



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba.

CATERING AND CONFECTIONERY TRAINING MANUAL

DURATION: 3 MONTHS

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTIONS)	METHOD
1	1	Introduction to catering and confectioneries	The instructor will introduce the trainees to catering and confectioneries as a skill.	Instruction
	2	Identification and use of basic tools	The instructor will teach the trainees the names and identification of basic tools used in catering/baking.	Practice
	3	Application of safety measures	The instructor will teach the trainees the importance of care and safety; and how to use the fire extinguisher in case of fire outbreak.	Instruction
	4	Food hygiene	The instructor will teach the trainees the use of fresh and sound cooking items and maintaining a neat environment.	Instruction
	5	Revision	The instructor will revise the week's activities.	Instruction
2	1	Food nutrient digestion & absorption	The instructor will teach the trainees the effects of digestion and absorption on health.	Instruction
	2	Basic need of a vegetable and raw veggies	The instructor will teach the trainees how to prepare food for a vegetarian and the different kinds of food raw veggies.	Practice
	3	Principles of meal planning	The instructor will teach the trainees the management of meals to improve good health and to avoid food poisoning.	Instruction
	4	Method of cooking	The instructor will teach the trainees the different methods of	Instruction & practice

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			cooking, baking steaming, frying (deep & shallow) etc.	
	5	Revision	The instructor will lead the trainees in the review of the week's activities.	Instruction & practice
3	1	Preparation of African dishes - Isi Ewu	The instructor will teach the trainees how to make Isi Ewu & Nkwobi.	Practice
	2	Banga soup and starch	The instructor will teach the trainees the ingredients used for Banga soup and how starch can be made.	Practice
	3	Ukodo and other delicacies	The instructor will teach the trainees how to prepare Ukodo meal and other delicacies.	Practice
	4	Owho and Nsala soup	The instructor will teach the trainees how to prepare Owho and Nsala soups.	Practice
	5	Other traditional soups (as may be applicable)	The instructor will teach the trainees how to prepare other traditional soups (as may be applicable).	Practice
4	1	Cocktail and meat balls	The instructor will teach the trainees how to prepare cocktail and balls.	Practice
	2-3	Chapman, spring roll and samosa, puff	The instructor will teach the trainees how to prepare chapman, spring roll, samosa and puff.	Practice
	4	Meat kebab	The instructor will teach the trainees how to prepare meat kebab.	Practice
	5	Burger bread making	The instructor will teach the trainees how to prepare burger bread.	Practice
5	1	Burger bread making (cont'd)	The instructor will teach the trainees how to prepare burger bread.	Practice
	2	Curry sauce	The instructor will teach the trainees how to prepare curry sauce.	Practice
	3	Chicken sauce	The instructor will teach the trainees how to prepare chicken sauce.	Practice

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	4	Vegetables sauce for vegetarian	The instructor will teach the trainees how to prepare vegetable source for vegetarians.	Practice
	5	Tomatoes sauce	The instructor will teach the trainees how to prepare tomato sauce.	Practice
6	1	Jollof rice/Moi-Moi	The instructor will teach the trainees how to prepare Jollof rice/Moi-Moi.	Practice
	2	Salad/coleslaw/fried rice	The instructor will teach the trainees how to prepare salad/col-slaw and fried rice.	Practice
	3-4	Meat pie / fish rolls	The instructor will teach the trainees how to prepare meat pie/fish rolls.	Practice
	5	Chicken franks/hot dog	The instructor will teach the trainees how to prepare chicken franks/hot dog.	Practice
7	1	Queens cake/plain cake	The instructor will teach the trainees how to prepare queen cake/plain cake.	Practice
	2	Coconut cake, marble cake	The instructor will teach the trainees how to prepare coconut cake, marble cake.	Practice
	3	Rice chocolate cake/red velvet cake	The instructor will teach the trainees how to prepare rice chocolate cake/red velvet cake.	Practice
	4	Cookies & chin-chin	The instructor will teach the trainees how to prepare cookies and chin-chin.	Practice
	5	Royal icing & butter icing	The instructor will teach the trainees how to prepare royal icing and butter icing as well as piping.	Practice
8	1	Fondant icing & character cake	The instructor will teach the trainees how to prepare fondant designs and pipe character cake.	Practice
	2	Fondant icing & character cake	The instructor will teach the trainees how to prepare fondant designs and pipe character cake.	Practice
	3	Sugar craft ideas design	The instructor will teach the trainees how to prepare sugar craft ideas design.	Practice

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	4	Sugar craft ideas design	The instructor will teach the trainees how to prepare sugar craft ideas design.	Practice
	5	Sugar craft ideas design	The instructor will teach the trainees how to prepare sugar craft ideas design.	Practice
9	1-2	Arrangement of cutleries/dress code/manner/neatness	The instructor will teach the trainees how to manage cutleries, proper dress code, good manner and proper hygiene.	Practice
	3	Clearing and arranging of dishes and chaffing dish used	The instructor will teach the trainees how to clear and arrange dishes and other items used.	Instruction & practice
	4	Each student to make any snacks of their choice	Instructor to supervise the trainees on the practical making of snacks of their choice.	Practice
	5	All student to bake any type of cake and ice/design the cake	Instructor to supervise the trainees the practical baking of any type of cake and their icing/designs.	Practice
10	1-5	All student to bake any type of cake and ice/design the cake (cont'd)	Instructor to supervise the trainees the practical baking of any type of cake and their icing/designs.	Practice
11	1-2	Public presentation	The instructor will teach the trainees how to properly present their products in public.	Instruction
	3-5	Marketing	The instructor will teach the trainees effective marketing skills.	Practice
12	1-2	Marketing cont'd	The instructor will teach the trainees effective marketing skills.	Practice
	3	Experience	Trainees to relate their field experiences.	Instruction
	4	How to manage your customer	The instructor will teach the trainees proper customer management.	Instruction
	5	Costing/maintenance	The instructor will teach the trainees the principle of costing and maintenance.	Instruction

