



# Prepare

## Network for a Healthy California Harvest of the Month Training

**Length: 60 minutes**

### PRIOR TO TRAINING

#### Time – 60 minutes

- Prior to training, review content and prepare participant handouts. Place items in the two-pocket folder.
- Display Harvest of the Month (HOTM) posters – *Live a Colorful Life*, *Soccer Mosaic*, *Basketball Mosaic*, and *Runner Mosaic*.
- Schedule and test equipment listed in “Materials Needed” (at right).
- Download HOTM Training PowerPoint (PPTs) from CD to laptop. Choose the appropriate PPT based on the audience (trainers or teachers).
- Review PPT slides and note pages.
- Place dried fruits in paper cups for taste testing activity.

### DAY OF TRAINING

#### Time – 40 minutes

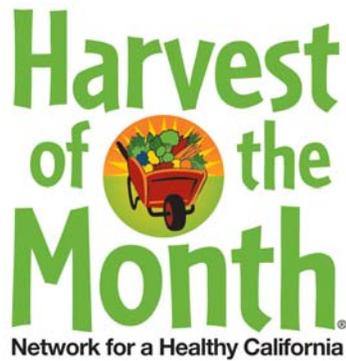
- Test microphone, speakers, and audio.
- Test LCD projector and laptop visibility and compatibility. If not using laptop, test DVD in a DVD player. Check the volume to ensure the audio works or determine if speakers are needed.
- Check room light and temperature levels.
- Set-up tables “classroom style” and place sets of the following listed below on tables:
  - *Participant packet*
  - *Post-It notes*
  - *Pens/pencils*
  - *Taste testing items*
- Set up display of resources referenced in HOTM and California Healthy Kids Resource Center materials and/or catalogues.
- Have flip chart stationed in the front of the room with “Diagram A” drawn on second page.
- Hang the “Key Sections of Educator Newsletter” signs around room.

### MATERIALS NEEDED

- LCD projector and screen
- Computer
- DVD player with speakers
- Audio equipment (optional)
- Items for taste-testing activity
  - *paper cups*
  - *dried fruit: raisins, figs, dates, plums (prunes)*
- HOTM Training PPT and talking points
- Participant packet to include:

#### Right side of folder:

- *Sample educator newsletter (Dried Fruits)*
- *Sample family newsletter (Dried Fruits)*
- *Sample menu slick (Dried Fruits)*
- *Taste testing grid “Exploring California Dried Fruits”*
- *Power Play! Rate the Taste worksheet*
- *Sample Nutrition Facts labels for dried fruits (stapled)*
- *Sample Botanical Image (grape vine)*
- *Links to California Content Standards grids (preK-12)*
- *Answer Key for Student Sleuths (Dried Fruits)*



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## ROOM ARRANGEMENT

- An ideal set-up would include table groups of six to eight chairs per table. (An alternate set-up would be theater style with space and flexibility for chairs to move easily.)

### Left side of folder:

- *Networking activity interview sheet Note taking pages of PPT slides*
- *Educator Newsletter Training Guide*
- *Quick start guide (omit for teacher trainings)*
- *Evaluation sheet*
- ☑ HOTM Posters
- ☑ HOTM DVD
- ☑ Post-It notes (1 pad/table)
- ☑ Pens (optional for each table)
- ☑ Flip chart or blank butcher paper
- ☑ Resources listed in "How to Grow Healthy Students" instructional guide
  - *California Department of Education (CDE) Fruit and Vegetable Photo Cards*
  - *Team Nutrition's Fruit & Vegetables Galore*
  - *Power Play! materials*
  - *Other available resources*