

ADULT TRAINING - S. JOÃO FERRARIA'S VILLAGE – PENELA

	SCHEDULE training action WORKSHOPS /ATELIERS - FAV																																																	
Modules / Sessions	April																														May																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
I - Introduction to the action (10 minutes); Communication techniques (15min); Operations related to each of the manufacturing workshops (cheese, bread, honey, others) (35m)																																																		
II – Types of tools and utensils. Good practices and necessary care with the handling of raw materials in the manufacture of bread and cheese (15 mnt). Personal protective equipment and food safety in the processing of agricultural and livestock products (15 mnt); Operations related to each of the manufacturing workshops (cheese, bread, honey, others (15 mnt)); Main stages and necessary tasks (flowchart). (15mnt)																																																		
III – Main steps and necessary tasks (completion of flowcharts). Filming / Autoscopy (1h).																																																		
IV – Main steps and necessary tasks (flowchart). Analysis of the performed autoscopies. Self - Assessment (45 mnt).																																																		
Evaluation and Closing (15 minutes)																																																		

COMMUNICATION TECHNIQUES – 01 FAV



**WRITING, PUBLIC SPEAKING; LEADERSHIP;
BODY LANGUAGE; EMPATHY; ACTIVE
LISTENING; RIGHT QUESTIONS; RESPONSE TO
CONFLICTS; NEGOTIATION; AUTHENTICITY AND TRUST.**

- Firm gestures;

- Up

- L

V

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-

- Respect the silences,
- pleasant tone



Movements that denounce **negative non-verbal language**:

NOTE 1: Uncross your arms and legs when listening or reading.

NOTE 2: Important tip for making a good first impression: Eye contact.

- ''' nail biting;
- ''' mess with the hair;
- have a pen in hand and be constantly stirring it;
- ''' picking up objects;
- tapping with fingers or feet;
- playing with unnecessary things or situations;
- ''' tinker with personal accessories.

Indicators of nervousness and lack of

control, in addition to irritating and distracting the people we are interacting with, they also greatly reduce our possibilities of

success.



COMMUNICATION TECHNIQUES – 01 FAV

Body language: it is the appearance, posture, gestures, facial expressions, looks and how we greet or speak to the people with whom we interact.

WHEN BODY LANGUAGE DOESN'T MATCH WORDS, MOST OF THE MESSAGE IS MISSING.

We can divide non-verbal cues into five categories:

1. **Symbols** — Motions used in place of words with easily discernible meaning (eg, saying OK by giving a thumbs-up).
2. **Illustrators** — Movements that accompany speech to illustrate what is being said (for example, counting to four and showing four fingers).
3. **Regulators** — Movements related to the function of speech and hearing that indicate intentions (eg, nodding , looking more intently, changing posture);
4. **Peacemakers** —Movements that serve to calm down in situations of discomfort or nervousness (eg tapping fingers, brushing hair, playing with a ring).
5. **Indicators** —Reflect the emotional state the person is in at the moment (eg, comfort, discomfort, anxiety, fear, avoidance).

TAKE CARE POSTURE

THE POSTURE REFLECTS THE LEVEL OF
ATTITUDE AND ENERGY OF THE PERSON.

THE MORE FRUITFUL THEY
ARE, THE BIGGER THE
PERCEPTION THAT THE
PERSON HAS LITTLE
ATTITUDE, A LOW ENERGY
LEVEL, LITTLE CONFIDENCE
IN HIMSELF AND/OR LACKS
LEADERSHIP.

A TRAINER "IS NOT AFRAID" AND MUST KNOW
HOW TO DEMONSTRATE THIS, ADOPTING OPEN
AND WELCOMING POSTURES.

ARMS OPEN WITH HANDS VISIBLE, FEET AT
SHOULDER'S DISTANCE FROM ONE ANOTHER,
WIDE GESTURES WITH HANDS, SHOULDERS
BACK AND BACK STRAIGHT .

CROSSED ARMS,
CROSSED LEGS,
HANDS IN FRONT OF GENITALS,
HANDS IN POCKETS
LOOKS DOWN

THEY ARE SEEN AS GESTURES OF
SUBMISSION, FEAR OR
INSECURITY.

CROSSED POS TURES : PREVENTS WITH UNI CATION
INF OR MATION FLOW AND INF OR MATION CAPABILITY.

ASP OS TU RAS CR UZADASFUNCIONAM COM OBARREIRAS
INVISIBLE AND MAKE US BECAUSE THEY STILL DON'T TRUST US
OR WE LIKE ENOUGH PERSON WITH WHOM
WE ARE STILL RAGING

TE RP OS TU RASABER TA SINCE N TI VA TO COM UNI CA TION,
DEMONSTRATION TRUST , CREDIBILITYELIDERAN TION .





TALK WITH YOUR HANDS

- GESTURES ARE CONNECTED TO SPEECH, WHILE SPEAKING, GESTURES ARE... IN A WAY TO EXEMPLIFY AND GIVE MORE POWER AND MEANING TO WORDS.
- OTHERWISE, THE WORDS WE SPEAK WILL BE PERCEIVED AS... LESS CREDIBLE AND LESS FELT.
- TALKING WITH HANDS MAKES VERBAL CONTENT IMPROVE.
- TALKING WITH YOUR HANDS, SPEECH IS LESS HESITANT, AVOIDS VERBAL FILLERS LIKE “HUMM” AND “HAMM” AND HELPS TO FORM AND VERBALIZE CLEARER THOUGHTS.
- THE MOVEMENTS OF THE HANDS MUST BE BETWEEN THE WAIST AND THE SHOULDERS, RELAXED, SHOWING THE PALMS OF THE HANDS TO DEMONSTRATE MORE CREDIBILITY AND SINCERITY.

OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHER) TYPES OF TOOLS AND UTENSILS.

- **INGREDIENTS:**

Flour: Bread flour consists of starch (about 70%). It is the released carbon dioxide that makes the bread rise. **Water,**

Yeast (better known as baker's yeast - live microbe (*Saccharomyces cerevisiae* - Commercial Biological Yeast - Fresh or Dry_ both with yeasts of the *Saccharomyces Cereviseae* species).

Salt.

- **RAW MATERIAL WEIGHING**

- **MIXING**

- **Knead**

- **MAIN FERMENTATION - MOTHER DOUGH** (active component - fermented dough for making bread) - use of a fraction of already fermented bread dough as a vehicle for inoculation of yeast and lactic acid bacteria

- **COOKING**

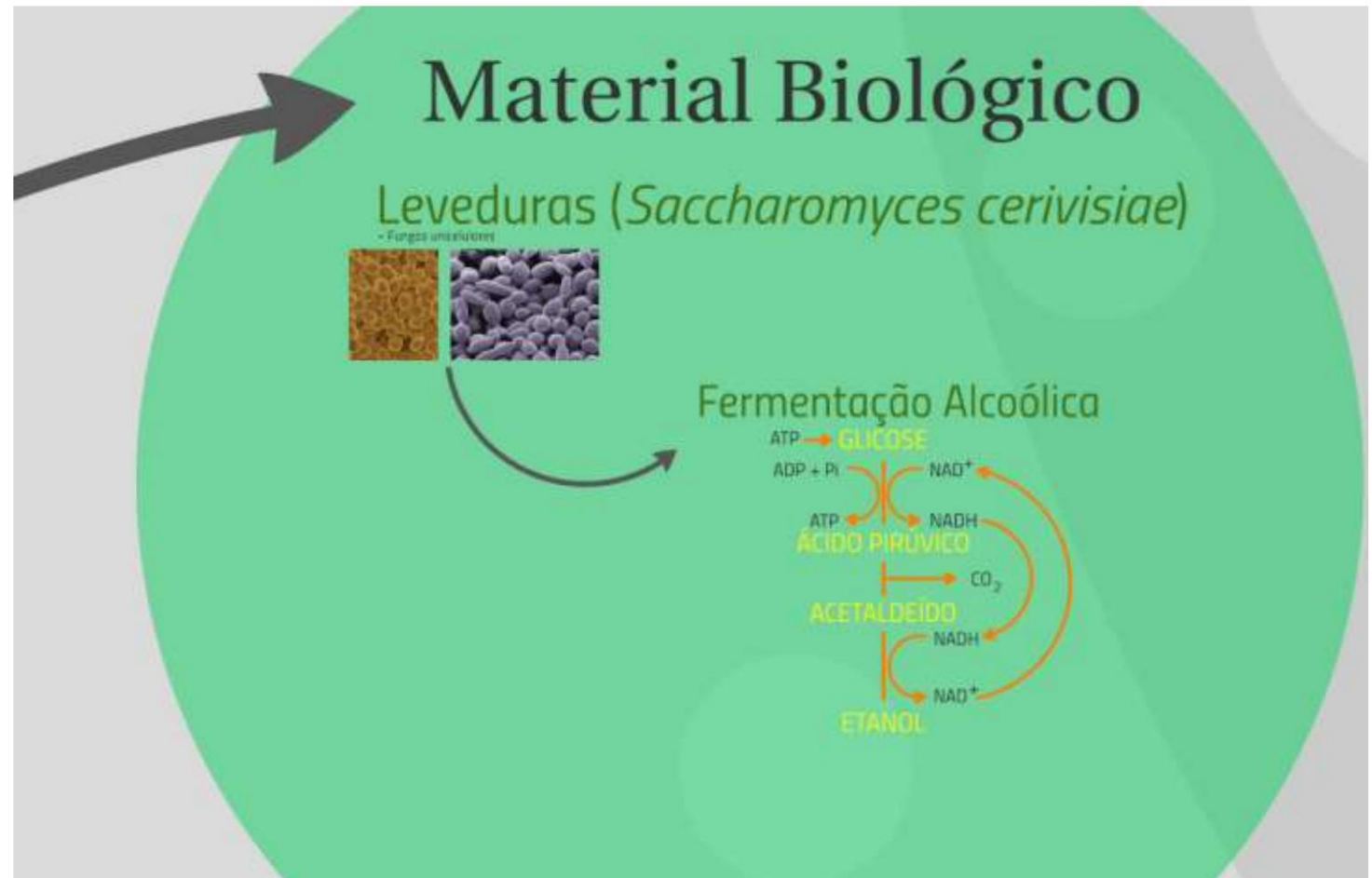
OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHERS)

TYPES OF TOOLS AND UTENSILS.

Caseiro

Material:

- 500g de farinha
- 400g de água
- 1 colher de chá de sal
- 10g de fermento de padeiro
- pano
- balança
- recipientes
- forno



OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHERS)

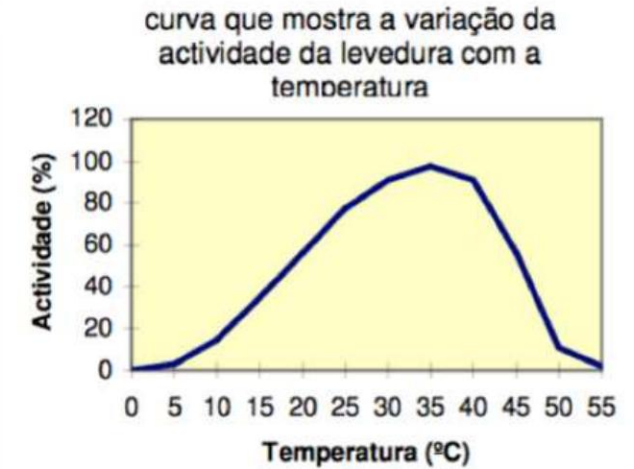
TYPES OF TOOLS AND UTENSILS.



Atividade ótima
37°C



Morte das leveduras
+55°C



OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHER) TYPES OF TOOLS AND UTENSILS.

Procedimento Geral

1. Pesar as quantidades certas de cada ingrediente
2. Colocar a farinha num recipiente
3. Diluir o sal e fermento na água morna
4. Acrescentar a mistura à farinha e amassar
5. Cobrir com um pano e deixar levedar a 37°C durante 1 ou 2 horas
6. Borrifar a massa com água e farinha
7. Levar a cozer a 200°C entre 30 minutos e 1 hora

OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHER) TYPES OF TOOLS AND UTENSILS.

The manufacture of cheese must obey a set of rules, without which it will never be possible to obtain a uniform product.

- **INGREDIENTS: Goat milk**
- **COAGULATION: Laboratory yeasts: CHIMOSINE**

The formation of the curd is considered finished when the mass is cut with a knife and the trace, remaining open, fills with a somewhat greenish liquid, when we introduce a finger and it comes out completely clean, otherwise it would be milky; with a spatula, pressing the mass close to the wall of the boiler/pan, the curds move and the space fills with whey.

- **SALTING**
- **SOFT PASTE – CURED - FRESH - goat**

OPERATIONS
RELATED TO
EACH OF THE
MANUFACTURING WORKSHOPS
(CHEESE, BREAD, HONEY,
OTHERS)
TYPES OF TOOLS AND UTENSILS.

QUEIJO RABAÇAL

Para o fabrico dêste queijo utiliza-se o leite de ovelha e cabra, sendo êste em menor quantidade. São queijos de pequeno pêso, atingindo, em média, 300 gramas. O leite, após o ordenho, é coado e procura-se manter a temperatura, escaldando a vasilha para onde é coado e envolvendo-a com pano de lã ou expondo-a ao sol no Verão. No fim de uma hora deve a coagulação estar terminada, para o que se deve juntar o coalho preciso.

Procede-se ao encinchamento da coalhada logo nos cinchos definitivos, calcando e esmiuçando com as mãos. Depois de feitos os queijos, deita-se-lhes logo o sal na face superior e, quando êste se tenha derretido, voltam-se e salgam-se na outra face. Por cada queijo devem empregar-se 60 gramas de sal. Passadas 24 horas, tiram-se dos cinchos e lavam-se com água morna no Inverno ou água fria no Verão.

Os queijos no enxugadouro são colocados em tábuas ou prateleiras, devendo a casa ser bem ventilada. Passados vinte dias estão curados.

OPERATIONS RELATED TO EACH MANUFACTURING WORKSHOP (CHEESE, BREAD, HONEY, OTHERS).

PASTEURIZATION IS THE HEAT TREATMENT THAT IS CARRIED OUT ON MILK, RAISING ITS TEMPERATURE **TO AROUND 75°C**

KEEPING THIS TEMPERATURE **FOR 15 SECONDS** AND THEN **COOLING TO THE IDEAL TEMPERATURE FOR THE PROCESS**

TECHNOLOGY OF EACH DAIRY PRODUCT TO BE MANUFACTURED, WHAT WE CALL RAPID PASTEURIZATION.

IT IS IMPORTANT NOT **TO CONFUSE MILK PASTEURIZATION WITH PASTA COOKING**, SOME CHEESES SUCH AS DE GOAT, THEY GO THROUGH COOKING THE MASS BUT THEY CONTINUE BEING RAW MILK CHEESES.

THE OBJECTIVE OF **PASTEURIZATION** IS TO ELIMINATE THE MICRO-ORGANISMS PRESENT IN THE MILK, ESPECIALLY **THE PATHOGENIC POTENTIALS**, THAT IS, THOSE WHO CAN HARMFUL OUR HEALTH.

HOWEVER, BY PASTEURIZING MILK, **WE ELIMINATE THE MICRO-ORGANISMS THAT CAN HARMFUL US BUT ALSO THOSE THAT DO US WELL**. THOSE MICRO-ORGANISMS THAT MAKE US BETTER ARE THE MAIN RESPONSIBILITIES FOR THE CHARACTERISTIC TASTE OF EACH CHEESE.

HOW TO PLAN MANUFACTURING WORKSHOPS – TRADITIONAL WORKSHOPS?

- WHAT KIND OF PEOPLE, PUBLIC – TARGET;
- USE THE SPACE WELL (INGREDIENTS, PRODUCTS AGRICULTURAL, PRODUCTS FINISHED, ACCESSIBLE, ON WALLS USE THE PRODUCTION STEPS - FLOWCHART);
- THE KITCHEN IS A LABORATORY;
- TIME MANAGEMENT;
- TIMELY ISSUE MANAGEMENT.

HOW TO PLAN MANUFACTURING WORKSHOPS – TRADITIONAL WORKSHOPS?

GOOD FOOD SAFETY PRACTICES IN THE PROCESSING OF FOOD
AGRICULTURAL PRODUCTS

NECESSARY CARE IN THE HANDLING OF RAW MATERIALS IN THE MANUFACTURING
OF BREAD AND CHEESE, HONEY AND OTHERS.

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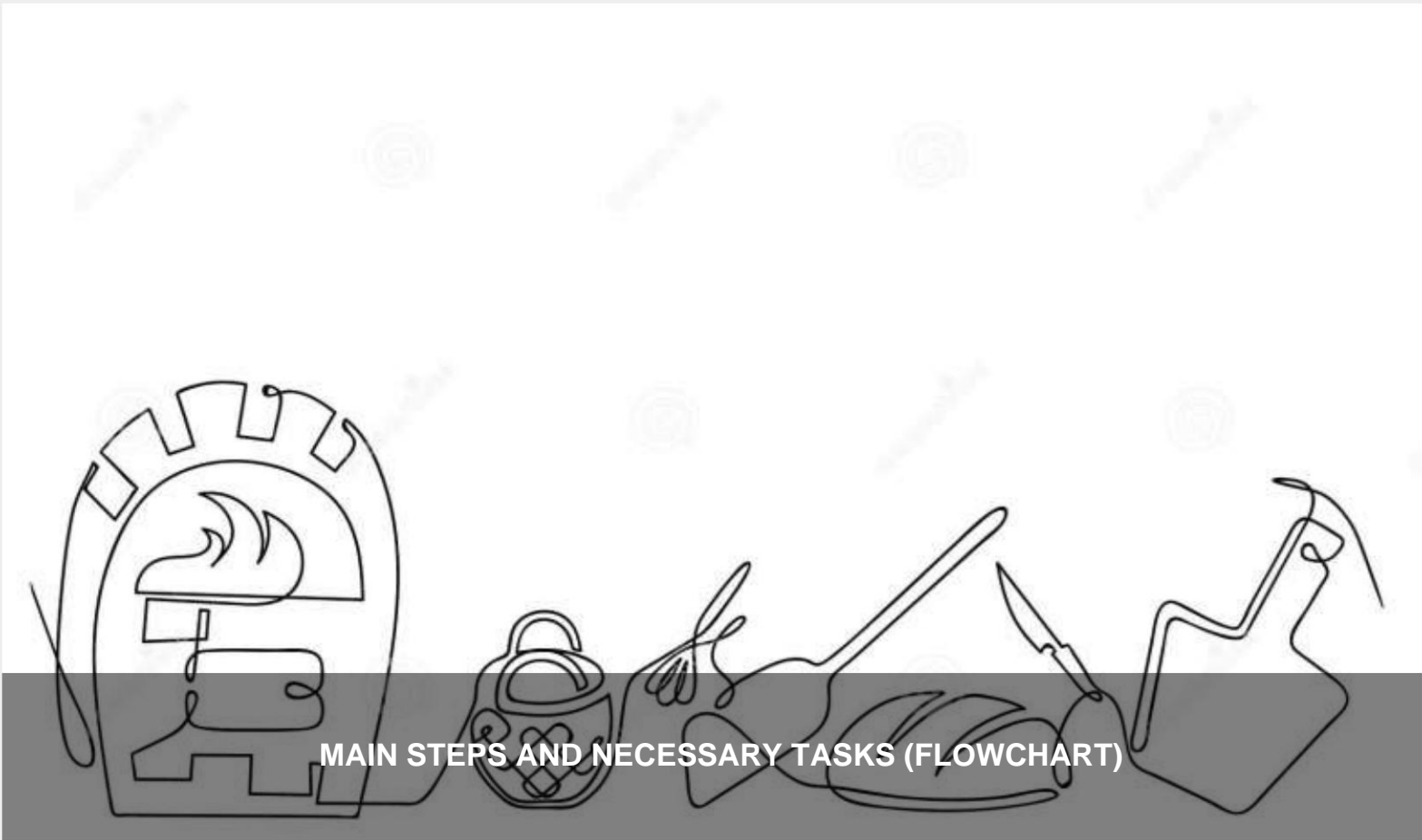
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de-alimentos/](https://prezi.com/hu6deyksa7gq/tecnicas-de-conservacao-e-storage-de-alimentos/)

PERSONAL PROTECTION AND FOOD SAFETY EQUIPMENT IN
TRANSFORMATION OF AGRICULTURAL AND LIVESTOCK PRODUCTS

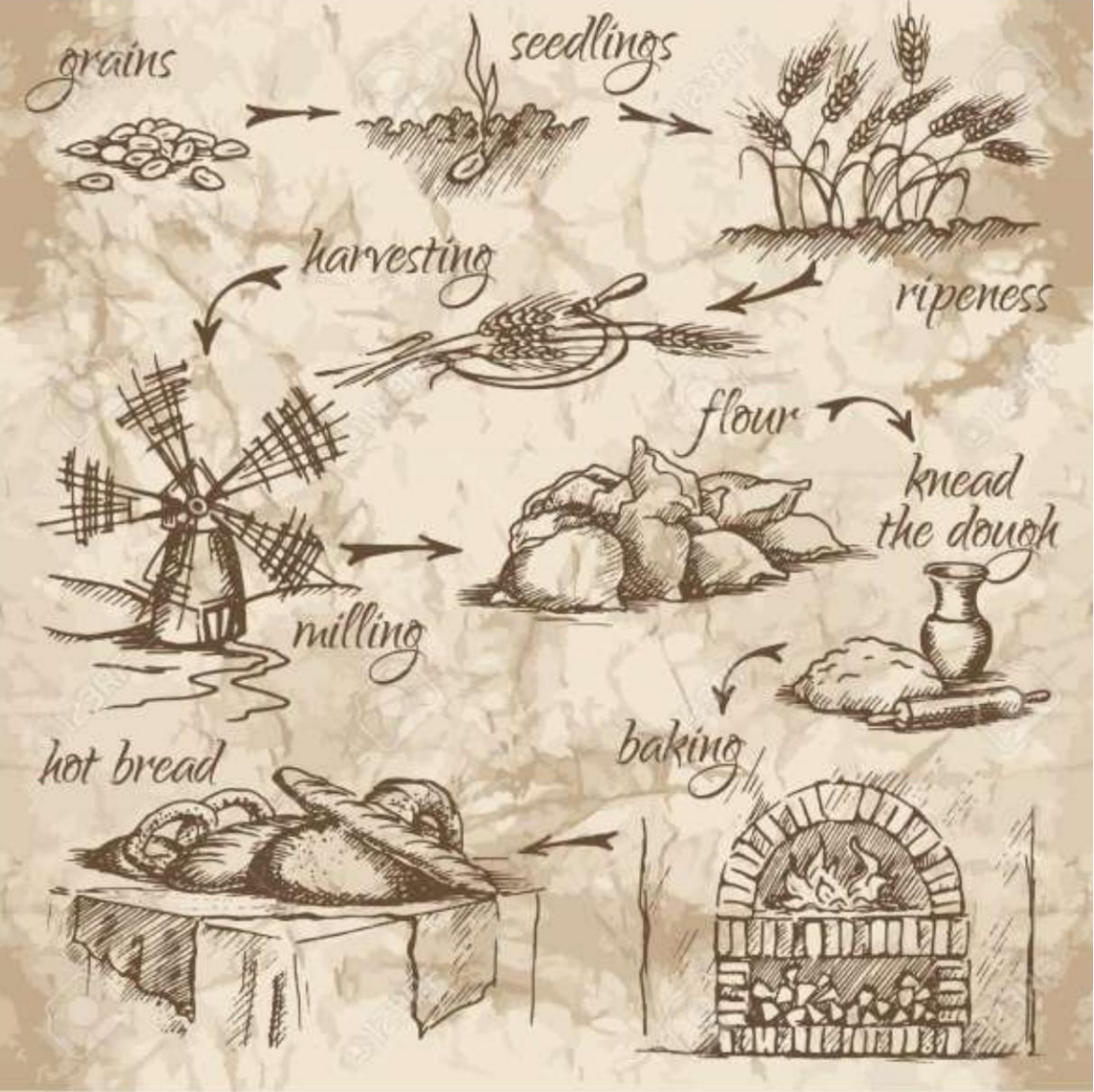


MAIN STEPS AND NECESSARY TASKS (FLOWCHART)







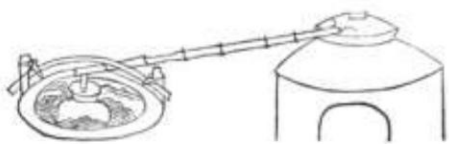




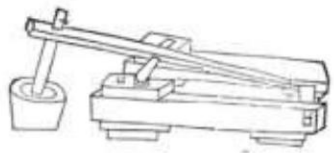
1 - Confection d'une meule
(đánh đồng rơm)



2 - Grenier à riz
(Đồ thóc vào cút)



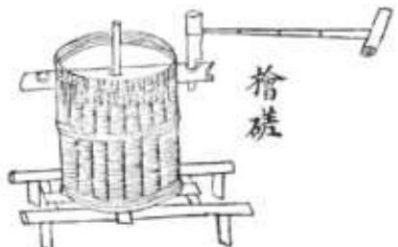
3-Alambic



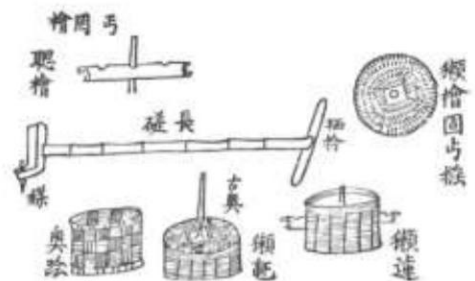
4 - Pilon à riz
(cối giã gạo)



5-Pilonnage (giã)



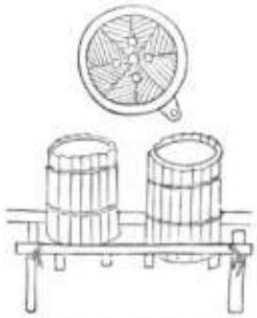
6 - Moulin à farine de riz
(Cối xay bột gạo - p. 247)



7 - Détails de construction du moulin à riz
(Chi tiết cối xay lúa - p. 29)



8-Moulin à farine de riz
(Cối xay bột gạo - p. 324)



9-Moulin à farine de riz
(Cối xay bột gạo - p. 456)



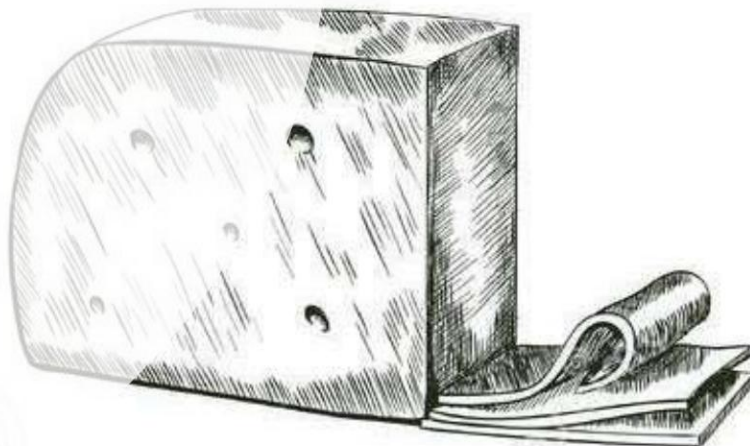
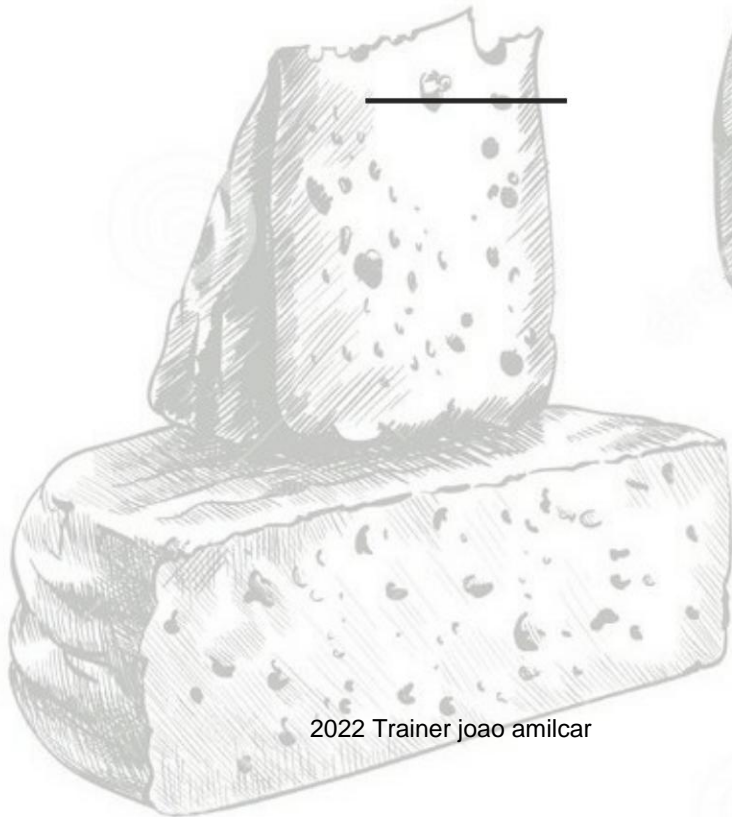
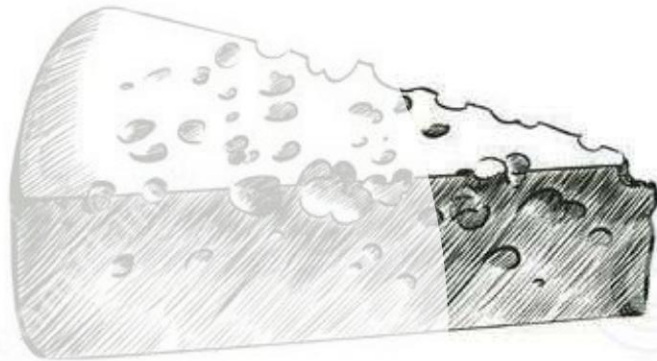
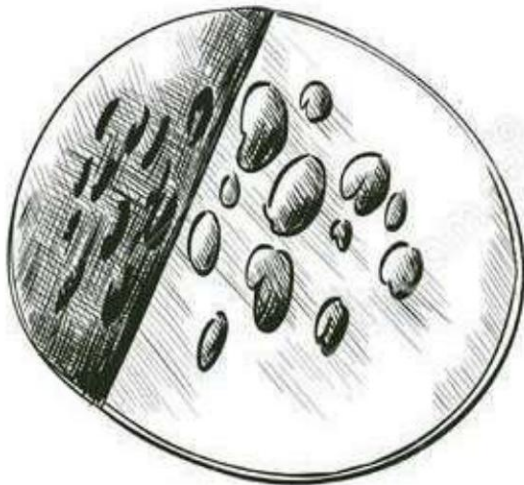
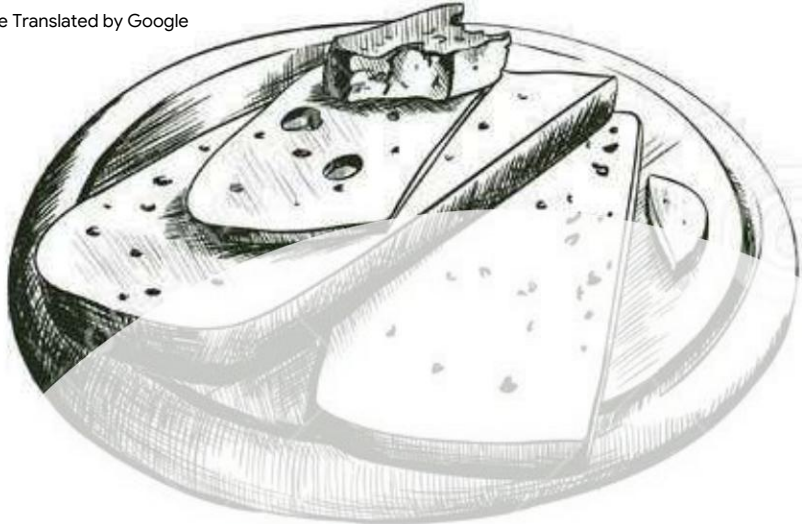
10-Aveugles moulant la farine de riz
(Người mù xay bột gạo - p.471)

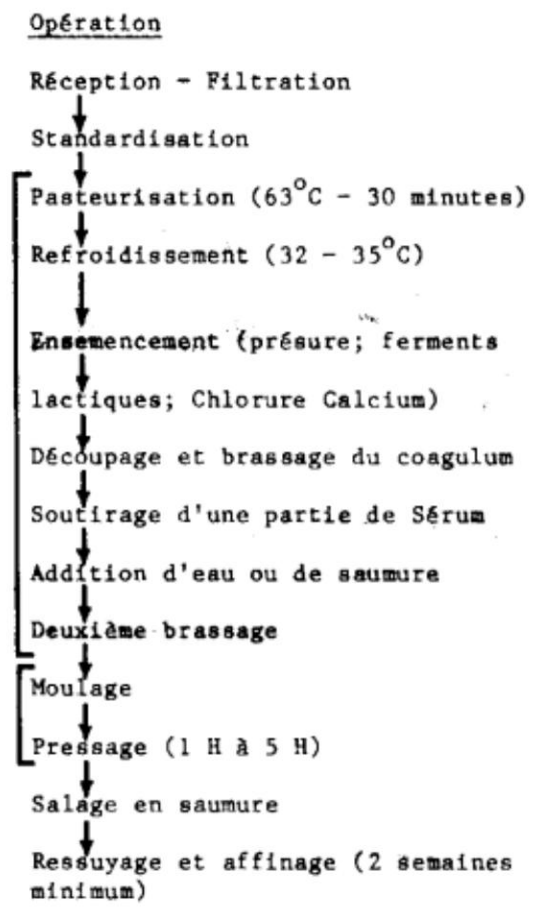
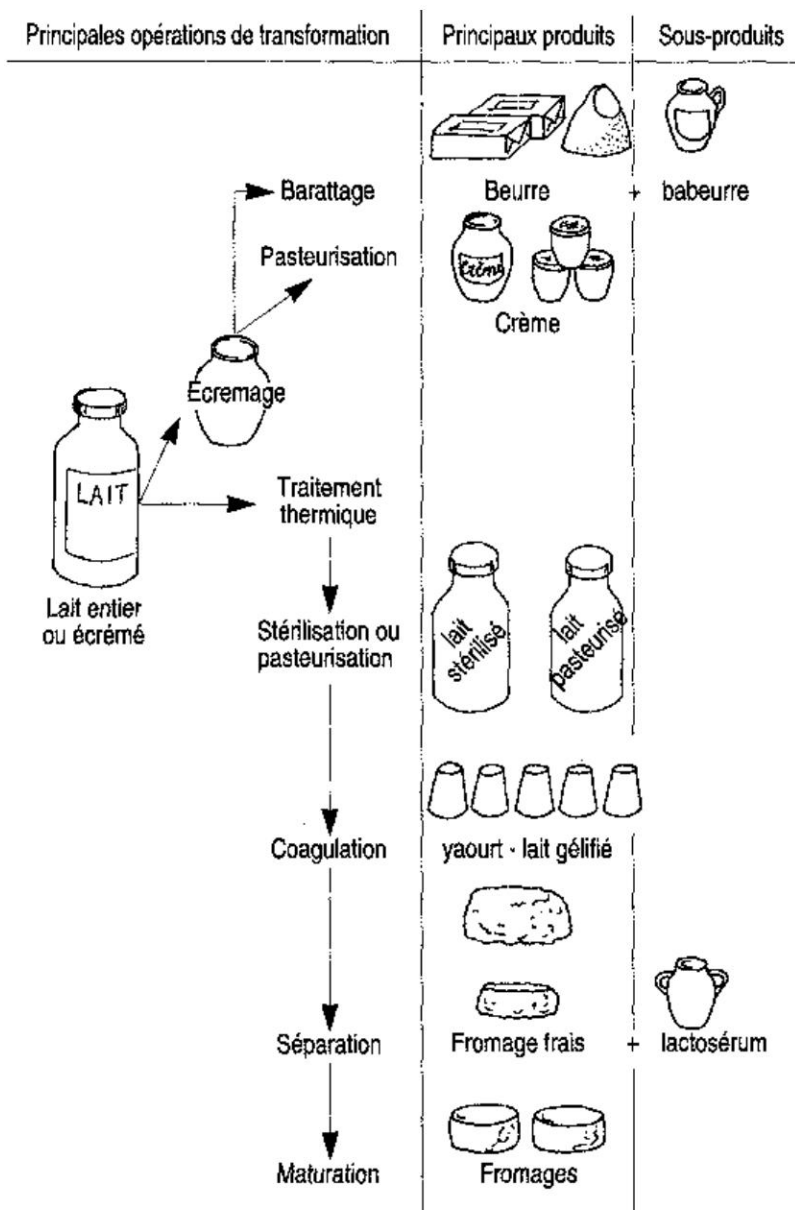


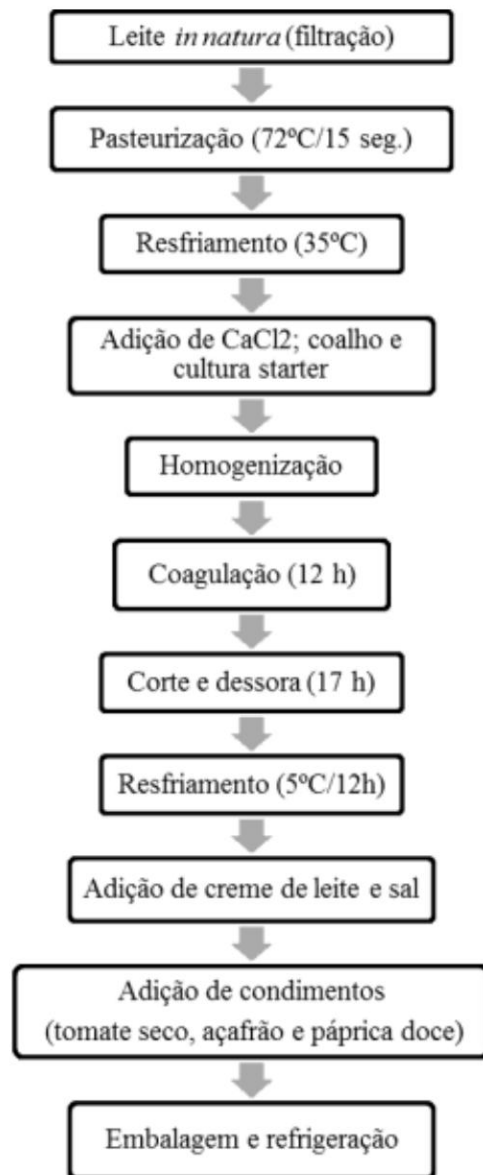
11-Tamisage de la farine
(Rây bột)

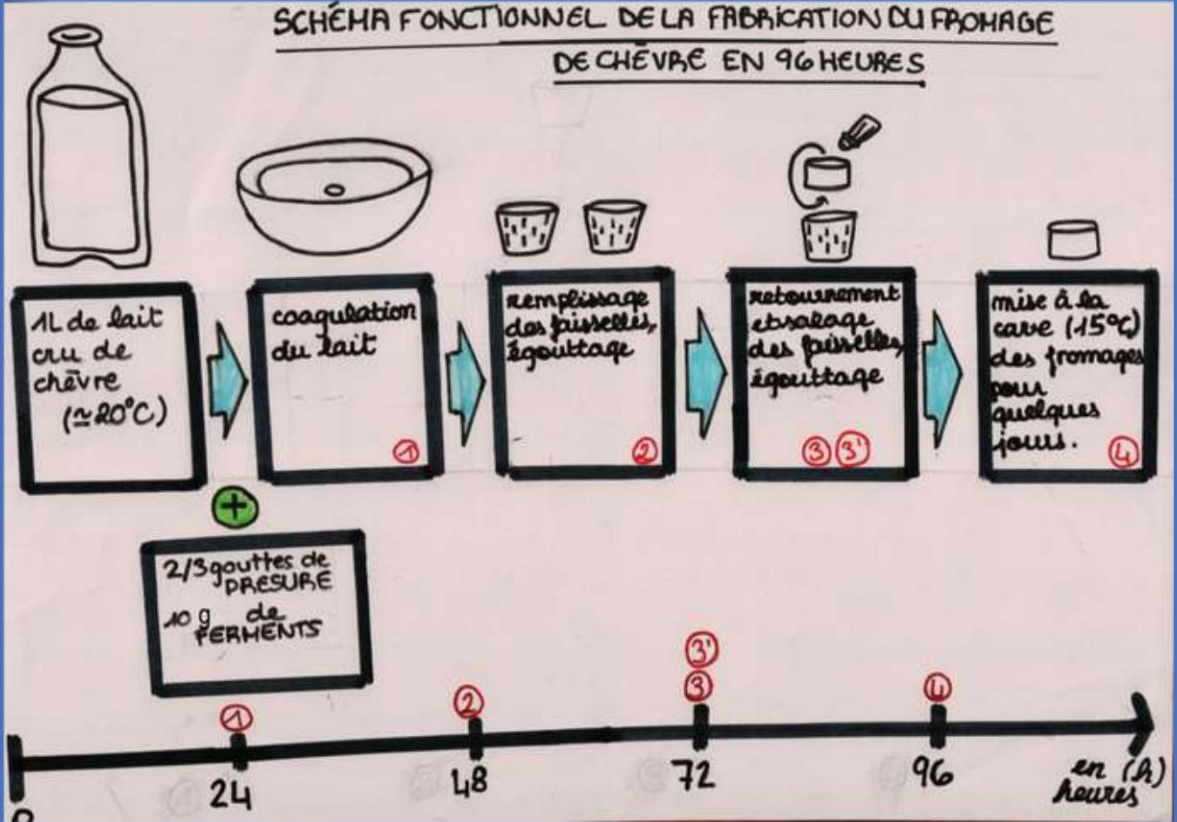


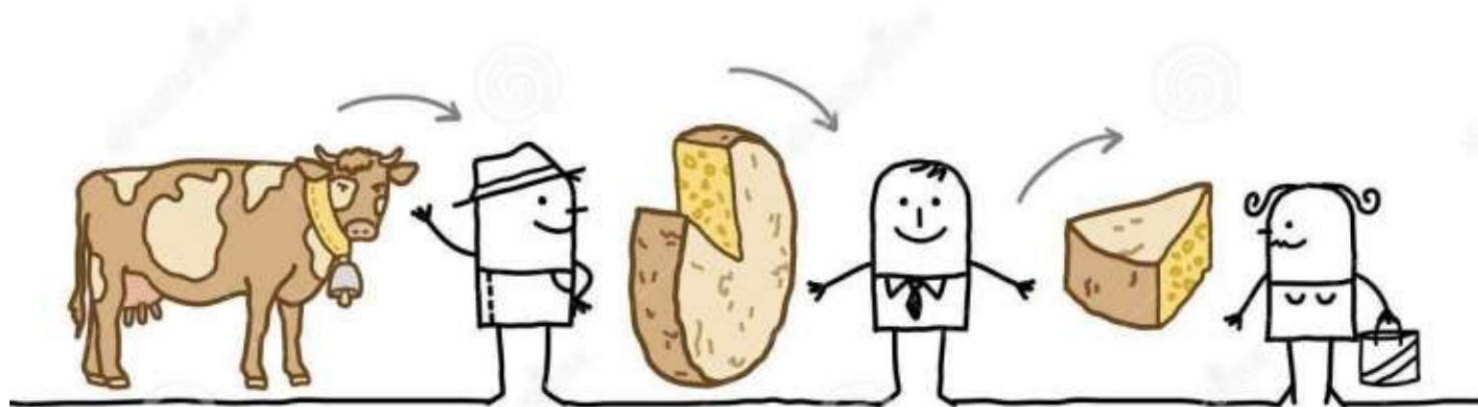
12-Fabrication de vermicelles de riz
(Làm bún)









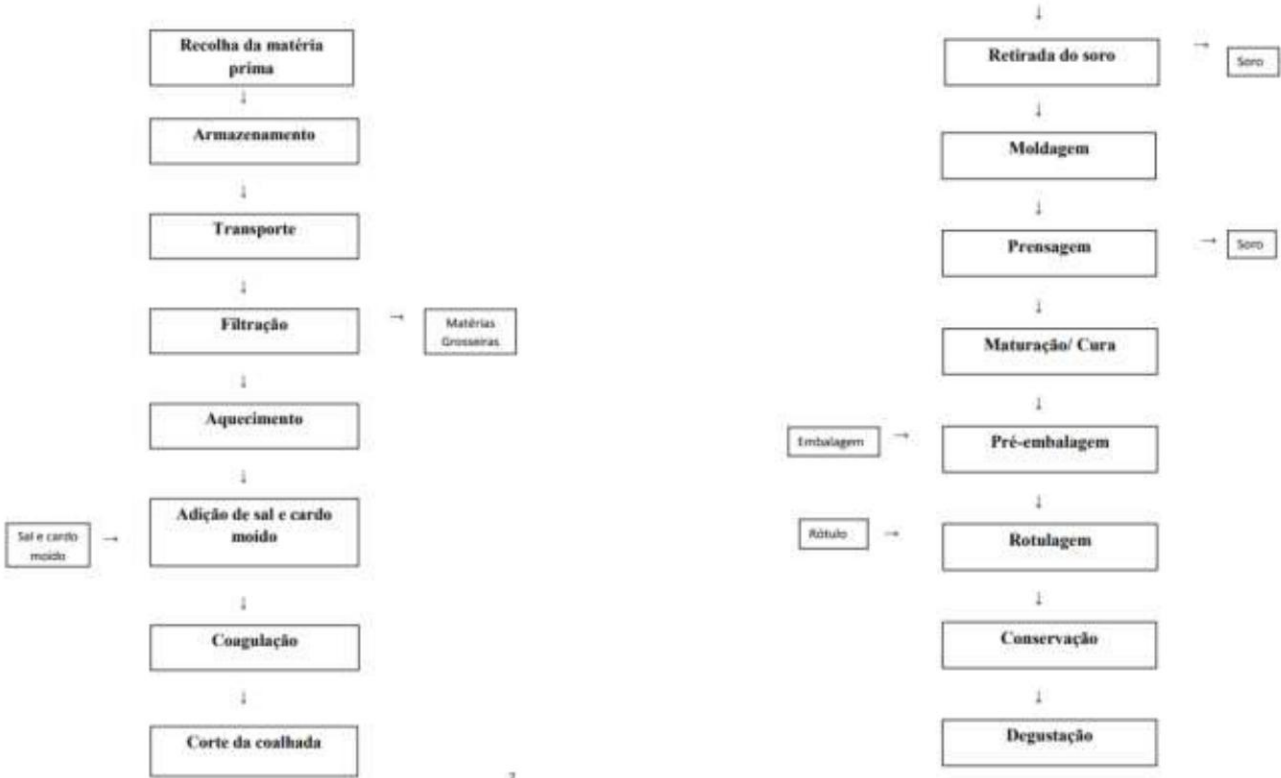


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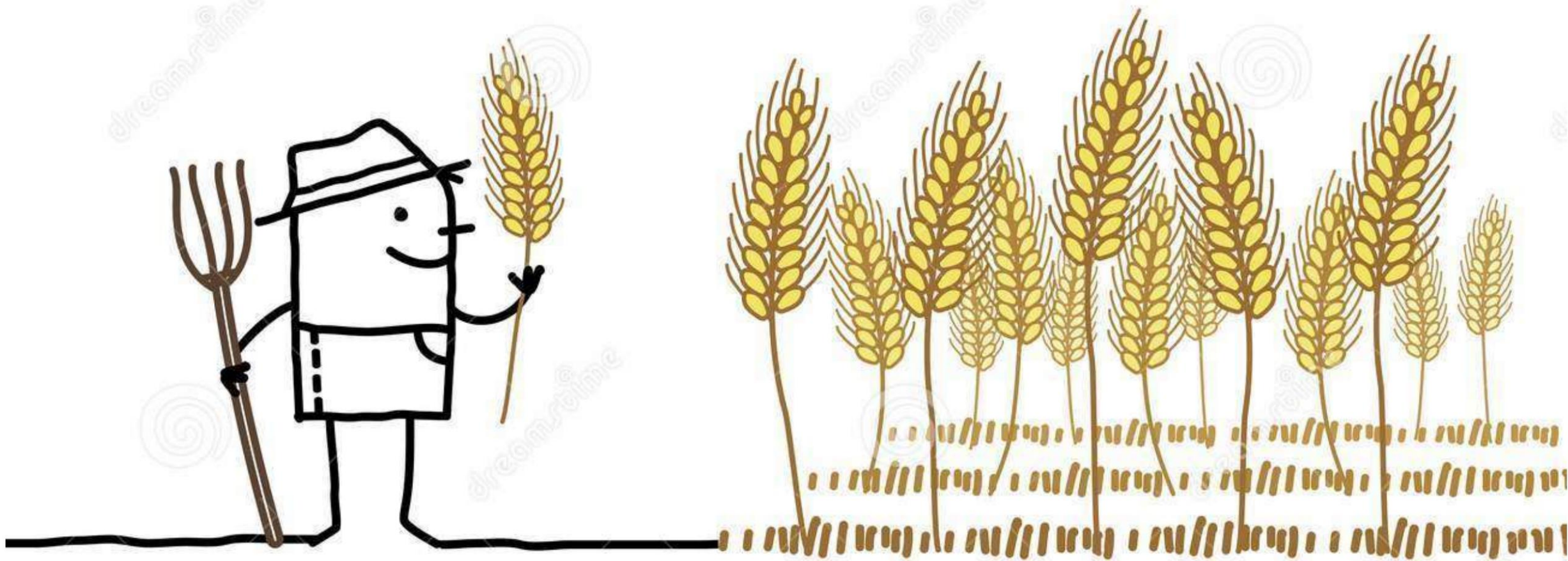
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Fluxograma do fabrico Queijo da Serra da Estrela



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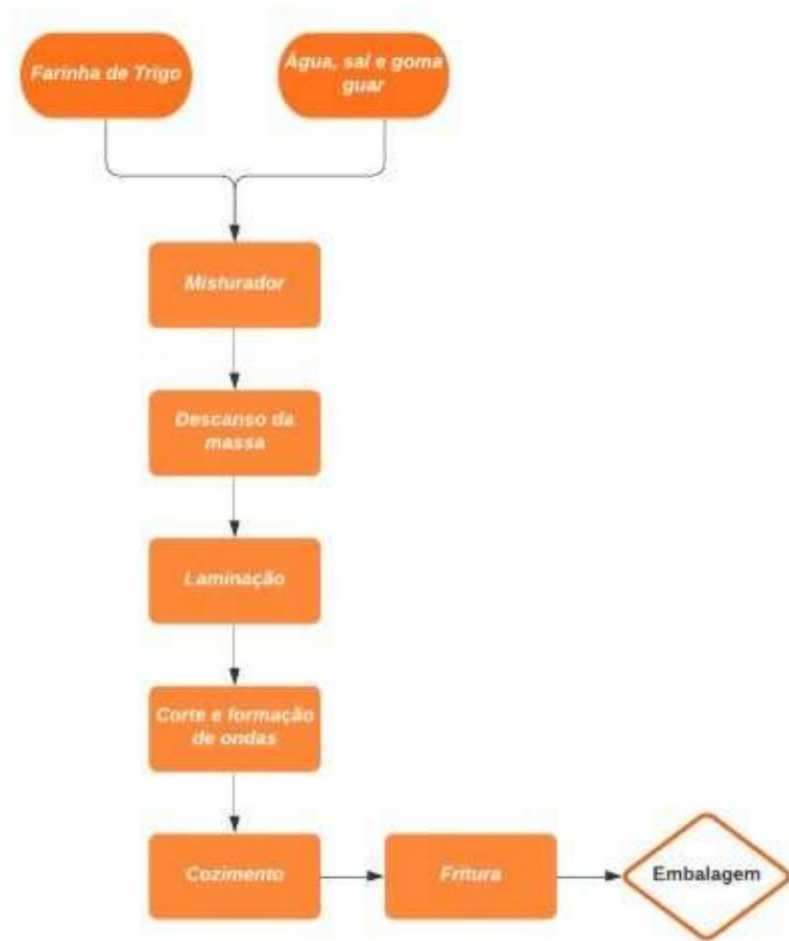
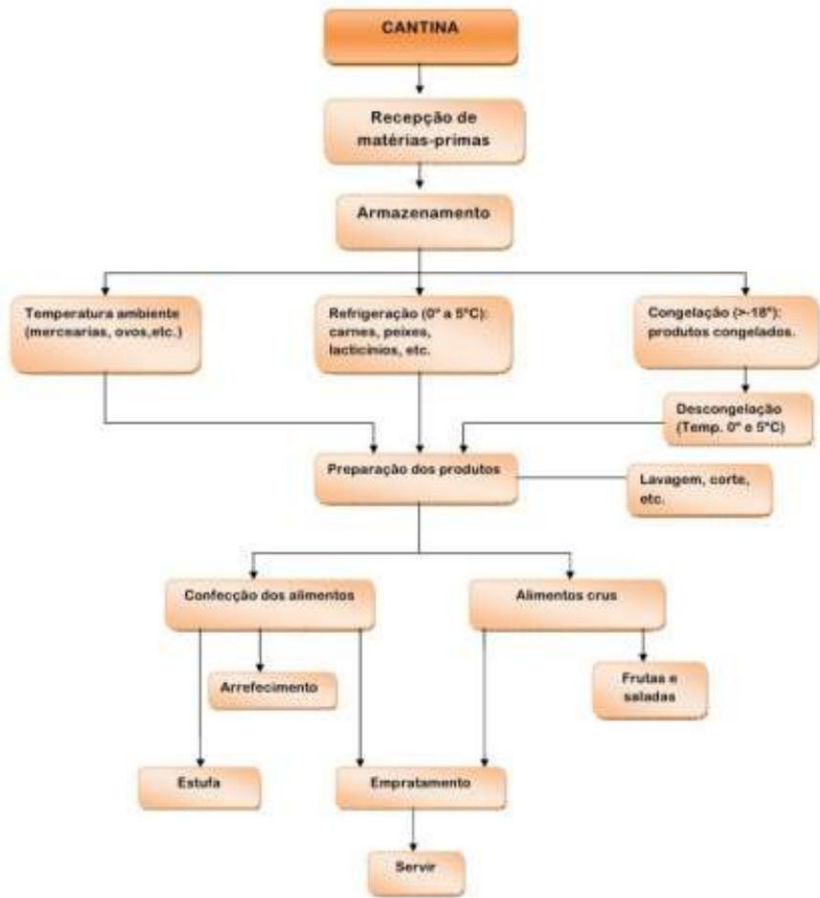
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Fluxograma da Cantina da IPSS



<https://www.youtube.com/watch?v=wgnnGEFXkCM&t=28s>

bread production

Year: **Adult Training**

Purpose(s) of learning: **Knowing the bread production process, from its raw material to the ready-to-eat product.**

Skills) achieved **Describe and discuss the production process (transformation of raw materials), circulation and consumption.**

How was the bread you consume made?



<https://www.youtube.com/watch?v=Njk8z5dhByQ>

- HEALTH AUTHORITIES RECOMMEND THAT VULNERABLE POPULATIONS DO NOT CONSUME RAW MILK OR CHEESES OF RAW MILK.

- THESE RECOMMENDATIONS CONCERN:

- SMALL CHILDREN, ESPECIALLY UNDER 5 YEARS OLD;
- PREGNANT WOMEN; •

IMMUNO-COMPROMISED PEOPLE, THAT IS, PEOPLE WHO ARE ALREADY SICK, VERY TIRED OR EVEN HOSPITALIZED.

- CHILDREN UNDER FIVE YEARS OLD SHOULD NOT CONSUME RAW MILK CHEESE OR RAW MILK. IN ADDITION, THE RISK STILL EXISTS BUT IT IS DECREASE, CHILDREN ARE STILL BETTER PROTECTED BEYOND FIVE YEARS OF AGE.



Placed on the market without prior heat treatment, raw milk and products derived from raw milk are very sensitive to possible contamination of the raw material by pathogenic bacteria. In fact, despite the precautions taken by professionals, infection of the udders or an incident during milking can lead to contamination of milk by pathogenic bacteria, naturally present in the digestive tract of ruminants ([Salmonella](#) - [listeria](#) - [Escherichia coli](#) [y](#)[y](#)[y](#)[y](#))

If these contaminations can only have a weak impact on adults in good health, they can, on the other hand, cause serious inconvenience, even death, for sensitive people.

Contract No AGRI-2019-409 supported by the European Union contributed to the results presented in this document. The opinions expressed are those of the contractor only and do not represent the Contracting Authority's official position.



Prepared in the framework of the 'Preparatory Action on Smart Rural Areas
in the 21st Century' project funded by the:

