

2025 WIC Staff Training Plan

2025 In-services		
<p>For details about each in-service go to the WIC Staff Training In-Service Page</p> <p>Required in-services noted with *</p>		
Training Topic	Facilitator	Audience
<p>Medical Documentation Form Policy Review *</p> <p>Release date: June 2025 Complete by: 12/31/2025</p>	<ul style="list-style-type: none"> Self-directed or group facilitation by WIC Coordinator or WIC Nutritionist Completion documentation required 	<ul style="list-style-type: none"> All WIC Nutritionists All CPAs
<p>Medical Documentation Form and Special Food Package Update</p> <p>Release date: May 2025 Complete by: 12/31/2025</p>	<ul style="list-style-type: none"> LAWN presentation 	<ul style="list-style-type: none"> WIC Nutritionists CPAs (optional)
<p>Nutrition Services Documentation*</p> <p>Release date: TBD Complete by 12/31/2025</p>	TBD	<ul style="list-style-type: none"> All CPAs All WIC Nutritionists
<p>Substance Use Disorder and Lead Webinar*</p> <p>Release Date: Fall 2025 Complete by 12/31/2025</p>	<p>Erica Johnson and Ellen Hill</p> <ul style="list-style-type: none"> A recording will be available in Workday Learning for those who miss the webinar 	<ul style="list-style-type: none"> All CPAs All WIC Nutritionists
<p>New Foods, More Choice...New TWISTs</p> <p>(Food Package Training #2) *</p> <ul style="list-style-type: none"> Release Date: 2/25/2025 Complete by 4/1/2025 	<p>WIC Coordinator or Training Supervisor</p> <p>Staff with TWIST expertise may co-facilitate with Coordinator or Training Supervisor</p>	<ul style="list-style-type: none"> CPAs – anyone issuing food packages in TWIST

<p>New Foods, More Choice Food Package Training #1*</p> <ul style="list-style-type: none"> • Release date:1/27/2025 • Complete by 4/1/2025 	<p>WIC Coordinator or Training Supervisor</p>	<ul style="list-style-type: none"> • All staff
--	---	---

Annual Training Requirements

Training Topic	Facilitator	Audience
<p>2025 Civil Rights refresher</p> <ul style="list-style-type: none"> • Released: Coming soon! <ul style="list-style-type: none"> • WIC Civil Rights Jeopardy – updated from 2023 Or • create your own civil rights topic for your staff • Complete by 12/31/2025 	<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
<p>FNS Breastfeeding Level 4 Self-Study with CPE</p> <p>Level four Wrap-Up Webinar July 24, 2024</p>	<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

Quarterly In-services

2024 In-services

Required in-services noted with *

Topic	Who can facilitate the in-service	Target audience
<p>Exit Counseling Release date: Canceled! Complete by: N/A This in-service will not be provided due to changes in FNS requirements</p>	<ul style="list-style-type: none"> • Local agency coordinator • Training supervisor • WIC nutritionist 	<p>Certifiers, Coordinators, and WIC Nutritionists</p>
<p>*Nutrition Risk In-service Release date: July 2024 Complete by 9/30/2024</p>	<ul style="list-style-type: none"> • Training supervisor or • WIC nutritionist 	<p>Certifiers, Coordinators, and WIC Nutritionists</p>
<p>*Can you hear me now? Tips for providing participant-centered services in a hybrid world This in-service meets Goal 3 of the 2024 Nutrition Services Plan Release date: August 2024 Complete by 3/31/2025</p>	<ul style="list-style-type: none"> • Local agency coordinator • training supervisor or • WIC nutritionist 	<p align="center">All staff</p>

<p>2024 Supporting breastfeeding in the fourth trimester</p> <p>*Recommended</p> <p>This could support Goal 1 of the Nutrition Services Plan</p> <p>Release date: 3rd Quarter 2024</p>	<ul style="list-style-type: none"> • Local agency coordinator • training supervisor, • Breastfeeding coordinator or • WIC nutritionist 	<p>Breastfeeding Coordinators, Certifiers</p>
---	--	---

**2023 In-services
to be completed by March 31, 2024**

Training Topic	Facilitator	Audience
<p><u>2023 Risk Refresher</u></p> <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
<p><u>Preparing for OTIS</u></p> <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
<p>2024 Civil Rights refresher</p> <ul style="list-style-type: none"> Release December 2023 <ul style="list-style-type: none"> 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
<p>WIC Fiscal 101</p> <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