



Now is the time to  
invest in your team.

2024  
2025

# AFDO can help!

Having a development plan for your team is  
important for them ... and your organization.

Now is the time to help your team lay out their professional development plans. AFDO has a host of options for employees – from new to experienced – to fit every budget. There are offerings for you, too. Check out these training opportunities and pass them along to anyone you want to help succeed.

## POWER/SOFT SKILLS

### Process Improvement for Regulators and Industry – A Training Practitioner Certificate Experience

**Course Type:** In-person course with a virtual component, and four monthly calls following the course

**Dates:** February 18-21, 2025 (in person)

**February 11, 2025** (4-hour virtual meeting)  
**1 to 5 p.m. ET**

**Location:** Dallas, Texas (tentative)

**Cost:** Regulators \$400/\$750 plus travel expenses  
Industry \$750/\$1,250 plus travel expenses

**Seat Limit:** 16

**Who Should Attend:** Regulators and industry

Participants will receive the tools needed to facilitate and lead their organization in new and/or complex projects.

**Note:** This course requires an application. Accepted applicants are notified at least 9 weeks before the course, at which point an invoice is issued. Selection is based on various criteria, including position, geographic and programmatic diversity, and location.

**Course Description:** Take a deliberate approach to improving business processes by efficiently identifying, analyzing, and refining each existing process. Learn how to respond to changes in business rules or data, compliance, or regulations. The course approach is straightforward, not overengineered or overcomplicated. Upon completion, participants will be able to facilitate and lead discussions using the Process Improvement tools to complete projects, such as adopting new regulations, implementing new software, changing licensing structures or fees, implementing new products or processes, and adapting to any situation.

## The Power of Microsoft Outlook

**Course Type:** Virtual

**Dates:** Course 1 – October 2024  
Course 2 – February 2025

**Cost:** \$49

**Seat Limit:** 30

**Who Should Attend:** Anyone who uses Outlook via the desktop application

**Course Description:** Create a new work radar screen that sharpens your focus and elevates your results. Learn to make technical changes that improve performance; turn information into action instead of leaving it in a pile of email; master your calendar (improve meetings and planning); prioritize, delegate, and follow up on tasks for you and your teams; control your future and help your teams by earning to plan; and sustain long-term efforts by sustaining emotional connection to goals.

## Communications Skills for Government Regulators – Certificate Program

**Course Type:** Virtual

**Dates:** There is one fall series and one spring series.

**Fall: September 13, 2024 | Spring: March 8, 2025**

Talking to Decision Makers: What to Say and How to Say It

**Fall: September 20, 2024 | Spring: March 15, 2025**

Thinking on Your Feet: How to Shine Under Pressure

**Fall: September 27, 2024 | Spring: March 22, 2025**

Strategies in Meetings: Achieving Your Objectives

**Fall: October 4, 2024 | Spring: April 5, 2025**

Essential Writing Skills for Government Regulators

**Fall: October 11, 2024 | Spring: April 12, 2025**

Dangerous Documents: Avoiding Land Mines in Your Records and Emails

Five 90-minute sessions (from 12 to 1:30 p.m. ET) include activities and exercises. Participants must attend all five.

**Cost:** \$149

**Seat Limit:** 30

**Who Should Attend:** Inspectors, investigators, and supervisors in boots-on-the-ground positions

**Course Description:** These virtual classes impart knowledge that can change behavior. Using polls, chat, and breakout rooms, participants employ their critical thinking skills. Practice communication techniques that can be applied immediately after the class, analyze case studies, solve problems, and collaborate with other government regulators.

## Instructor Skills Training (IST) for Regulators and Industry

**Course Type:** 2½ day in-person session

**Dates:** March 12-14, 2025 (March 12 and 13 are full days; March 14 class ends at 12 p.m. ET.)

**Location:** Charlotte, North Carolina (tentative)

**Cost:** Regulators \$400/\$750 plus travel expenses  
Industry \$750/\$1,250 plus travel expenses

**Seat Limit:** 21

**Who Should Attend:** Training officers, field trainers, other staff who conduct staff and industry training

**Note:** This course requires an application. Accepted applicants are notified at least 9 weeks before the course, at which point an invoice is issued. Selection is based on various criteria, including position, geographic and programmatic diversity, and location.

**Course Description:** Individuals get an overview of the knowledge, skills, and abilities needed to deliver effective training. Activity-based and participant-driven, the course consists largely of facilitated discussions and activities in both small and large group settings.

Practice the skills that are essential for successful delivery of training: demonstration (physically showing how something is used or done), facilitation (leading or orchestrating group activities or interaction to reach consensus, gain knowledge, or achieve a goal), and presentation (disseminating information verbally and/or visually).

Learners will complete the following pre-course and in-class work: a pre-course assessment (multiple choice and true or false questions based on course content; selection of a PPT presentation from a list of several AFDO-provided presentations; and, using the provided PPT presentation (including the embedded notes), preparation of a 10-minute presentation to deliver during the first day of the IST course. Participants will also rework their provided PPT presentation after the second day of class for an improved 10-minute presentation during the third half-day of class.

## TECHNICAL

### Root Cause Analysis for Retail Food Safety

**Course Type:** Virtual

**Dates:** Course 1 – October 28- 31, 2024

Course 2 – January 13-16, 2025

Course 3 – April 14-17, 2025

All classes are 11 a.m. to 2:30 p.m. Four 4.5-hour sessions have activities and exercises.

**Cost:** \$250

**Seat Limit:** 15

**Who Should Attend:** Experienced food safety regulators and investigators or industry members

**Course Description:** Root Cause Analysis is a critical part of the food safety problem-solving process. This analytical process breaks down the system into its components enabling an understanding of the effect of each component on others and/or the system. Root cause analysis techniques assist in identifying possible causes and determining actual causes.

Develops the skills needed to define the problem, collect data, and determine the “why” of a violation or outbreak. Identify solutions by applying the concepts of root cause analysis to reduce risk factor violation occurrence and enhance foodborne illness outbreak investigations.

Enhance problem-solving effectiveness, learn the difference between analytical and creative thinking, become better able to provide problem-solving support, and expand the range of tools available for analysis of problems.

### Basic Inspections and Investigations Course for New Manufactured and Retail Regulators

**Course Type:** Virtual: 25 hours

**Course Dates:** January 27-31, 2025

(5 hours each day) - 11 a.m. to 4 p.m. ET

May 5-9, 2025 (5 hours each day) -11 a.m. to 4 p.m. ET

**Cost:** \$350

**Seat Limit:** 18

**Who Should Attend:** Manufactured and Retail food inspectors with less than 6 months of experience

**Course Description:** This gives basic and fundamental learning opportunities for conducting routine and non-routine inspections, conducting investigations, and collecting product samples for analysis by a laboratory. Hands-on training benefits those who’ve learned from ORA LearnED web-based training courses and includes live activities and exercises in a virtual setting. Topics include an inspection basics review (equipment and tools; opening and closing interviews; observation skills; and preparing



a defensible report). A brief overview of investigations and sampling techniques is covered.

A computer with a video camera is required for participation.

*\*If your organization would prefer a train-the-trainer level course for this learning opportunity, please contact [afdo@afdo.org](mailto:afdo@afdo.org). If your jurisdiction would like this delivered in person to your organization, that can also be arranged.*

## Inspector Boot Camp

**Course Type:** Virtual

**Dates:** Course 1 (Retail and Manufactured food inspectors) **January 8, 2025, 12:30 to 4:30 p.m. ET**

Course 2 (Manufactured food inspectors only)  
**January 15, 2025, 12:30 to 4:30 p.m. ET**

Course 3 (Retail food inspectors only)  
**January 22, 2025, 12:30 to 4:30 p.m. ET**

Technical skills are split into days of training specifically for retail-level inspectors (restaurants, grocery stores, etc.) and a separate day for manufactured-level inspectors (food processing facilities).

**Cost:** **FREE**

**Seat Limit:** 1,000

**Who Should Attend:** Retail and Manufactured food inspectors with LESS THAN TWO YEARS of on-the-job experience

**Course Description:** Inspector Boot Camp covers both power skills and technical skills, using interactive strategies with participants. Receive valuable training early in your food safety career to build knowledge and experience.

## Advanced Inspector Bootcamp

**Course Type:** Virtual

**Dates:** Course 1 – **January 9, 2025**

Course 2 – **January 16, 2025**

Course 3 – **January 23, 2025**

**Cost:** **FREE**

**Seat Limit:** 1,000

**Who Should Attend:** Retail and Manufactured food inspectors with MORE THAN TWO YEARS of on-the-job experience

**Course Description:** Hear live discussions and engage on several topics, including understanding food safety plans, identifying special processes, recognizing and shaping Food Safety Culture, and identifying what's involved in a foodborne illness investigation. Material is repeated each year for a new audience, but Day Three always offers something new!

For more information about either Boot Camp course, please visit [www.afdo.org/bootcamp](http://www.afdo.org/bootcamp).

## Basic Inspections and Investigations Course – Produce

**Course Type:** In-person (Produce Regulators only)

**Dates:** Course 1 – **July 9-11, 2025**

Course 2 – **February 11-13, 2026** (FY25-26)

**Location:** TBD

**Cost:** **FREE** for Produce Regulatory Program participants

**Seat Limit:** 16

**Who Should Attend:** Produce regulatory inspectors with less than 6 months of experience

**Course Description:** These are basic and fundamental learning opportunities for new produce regulators who are responsible for conducting routine and non-routine inspections and may have responsibilities for conducting investigations and collecting product samples for analysis by a laboratory (when applicable).

This hands-on training with live activities and exercises benefits those who've learned from ORA LearnED web-based training courses. Topics include a review of the basics of conducting an inspection (equipment and tools; opening and closing interviews; observation skills; and how to prepare a defensible report). A brief overview of investigations and sampling techniques is covered.

## Environmental Sampling: A Tool for Solving Outbreaks at the Retail Food Level

**Course Type:** In-person

**Course Dates and Location:** This course will be held in multiple locations throughout the country. If you are interested, please contact AFDO at [afdo@afdo.org](mailto:afdo@afdo.org) for suggested dates and locations.

**Cost:** Dependent on location. AFDO will work with the workshop host to determine costs. Workshops can often be supported through appropriate grants, cooperative agreements, and/or registration fees.

**Seat Limit:** 30

**Who Should Attend:** Field-level staff who conduct environmental sampling/environmental assessments and supervisors/coordinators who plan sampling assignments and outbreak responses, particularly at retail facilities

**Course Description:** Get hands-on experience in planning and conducting environmental sampling activities, primarily in a retail setting. Learn how to build a sampling team and plan for an environmental sampling exercise, target sampling areas based on specific pathogens, and see how sampling contributes to an overall environmental assessment of a facility. This one-day workshop includes a half-day of classroom and hands-on learning, followed by a half-day of putting those skills into action in a real kitchen/food production environment.



## Implementing Risk-Based Inspections and Auditing for Retail Food Establishments – Industry Only

**Course Type:** In-person

**Course Date:** February 11-12, 2025

**Location:** Houston, Texas (tentative)

**Cost:** \$1,395 non-member; \$995 member

**Seat Limit:** 48

**Who Should Attend:** Industry food safety professionals, Quality Assurance managers, and third-party food safety auditors who want to understand risk-based inspection concepts and applications taught to regulatory food safety professionals

**Course Description:** This instructor-led training builds on food safety training to further enhance the knowledge, skills, and abilities of food safety professionals conducting risk-based inspections. Topics include food microbiology, active managerial control (AMC) assessment, communication techniques, strategies used to focus inspections, and determining corrective actions.

## Program Manager Workshop

**Course Type:** In-person with a virtual component

**Location:** Location: Dallas, Texas

**Date:** June 21, 2025

There are three 4-hour virtual meetings (1 each in January, March, and May 2025) followed by an 8-hour in-person course adjacent to the AFDO AEC on Saturday, June 21, 2025, in Dallas, Texas.

Specific dates will be announced. Some travel funding support may be available for the in-person course.

**Cost:** **FREE**

**Seat Limit:** 24

**Who Should Attend:** New, existing, and future program leaders currently employed by federal, state, local, tribal, and territorial agencies

**Note:** By application only. Please email [pkennelly@afdo.org](mailto:pkennelly@afdo.org) for more information or to express your interest.

**Course Description:** The course provides insight into key knowledge points that Food Program Managers need to effectively implement their programs. Topics include media relations, emergency response, integrated food safety systems, budgeting, human resources, legal and regulatory authorities, compliance, and enforcement.

## Food Safety Culture for Regulators with Frank Yiannas

**Course Type:** In-person (Regulators only)

**Date:** January 8-9, 2025

**Location:** Nashville, Tennessee

**Cost:** \$1,200 non-members plus travel expenses

\$300 members plus travel expenses

**Seat Limit:** 50

**Who Should Attend:** Food safety regulatory program leaders, supervisors, and emerging leaders who want to better understand food safety culture to help drive change in their current role and be equipped for the next promotion or challenge.

**Note:** This course requires an application. Accepted applicants are notified at least 9 weeks before the course, at which point an invoice is issued. Selection is based on a variety of criteria, including position, geographic and programmatic diversity, and location. This course is only available to federal, state, local, tribal, and territorial regulators.

**Course Description:** Learn how to evaluate and strengthen the food safety culture of an organization or establishment and how to make regulatory practices and programs more effective. Gain a better understanding of food safety culture, what it is – and what it is not. Learn how to use must-know organizational and behavioral science principles to influence human behavior and enhance employee compliance. Attendees receive practical, real-world applications.

## Active Managerial Control for Industry

**Course Type:** In-person

**Dates and Location:** This course can be held in multiple locations throughout the country. If interested, please contact AFDO at [afdo@afdo.org](mailto:afdo@afdo.org) for suggested dates and locations.

**Cost:** Dependent on location. AFDO will work with the workshop host to determine costs.

**Seat Limit:** 24

**Who Should Attend:** Food safety industry leaders such as operations leaders, franchisees, and food safety managers

**Course Description:** Franchisees and operations leaders are challenged by exploring the relationship between food safety culture, food safety management systems, and operational excellence within an organization. Curriculum includes understanding AMC, elevating food safety culture, strengthening leadership skills and food safety management systems, and building commitment.



Use the QR code to register or visit [afdo.org/training](https://afdo.org/training).

