment.**
 - **Coordinator** - Check the kit and overall setting; help pack any leftover ingredients
- Debrief quickly (**All**)

I will bring:

MyPlate handout
 Nutrition Labels handout
 Recipes
 Enrollment paperwork