Course Prefix and Number: HRI 226
Credits: 2

Course Title: Leadership and Kitchen Management

Course Description: Presents advanced principles of the foodservice industry by exploring modern leadership techniques, effective management routines, characteristics of strong leadership, employee selection and hiring, performance reviews, and career development. Lecture 2 hours per week.

General Course Purpose: This course is designed to complement technical skills of culinary arts students with leadership and management lessons and skill building.

Course Prerequisites and Co-requisites: None

Course Objectives:
Upon completing the course, the student will be able to:

a. Identify various management styles and techniques;
b. Identify personal and professional attributes of management style and how it works within the dynamics of a team;
c. Assess employee performance based on employee work files;
d. Write standard job descriptions for positions within the modern Brigade organizational chart;
e. Develop and institute effective training and orientation programs;
f. Create and implement an incentive program;
g. Prepare SWOT analyses;
h. Apply techniques for conflict management and resolution;
i. Describe the day-to-day operations of a foodservice operation, including opening and closing duties and shift changeover management;
j. Conduct daily and shift site walk-throughs;
k. Explain the concept and execution of effective scheduling and payroll management;
I. Practice equipment monitoring routines and initiate maintenance as needed;
m. Describe essentials of optimal food product utilization;
n. Prepare prep sheets, orders, and traffic forecasts;
o. Develop forms for data, tracking, and other systems, including file organization and management;
p. Discuss the need for kitchen staff and service staff to work toward one goal; and
q. Identify various learning, training, and continuing education opportunities.

Major Topics to Be Included:

a. Management styles
b. Employee training
c. Characteristics of a good leader
d. Performance reviews
e. Incentive programs
f. Conflict management
g. Scheduling
h. Payroll management
i. Equipment maintenance and repairs
j. SWOT
k. Data tracking and filing
l. Operational walk-throughs
m. Front-of-the-house and back-of-the-house integration
n. Professional development opportunities

Effective Date of Course Content Summary: September 4, 2014