

## Catalyst Consulting Frontline Staff Site Visit for Training in Teaching and Evaluation Techniques

Community Kitchen Pittsburgh | 04/10 & 04/11/2019

### Catalyst Consulting Key Contacts

Justin Smith, Program Development Manager  
[justin.smith@fairstart.org](mailto:justin.smith@fairstart.org), 206-661-1910

### Host Organization

Community Kitchen Pittsburgh

### Visiting Organizations

Trinity Café/Tampa Bay Food Bank, Tampa Bay, FL  
 Inspiration Corporation, Chicago, IL  
 Food Bank of Western New York, Buffalo, NY Meals  
 on Wheels of Western New York, Buffalo, NY  
 Providence, Winston-Salem, NC  
 Chester County Food Bank, Exton, PA  
 Kitchen of Grace, Pittsburgh, PA  
 Second Helpings, Indianapolis, IN

### Meet at CKP Facility

### Wednesday, April 10<sup>th</sup>

Time	Attendees	Led By	Activity
8:00 –9:00	Visiting Instructors, CK	CK	<b>Coffee, Light Breakfast, Facility Tour</b> Visiting staff and instructors arrive at Community Kitchen Pittsburgh and get a chance to see how the CKP run and operate.
9:00-9:45	Visiting Instructors	CK	<b>Workshop Agenda, Themes, and Goals</b> Visiting staff will be introduced to each other, and we will discuss in depth the unique challenges and environments of each visiting program, as well as how the workshop can help everyone to grow in their instruction and teaching practice
9:45-10:30	Visiting Instructors, CK	CKP	<b>Kitchen/Classroom Observation</b> Visiting staff will get to observe in a CKP kitchen/classroom environment, as students are instructed in knife skills the active kitchen environment.
10:30-10:45			Break
10:45-11:30	Chef Trainers, Chef Instructors, Visiting Instructors, CK	CKP	<b>Chef Trainer and Case Manager Informal Feedback Meeting Observation/Explanation</b> Visiting staff observe the communication between trainer and case manager, where prep for the 2-on-1 meetings with students happens. Hear discussion of problems and highlights from the week's work so far, and a chance to hear about meeting approach and case-noting style.
11:30-12:30	Visiting Instructors, CK	CK	<b>Coaching Champions Session 1</b> An overview of the culture of training that is part of Community Kitchen Pittsburgh's and Catalyst Kitchens' program identity. Topics include: How to teach a skill in the kitchen, the 5 questions, and the basics of teaching to a population with diverse learning needs
12:30-1:00			Lunch
1:00-2:00	Visiting Instructors, CK	CKP, CK	<b>Q&amp;A with CKP Training Staff</b> Visiting staff have a guided question and answer session with lead frontline operations and/or staff.
2:00-2:45	Visiting Instructors, CKP Program Team, CK	CKP	<b>Observation: Trainer/Case Manager/Program Team meeting</b> Visiting staff will observe another key mechanism of front-line staff communication and student evaluation - a full program team meeting. In the session, case managers, trainers, and other staff communicate directly about student progress, job goals, and plans for tier progression and/or graduation.

2:45-3:00			<b>Break</b>
3:00-3:45	Visiting Instructors, CK	<b>CK</b>	<b>Evaluation Writing Best Practices</b> Building on the observations of multiple CKP feedback sessions, visiting staff will learn about best practices in writing student evaluations and/or case notes. Trainers will learn about fact and data-based techniques in observing and documenting student growth, and on formatting and communicating feedback to case managers and directly to students.
3:45-4:00	Visiting Instructors, CK	<b>CK</b>	<b>Day 1 Wrap-up</b> Go over day 1 takeaways and learnings and review the agenda and goals for day 2.
<b>Thank you!</b>			

**Suggested Evening Activity**

6:30PM	Dinner	<b>Dinner: Superior Motors (1211 Braddock Ave, Braddock, PA 15104)</b> Chef Kevin Sousa is former James Beard nominee, and in July 2017 his latest restaurant, Superior Motors, was named one of the Top 10 best restaurants in the country by Food and Wine Magazine. Kevin is a long-time employer partner and supporter of Community Kitchen Pittsburgh.
--------	--------	--

**Thursday, April 11<sup>th</sup>**

**Meet at CKP Facility**

Time	Attendees	Led By	Activity
8:15-8:45	Visiting Instructors, CK	<b>CK</b>	<b>Coffee, Light Breakfast, and Day 1 Recap</b> Visiting staff arrive at CKP and review the schedule of events for that day's site visit and training.
8:45-10:00	Visiting Instructors, CK	<b>CK</b>	<b>Peer Interactive Learning</b> Visiting Instructors will have a chance to conduct individual discussions with their peers and discover more about each other's programs. There will also be guided topical discussions on subjects the cohort chooses on day 1 of the workshop.
10:00-10:15			<b>Break</b>
10:15-11:30	Visiting Instructors, CK	<b>CK</b>	<b>Teaching Techniques: Assessments, Accommodations and Modifications</b> Visiting staff will get to discuss and engage in guided skill-building around tests and testing environments, accommodating students with barriers to learning. Visiting staff will get introductory training on techniques for practical and classroom instruction, especially establishing time-based lesson objectives and lesson instructional goals determined by lesson content. Session will include instruction, peer discussion, peer to peer modelling and practice.
11:30-12:30	Visiting Instructors, CK	<b>CK</b>	<b>Writing New Lessons and Assessments</b> Utilizing lessons learned from the entire site visit, visiting staff will learn the basics of creating new time and goal-based classroom lessons, and get introduced to CK's template tools for Lesson Plans, Handouts, Instructor Materials, and Assessment Questions.
12:30-1:00			<b>Lunch – Student Showcase</b>

1:00-2:30	Visiting Instructors, CK, CKP Staff and Students	CK	<p><b>Community Kitchen Pittsburgh Graduation</b></p> <p>A wonderful opportunity to observe the best part of any training program – student graduation! All attendees are invited to attend show their support to CKP’s newest batch of future chefs.</p>
2:30-3:30	Visiting Instructors, CK	CK	<p><b>Coaching Champions Part 2</b></p> <p>Visiting staff will experience the second half of Coaching Champions, getting further exposure to teaching techniques involving diverse populations with a variety of barriers to learning. Topics will include diverse populations and mental health, self-assessment of teaching performance, and de-escalating to turn complaints into requests. This will be a great session to wrap up the workshop, setting personal goals for working with students as we go back to our programs across the country.</p>
3:30-4:00	Visiting Instructors, CK	CK	<p><b>Workshop Wrap-up and Debrief</b></p> <p>The site visit will wrap-up and visiting staff will have a chance to share feedback and learn about how to access ongoing peer learning opportunities through the Catalyst Kitchens network.</p>