

# Training Manager Lesson Guide: Overview, Orientation, and Welcome

The Candidate is training in your restaurant and because they are **in training**, the Candidate is not to be used as a substitute for a Co-worker in any position.

Assignment	Instructions
<p><b>Training Materials</b></p>	<ul style="list-style-type: none"> <li>• Verify you have the Candidate Tablet/Laptop and make sure it is charged and in working order. You must have a separate internet connection from the restaurant’s internet.</li> <li>• You should receive the MIT Training Kit, which includes the MIT workbook (including Tier 1 and Tier 1), Candidate tracking folder, spec check, headset, backpack, calculator, pen, pencil, and thermometer.</li> </ul>
<p><b>Orientation Checklist</b></p>	<ol style="list-style-type: none"> <li>1. Review the Orientation Checklist (in the workbook after the Welcome syllabus) with your Candidate and check off each item as it is covered.</li> <li>2. Elaborate on every line; tell the Candidate what you know about each topic.</li> <li>3. Read the contents of the Welcome Tab in the MIT Basics workbook in its entirety.</li> <li>4. Know and understand all requirements of the training program.</li> <li>5. Add Candidate to back office-using <b>Manager in Training GC MGR TRAINEE</b> as the job code.</li> <li>6. Go through the tool kit and explain contents in detail.</li> <li>7. Familiarize yourself with the following:             <ul style="list-style-type: none"> <li>• Golden Corral Portal</li> <li>• eLearning Center</li> <li>• My Training Page</li> <li>• GC MIT Resources</li> </ul> </li> <li>8. Make sure the Candidate can login to the eLearning Center while you are watching.</li> <li>9. Set expectations for the syllabuses, assignments, courses, OnDemand videos, activities, etc.             <ul style="list-style-type: none"> <li>• Explain that eLearning courses are not to be watched all at once</li> <li>• Work on one position at a time</li> <li>• Explain Part A &amp; Part B in the syllabus for the positions</li> <li>• Explain the Syllabuses on the eLearning Center</li> </ul> </li> <li>10. Go over the Code of Ethics, Missions, Vision, and Beliefs, and the Student Code of Conduct with the MIT. You and the Candidate should sign each of these and they should be placed in the MITs employee folder.</li> <li>11. Set your expectations of the Candidate regarding your restaurant and Co-workers.</li> <li>12. Discuss the job descriptions for Managers with your Candidate.</li> <li>13. Explain the online Candidate Weekly Survey on the eLearning Center.</li> </ol>

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<b>Orientation Checklist (cont.)</b>	<p>14. Remove the Candidate Assessments from the Overview tab and explain the weekly process.</p> <p>15. Explain that the Candidate fills out the Positional Evaluation for each module, and then you fill out your portion and review with the Candidate.</p>
<b>Sample Schedule</b>	<ul style="list-style-type: none"> <li>• Write the schedule for the MIT for the first 6 weeks; keep in mind to allow for study and assignment time.</li> </ul>
<b>Overview of Training and Expectations</b>	<ul style="list-style-type: none"> <li>• Read the Overview Tier 1 Syllabus.</li> <li>• Make sure that the Candidate has read the Introduction section of the Operations Manual and reviewed the Manager Job Descriptions.</li> <li>• Watch/Review the following Lessons From The Trainer videos. (You need to know what the Candidate is viewing.)             <ul style="list-style-type: none"> <li>○ Welcome to Training</li> <li>○ How to Use the Syllabus</li> </ul> </li> </ul>
<b>eLearning Courses</b>	<ul style="list-style-type: none"> <li>• Before beginning to work on a position, the MIT needs to complete all of the courses in MIT Core Competency 2023. These courses shouldn't be completed in one sitting.</li> </ul>
<b>Meal Period Responsibilities</b>	<ul style="list-style-type: none"> <li>• The Candidate will Shadow the Training Manager during the meal period.</li> <li>• Help the Candidate start to learn the flow of the restaurant. Allow the Candidate to follow you around as you manage the restaurant.</li> </ul>
<b>Managing Labor and Food Production</b>	<ul style="list-style-type: none"> <li>○ Watch/Review the following OnDemand videos.             <ul style="list-style-type: none"> <li>○ Labor Cost Analysis Report</li> <li>○ Hourly Labor Productivity Report</li> <li>○ Manager's Pocket Schedule</li> </ul> </li> <li>• Make sure that the Candidate has read the Managing Duty Rosters and Managing Breaks pages.</li> <li>• Watch/Review the following OnDemand videos.             <ul style="list-style-type: none"> <li>○ FMP: Step 1 – Overview</li> <li>○ FMP: Step 3 - Printing the Guides</li> <li>○ FMP: Using the Guides</li> </ul> </li> </ul>
<b>Portal Activity</b>	<ul style="list-style-type: none"> <li>• Ensure the Candidate can get on the Portal using the generic user name and password.             <ul style="list-style-type: none"> <li>➤ Franchisee: User name rest4321; Password Golden4321@</li> <li>➤ Company: User name rest9876; Password Golden9876@</li> </ul> </li> </ul>
<b>Operations Manual Food Safety</b>	<ul style="list-style-type: none"> <li>• Verify the Food Safety questions are answered correctly.             <ul style="list-style-type: none"> <li>➤ Make sure that they complete the paper version before completing the questions online.</li> </ul> </li> </ul>

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<b>Operations Manual Food Safety (cont.)</b>	<ul style="list-style-type: none"><li>➤ Make sure that they check their work using the Key to check their work prior to answering the questions on the eLearning Center.</li><li>➤ Remind them they only have two attempts.</li><li>➤ Remind them the Operations Manual Questions are open book using the notes their own answers.</li><li>➤ The required passing grade is 100%.</li></ul>
<b>Taking Care of Guests and Co-workers</b>	<ul style="list-style-type: none"><li>• Watch the On Demand videos:<ul style="list-style-type: none"><li>➤ What Guest Expect</li><li>➤ Gold Nuggets</li></ul></li></ul>
<b>Virtual Class</b>	<ul style="list-style-type: none"><li>• Show the MIT how to login to the store's email.</li><li>• Check for a Welcome email for the MIT from the Training Department that includes a link to the recorded Welcome to Golden Corral Training virtual class.</li></ul>
<b>Manager Final Sign-Off</b>	<ul style="list-style-type: none"><li>• Make sure all tasks are complete before you sign-off on checklists.</li></ul>