

Job Aid – New staff training tasks

Who are you training?

Staff name:

Start date:

Date for training completion:

Job Title:

Level of training needed:

- Level 1(all new staff)
- Other Roles
 - Performs lab functions
 - Breastfeeding Peer Counseling
- Level 2 (Certifier/CPA/Nutritionist)

What you need to do



Make a training plan

- Make sure the tasks listed on the [WIC Onboarding Checklist](#) are completed for the new staff person.
- Select the appropriate training checklist for the staff person's role:
 - a. [Level 1 Training Checklist](#); or,
 - b. The [Training Checklist](#) from the Certifiers Guide.
- Gather information about the staff persons expertise, experience, education.

WIC experience?	
Education or credentials?	
Primary language(s)?	
Special skills or expertise?	

- Identify factors that influence training

% time in WIC?	
Who can they observe?	
Who will answer their questions?	
Attend state provided TWIST training?	
What is most important to learn first? Second?	

- Make note of any changes or adjustments on the training checklist.

Make sure they complete the training:

- Make sure the staff person has the time and resources they need to read the modules or watch the online courses.
- Oversee the new staff person’s completion of the learning activities (e.g. answer questions, review answers, set up observations).
- Schedule time to meet with the new staff person upon completion of the module or course.
- Administer the posttest and grade it, if needed.
- Review the competencies listed on the completion form and sign it.
- File the posttest and completion form.
- Document completion of the training in the data system.