

## EDUCATION DEPARTMENT SERVICES FOR YOUR DEPARTMENT

The Education Department can provide you and your staff with a variety of services, including printed information, one-on-one or small-group trainings, refresher classes, computer help, and more.

We will work within your department's staffing and time limitations to bring you what you need, including short presentations during your meetings or huddles, one-on-one coaching for individuals, small-group meetings in your location, or facilitated discussions. We can also provide printed materials and use the employee intranet to provide you and your staff with useful reference material.

### LET US KNOW IF WE CAN HELP YOUR DEPARTMENT WITH

- Brochures on specific topics relevant to your department
- Nutrition and wellness information
- Product information for shoppers
- Product information for staff
  
- Intranet resources (lists, calendars, reference materials, guides, product updates, etc.)
- Food safety training (or retraining) for individuals on
  - glove use
  - cleaning and sanitizing
  - handling recalled products
  - handling perishable products
  - other \_\_\_\_\_
- Computer skills (one-on-one or small group in your location):
  - Basic computer use
  - Outlook
  - Excel
  - Word
- Grammar, punctuation, and spelling skills
- Phone skills
- Customer service issues/refresher course
- Supervisory skills
- Teamwork
  
- Understanding Open Book Management
- Facilitation skills for conducting effective meetings and huddles
- Financial terminology/understanding financial reports
- Games, as part of Open Book Management
- Huddles
- Understanding and promoting membership
- Understanding the Board's work and what Ends policies mean to staff
- Understanding the Co-op's Goals/Mission/Business Practices/Principles
- Additional topics not covered above:

PLEASE RETURN THIS FORM VIA INTEROFFICE MAIL TO ROSEMARY FIFIELD AT CHIRON SPRINGS. SOMEONE WILL CONTACT YOU FOR MORE INFORMATION AND TO BEGIN THE PLANNING PROCESS.

YOU CAN ACCESS AN ELECTRONIC COPY AT ANY TIME ON THE EMPLOYEE INTRANET:

[WWW.COOPFOODSTORE.COOP/STAFF/BASICS](http://WWW.COOPFOODSTORE.COOP/STAFF/BASICS)

Your name \_\_\_\_\_ Dept. \_\_\_\_\_ Location \_\_\_\_\_

- Contact me by phone at ext. \_\_\_\_\_
- I prefer email