



Improving Food Management in Hotels

World Wildlife Fund (WWF) with support from AHLEF & Food Maven

MORNING TRAINING

8:30 am to 9:00 am	Registration
9:00 am to 9:10 am	Welcome
9:10 am to 9:30 am	Introductions
9:30 am to 10:45 am	<p>Presentation: An Overview of the Challenge</p> <p>(10 MIN) Introduction to WWF's Food Waste work including retail, restaurant, and school projects</p> <p>(20 MIN) Introduction to Hotel Kitchen and the previous work WWF has done to date with the sector</p> <p>(20 MIN) Presentation of models that worked: Baltimore Case Study</p> <p>(15 MIN) Presentation by local food rescue or diversion representative to discuss challenges and opportunities</p> <p>(10 MIN) Question and Answer Session</p>
10:45 am to 11:00 am	Break
11:00 am to Noon	<p>Working Session: A 16-week Journey</p> <p>(20 MIN) Introduction to the 16-week guide for hotels including all of the supporting resources</p> <p>(30 MIN) Deep dive into prevention</p> <p>(15 MIN) Deep dive into employee engagement, challenges, and lessons learned</p> <p>(30 MIN) Facilitated question and answer session</p>
Noon - 12:30 pm	<p>Presentation: Target - Measure - Act Introduction</p> <p>Introduction to the Target-Measure-Act exercise occurring in the afternoon and open forum to discuss the morning's content</p>

AFTERNOON STRATEGY WORKSHOP

12:30 pm to 1:30 pm	<p>Demonstration Lunch</p> <p>Hotel Kitchen best practices are highlighted and a short presentation by the chef is provided to showcase his back of house process changes.</p>
1:30 pm to 1:45 pm	<p>Introductions</p>
1:45 pm to 2:00 pm	<p>Presentation: Hotel Kitchen</p> <p>WWF</p> <p>WWF to provide an overview of the work to date on Hotel Kitchen and to introduce the Target – Measure – Act exercise</p>
2:00 pm to 3:30 pm	<p>Working Session: Target – Measure – Act</p> <p>WWF Team</p> <p>Target (25 min)</p> <p>(5 MIN) Introduction to setting goals</p> <p>(10 MIN) Individual exercise to set specific goals for your property</p> <p>(10 MIN) Sharing goals with table for feedback</p> <p>Measure (20 min)</p> <p>(5 MIN) Introduction to establishing measurement</p> <p>(5 MIN) Individual exercise to develop an initial measurement plan</p> <p>(10 MIN) Sharing measurement plan with table for feedback</p> <p>Act (35 min)</p> <p>(10 MIN) Introduction to prevention and donation opportunities</p> <p>(15 MIN) Individual exercise to develop implementation steps</p> <p>(10 MIN) Sharing measurement plan with table for feedback</p> <p>Wrap-up (10 min)</p> <p>Opportunity to share out from the exercise and WWF will provide a wrap-up of the event and introduction to partner networking session to complete a partner matrix</p>
3:30 pm to 4:30 pm	<p>Partner Matrix Session – Cocktail Hour</p> <p>Participants will utilize a partner matrix map to guide conversations with external partners such as donation and diversion partners and local officials to leave the session with a series of next steps and point of contacts.</p>