

Agenda: Training Supervisors Forum

Forum Goal: Provide a leadership and staff development opportunity focused on the needs of local agency training supervisors.

Objectives:

- 1) Attendees will share ideas and concerns with other local training supervisors
- 2) Attendees will identify issues and develop possible solutions which can be used by state staff to plan and provide appropriate supportive actions.
- 3) Attendees will analyze how the use of observations, coaching and mentoring can be used to develop staff confidence and competence.
- 4) Attendees will practice providing training for certifiers on enhanced nutrition assessment. (Supports ENACT)

Day/Time	Activity
Section 1 May 4 1 to 1:30 p.m.	<ul style="list-style-type: none"> • Welcome • Overview of agenda, logistics • Ice breaker
1:30 to 2:00	<ul style="list-style-type: none"> • Brainstorm at table groups on roles and responsibilities of training supervisors using Policy 440 Appendix B
2 to 2:30	<ul style="list-style-type: none"> • Table group Discussion of training supervisors issues in carrying out roles and responsibilities • Brief review of why the state training requirements
2:30 – 3	<ul style="list-style-type: none"> • Activity stations <ul style="list-style-type: none"> ○ My Eternal Moment: WIC version ○ Oxygen Mask ○ Team Agreements ○ WIC Services Tool Kit ○ Mindful Breathing
3 to 3:15	Break
Section 2 3:15 – 5	<ul style="list-style-type: none"> • Continuum of training > coaching > performance evaluation> mentoring • Tools to ensure successful coaching • Review how PCS principles, OARS skills can be incorporated into coaching
5 p.m.	Adjourn Day 1

Day/Time	Activity
Section 3 May 5 9-12 a.m.	<ul style="list-style-type: none"> • ENACT – Enhanced Nutrition Assessment Certifier Training (Train-the-trainer format) Break mid-morning
May 5 12 - 1	Lunch – on your own
Section 2 cont. May 5 1 – 2 p.m.	<ul style="list-style-type: none"> • Conducting observations and providing feedback
May5 2 to 3	<ul style="list-style-type: none"> • Next Steps and Wrap up <ul style="list-style-type: none"> ○ Brainstorm resources needed ○ Plan for future forums
3 p.m.	Adjourn Day 2 – Safe journey home!