

2023-2024 WIC Staff Training Plan

Updates are in bold

Quarterly In-services		
2024 In-services		
Required in-services noted with *		
Topic	Who can facilitate the in-service	Target audience
Exit Counseling Release date: Delayed Complete by: N/A This in-service will not be provided in 2024.	<ul style="list-style-type: none"> Local agency coordinator Training supervisor WIC nutritionist 	Certifiers, Coordinators, and WIC Nutritionists
*Nutrition Risk In-service Release date: July 2024 Complete by September 30, 2024	<ul style="list-style-type: none"> Training supervisor or WIC nutritionist 	Certifiers, Coordinators, and WIC Nutritionists
*Can you hear me now? Tips for providing participant-centered remote services This in-service meets Goal 3 of the 2024 Nutrition Services Plan Release date: August 2024 Complete by 3/31/2025	<ul style="list-style-type: none"> Local agency coordinator training supervisor or WIC nutritionist 	All staff
2024 Supporting breastfeeding in the fourth trimester *Recommended This can be used to support Goal 1 of the Nutrition Services Plan Release date: 3 rd Quarter 2024	<ul style="list-style-type: none"> Local agency coordinator training supervisor, Breastfeeding coordinator or WIC nutritionist 	Breastfeeding Coordinators, Certifiers

2023 In-services to be completed by March 31, 2024		
Training Topic	Facilitator	Audience
2023 Risk Refresher <ul style="list-style-type: none"> Release Date: September 2023 Due March 31, 2024 	<ul style="list-style-type: none"> Local agency coordinator Training supervisor WIC nutritionist 	<ul style="list-style-type: none"> All CPAs
Preparing for OTIS <ul style="list-style-type: none"> Released Date: August 2023. 30-minute Video and discussion. Materials available in Workday Learning Staff evaluation form 40 – 60 minutes Due March 31, 2024 	<p>Can be done as a self-paced module in Workday</p> <p>If done as a group:</p> <ul style="list-style-type: none"> Local agency coordinator Training Supervisor WIC Nutritionist 	<ul style="list-style-type: none"> All staff
Annual Training Requirements		
Training Topic	Facilitator	Audience
2024 Civil Rights refresher <ul style="list-style-type: none"> Release December 2023 WIC Civil Rights Jeopardy Or create your own civil rights topic for your staff Complete by 12/31/2024 	<p>Can be facilitated by a staff member with one of these staff members present for questions:</p> <ul style="list-style-type: none"> Local agency coordinator training supervisor, Breastfeeding coordinator or WIC nutritionist 	<ul style="list-style-type: none"> All staff
Staff Training and Online Courses		
Training Topic	Facilitator	Audience
<ul style="list-style-type: none"> FNS Breastfeeding Level 4 Self-Study with CPE Level four Wrap-Up Webinar July 24, 2024 	<ul style="list-style-type: none"> Self-paced module in Workday Learning and Webinar discussion 	<ul style="list-style-type: none"> WIC Nutritionists and Designated Breastfeeding Experts (BF Coordinators and IBCLC) Recommended for WIC Nutritionists

Training for Leadership Positions	
Training Topic	Audience
WIC Fiscal 101 <ul style="list-style-type: none"> One-hour webinar or review with assigned nutrition consultant. <ul style="list-style-type: none"> Webinar dates: May 16, 2024 and August 2024 Webinar slides are available on our website. Overview of WIC funding and expenditure requirements. 	<ul style="list-style-type: none"> Recommended for all new coordinators or fiscal staff

Remember to look for other training-related and connection opportunities throughout the year:

- LAWN
- NEWS
- OWCA
- Training Supervisor's Forum
- Breastfeeding Coordinators & BF Peer Counselor Coordinators