



HACCP Train-the-Trainer Workshop

September 22-24, 2009
Grocery Manufacturers Association Headquarters
1350 I St. NW, Suite 300
Washington, D.C.



The HACCP Train-the-Trainer workshop is a three-day workshop designed to prepare and qualify candidates as an International HACCP Alliance Lead Instructor. In addition to providing a greater understanding of the seven HACCP principles, the workshop covers adult learning styles and delivery techniques to more effectively present HACCP course material. Hands-on working group exercises facilitate the learning process. The workshop emphasizes areas of HACCP that students have found to be confusing or complicated.

Topics Include:

- Adult learning styles and techniques
- International HACCP Alliance Accreditation Process
- The relationship between HACCP and food safety
- Prerequisite programs
- Identifying and controlling biological, chemical and physical hazards
- Conducting a hazard analysis
- Determining the critical control points
- Establishing critical limits, monitoring procedures and corrective actions
- Establishing verification and validation procedures
- Establishing recordkeeping and documentation procedures
- Regulatory aspects of HACCP
- Organizing and managing HACCP programs

Who Should Attend:

- Food industry professionals who have some prior training or experience working with HACCP. Managers, supervisors and personnel of food processing companies with responsibility for establishing, verifying, and reassessing HACCP programs.
- Regulatory agency officials and academic instructors with a specialty in food processing operations.
- Food safety professionals who wish to teach HACCP to others.
- Food safety professionals who wish to become an International HACCP Alliance Lead Instructor.

Included in the Registration Fee:

Text: *HACCP - A Systematic Approach to Food Safety*, 4th edition (2006).

References: *Rules of HACCP*, Workshop Notebook.

Documentation: GMA and International HACCP Alliance Certificate of Participation.

How to Sign-Up:

To register for the workshop, complete and return the attached registration form.

International HACCP Alliance Contacts: Kerri Harris or Tiffany Mooney (979) 862-3643

GMA Contacts: Yuhuan Chen (202) 639-5974 or Jenny Scott (202) 639-5985

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Draft Agenda – Subject to Change

Tuesday

- 8:00 a.m. Registration
- 8:30 a.m. Welcome and Introduction
- 8:45 a.m. Adult Learning Styles and Techniques
- 10:00 a.m. **BREAK**
- 10:15 a.m. Continue with Adult Learning Styles and Techniques
- 12:00 p.m. **LUNCH**
- 1:00 p.m. Review of International HACCP Alliance Accreditation Process
- 1:30 p.m. Introduction to Teaching HACCP
(Recognize the relationship between HACCP and food safety)
- 2:00 p.m. Review Prerequisite Programs
- 2:45 p.m. **BREAK**
- 3:00 p.m. Preparing to Conduct a Hazard Analysis
Identify and control hazards
Biological
Chemical & Physical
- Principle 1:** Conduct a hazard analysis
Principle 2: Determine the critical control points (CCPs)
- 5:00 p.m. Adjourn for the day!
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Wednesday

- 8:30 a.m. Class Exercise
Working groups – Task A: Principles 1 and 2
- 10:00 a.m. **BREAK**
- 10:15 a.m. Continue with Working Groups
- 11:00 a.m. Reports of Working Groups
- 12:00 p.m. **LUNCH**
- 1:00 p.m. Continue with Reports of Working Groups
- 1:30 p.m. **Principle 3:** Establish critical limits
Principle 4: Establish monitoring procedures
Principle 5: Establish corrective actions
- 2:15 p.m. Class Exercise
Working groups – Task B: Principles 3, 4, and 5
- 3:00 p.m. **BREAK**
- 3:15 p.m. Continue with Working Groups
- 4:00 p.m. Reports of Working Groups
- 5:00 p.m. Adjourn for the Day!
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Thursday

- 8:30 a.m. **Principle 6:** Establish verification procedures
 Principle 7: Establish record-keeping and documentation procedures
- 9:15 a.m. Class Exercise
 Working groups – Task C: Principles 6 and 7
- 10:00 a.m. **BREAK**
- 10:15 a.m. Reports of Working Groups
- 11:00 a.m. **HACCP Regulations in the United States**
 (Recognize regulatory issues impacting the implementation of HACCP systems)
- 12:00 p.m. **LUNCH**
- 1:00 p.m. Organizing and Managing HACCP Programs
 Implement a HACCP plan
 Maintain the HACCP plan
- 1:30 p.m. Class Exercise: Open Dialogue on Teaching Methods
 HACCP training exercise
- 2:30 p.m. **Questions, Answers and Wrap-up**
- 3:00 p.m. Conclusion of Workshop!
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Announcement

International HACCP Alliance
120 Rosenthal Center
2471 TAMU
College Station, TX 77843-2259
Telephone: 979.862.3643
Fax: 979.862.3075

Train - the - Trainer HACCP Course

Sponsored by:
International HACCP Alliance
and
Grocery Manufacturers Association

DATE:
September 22-24, 2009

PLACE:
Grocery Manufacturers Association
1350 I Street NW Suite 300
Washington, D.C.

HOTEL RECOMMENDATIONS:
Please see attached list of hotels.
Individuals are responsible for making their
travel and room reservations.

REGISTRATION FEE:
\$650.00 (make check payable to HACCP Alliance-no credit cards)

The course is limited to 35 people. Please complete the following form and return to Kerri B. Harris by September 1, 2009. We appreciate your cooperation. Additional information will be sent to all registered participants prior to the course.

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ FAX: _____

Email: _____



International HACCP Alliance

120 Rosenthal Center
2471 TAMU
College Station, TX 77843-2259
Telephone: 979.862.3643
Fax: 979.862.3075

Washington, D.C. Area Hotel Recommendations

Capital Hilton
16th & K Streets, NW
(202) 393-1000

Crowne Plaza
1001 K & 14th Streets, NW
(202) 682-0111

Four Seasons
2800 Pennsylvania Avenue, NW
(202) 342-0444

Grand Hyatt Washington
1000 H Street, NW
(202) 582-1234

Henley Park Hotel
926 Massachusetts Avenue, Nw
(202) 638-5200

Hilton Garden Inn (Franklin Square)
815 14th Street, NW
(202) 783-7800

Homewood Suites by Hilton
1475 Massachusetts Avenue, NW
(202) 265-8000

Hotel Washington
15th Street & Pennsylvania Ave., NW
(202) 638-5900

JW Marriott
1331 Pennsylvania Ave., SW
(202) 393-2000

Marriott Metro Center
775 12th Street, NW
(202) 737-2200

Marriott Wardman Park
2660 Woodley Road, NW
(202) 328-2000

Stouffer Renaissance Mayflower
1127 Connecticut Avenue, NW
(202) 234-3000

Washington Hilton & Towers
1919 Connecticut Avenue, NW
(202) 483-3000

Washington Terrace Hotel
1515 Rhode Island Avenue, NW
(202) 232-7000

Westin Fairfax
2100 Massachusetts Avenue, NW
(202) 293-2100

Willard Intercontinental Hotel
1410 Pennsylvania Ave., NW
(202) 628-9100