

Here we offer a training program template to supplement the previous information and resources. In addition, there are examples of shift meetings, beer board content, continuing education ideas, staff quizzes and tests, fun informational content and approaches, and other tips and tricks of the trade.

STAFF TRAINING PROGRAM TEMPLATE

[Training Program Worksheet](#) [Referred to in Chapter 5]

[Training Program Worksheet with Examples](#)

Other Examples:

[SSBC Beer Ingredients and Their Flavor Contribution Outline](#)

[SSBC Beer Ingredients and Their Flavor Contribution Notes](#)

[SSBC Beer Tasting & Description](#)

[SSBC Beer Tour & Process](#)

[SSBC Beer Tour & Process Notes](#)

SHIFT MEETINGS

Depending on the length of time available for your shift meetings, there is a variety of possible ways to approach training. If time is short, the trainer should lead and be very concise with no (or very brief) input from the staff. Given a little more time, discussion can be very valuable and allows the team additional 'ownership' of the process.

The following are different suggestions of possible content given various time constraints. The preparation and beer attributes to include are consistent with each.

Preparation: Have beer (pitcher/bottle) and glassware ready prior to shift meeting, as well as any handouts or further resources that you would like to provide in support of the tasting.

Beer attributes to review/discuss: color, aromatics, flavor descriptors (3 is ideal for retention), style, abv, proper glassware, pour size, any special circumstances about the brewing, special ingredients used in the recipe, story about the [guest] brewery, and anything else relevant

[Shift Meeting – Daily Worksheet](#)

[Shift Meeting – Tasting Worksheet](#)

BEER BOARD THEME EXAMPLES

- House Beer Theme
 - Photo of beer (using proper glassware)
 - Photo of beer with food
 - Photo and information about special ingredients
 - Description (detailed) of the beer, including flavor descriptors
 - List of suggested food pairings
 - Trivia about the beer within the brewery
 - » Whose inspiration
 - » Whose favorite beer
 - » Sales stats
 - Whatever else you can think of relating to this beer
 - Include this beer in your shift meetings for the week (talk, taste, taste with food)
 - Rotate through all of your house beers, changing the board regularly (weekly?)
- Guest Tap Beer Theme
 - Photo of beer (using proper glassware)
 - Photo of beer with food
 - Photo and information about special ingredients
 - Description (detailed) of the beer
 - List of suggested food pairings
 - Trivia about the beer within the brewery
 - » Whose inspiration
 - » Whose favorite beer
 - » Sales stats
 - Whatever else you can think of relating to this beer
 - Include this beer in your shift meetings for the week (talk, taste, taste with food)
 - Rotate through all of your house beers, changing the board regularly (weekly?)
- Brewing Process Theme – break the brewing process down into large steps

- Photos of your brewhouse equipment used for this step
 - Somewhat detailed explanation of the operational aspects of this step
 - Possibly photos of your brewers performing this step
 - Explanation of what happens to the beer in this step
 - Include discussion of this brewing step in shift meetings, perhaps bringing in a brewer to explain and answer questions
 - Rotate through each step from inspiration to end product, changing the board regularly (weekly?)
- The History of Brewing
 - Illustrate the board appropriately for the period being discussed.
 - Connect this historical period to an ingredient, a beer, a food – something currently in use – if possible
 - Use photos where possible
 - Use interesting facts where possible
 - Discuss in shift meetings
 - Rotate through the interesting periods of brewing history in chronological order, changing the board regularly (weekly?)



- Ingredients Used in Brewing (one per week)
- Glassware (one per week)
- Styles (History of – or – a comparison between)
- Featured Food Pairings (one per week)

CONTINUING EDUCATION EXAMPLES

Seminar Format

- Off-flavor Education & Training
- Glassware Education and Tasting Comparison
- Draft System Mechanics

Field Trips

- Hop farm
- Malting company
- Neighboring brewery
- Festival – participating or attending
- Comparable restaurant

Brewery Format

- Learning about a specific process within the brewery
- In-depth ingredient tasting and discussion
- Lab work/sensory analysis – learn and try it

Fun and Different Approaches

[Crossword Puzzle](#) - Referred to in Chapter 8

[Crossword Puzzle Key](#)

[Beer Trivia Games](#) - Referred to in Chapter 8

[Take-Home Tests and Study Materials](#) - Referred to in Chapter 8

WORKSHEETS FOR TRACKING YOUR PROGRAM OVER TIME

[Weekly Shift Training Tracker Worksheet](#)

[Weekly Shift Training Tracker Example](#)

[Yearly Shift Training Tracker Worksheet](#)

[Yearly Shift Training Tracker Example](#)