

Updated 2020 WIC Staff Training Plan

4/6/2020 – Due to COVID-19 we are extending due dates for some required training to 12/31/2020.

| Training required | Completion requirements |
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| Quarterly In-services | |
| Let's Talk About Growth <ul style="list-style-type: none"> Release 1/2/2020, due 5/30/2020 12/31/2020 for all PowerPoint presentation Completion time - about 1 hour Includes review of how growth information is collected and how it influences the nutrition-focused counseling provided. | <ul style="list-style-type: none"> All CPA's must complete by 5/30/2020 12/31/2020. Must be facilitated by the local agency training supervisor or WIC nutritionist. |
| Let's Talk About Healthy Behaviors <ul style="list-style-type: none"> Release 3/1/2020, due 8/30/2020 12/31/2020 for CPAs PowerPoint presentation Completion time - about 1 hour Includes a review of using PCE skills to provide nutrition-focused counseling to discuss healthy behaviors and healthy eating versus healthy weight. | <ul style="list-style-type: none"> All CPA's must complete by 8/30/2020 12/31/2020 Must be facilitated by the local agency training supervisor or WIC nutritionist. |
| RISK updates <ul style="list-style-type: none"> Release 6/1/2020, due 9/30/2020 for CPAs PowerPoint presentation Completion time – about 30 minutes Reviews changes to nutrition risks that will be implemented 10/1/2020 | <ul style="list-style-type: none"> All CPA's must complete by 9/30/2020 Must be facilitated by the local agency training supervisor or WIC nutritionist. |
| Breastfeeding continuing education <ul style="list-style-type: none"> Release 8/1/2020, due 12/31/2020 for CPAs Presentation method and completion time TBD Topic – breastfeeding and infant growth | <ul style="list-style-type: none"> All CPA's must complete by 12/31/2020 Must be facilitated by the local agency breastfeeding coordinator. |
| Annual training requirement | |
| Civil Rights refresher <ul style="list-style-type: none"> PowerPoint presentation and job aid Completion time – 30 minutes to 1 hour. This training must be repeated annually. This is the same presentation that was used in 2019. | <ul style="list-style-type: none"> All WIC Staff must complete by 12/31/2020 May be facilitated by the local agency training supervisor, site supervisor, or WIC coordinator. |
| New staff training module and online course updates | |
| Responsive Parenting and WIC <ul style="list-style-type: none"> Release February 2020. Online course to replace the June 2018 in-service. The Certifier Guide directs staff hired in 2019 to review the existing in-service. This will be updated when replaced by the online course. | <ul style="list-style-type: none"> Required for all new CPA's starting after 3/1/2020. |
| Level 3 Certifier Academy <ul style="list-style-type: none"> Combination of Skype for Business calls and face-to-face training over 7 months – September 2020 to April 2021. Contact Kim McGee or Jameela Norton to apply. | <ul style="list-style-type: none"> Highly recommended for all new CPA's who have completed Level 2 training. |

| Updates to training for leadership positions | |
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| <p>Updated Training Supervisor Guide</p> <ul style="list-style-type: none"> Released January 2020 Consolidates the training supervisor guides for all modules and online courses into one course with links on the Training Supervisor webpage. Use the completion forms linked in the training supervisor guides rather than the old Competency Achievement Checklists. | <ul style="list-style-type: none"> Required for all new training supervisors starting 1/31/2020 prior to training new staff. All current training supervisors are encouraged to complete it by 12/31/2020. |
| <p>Breastfeeding Level 3</p> <ul style="list-style-type: none"> Consists of approximately 45 hours of online training through Lactation Education Resources (LER) Must pass an online posttest to complete. Contact Kelly Sibley to be granted access and to get a login and password. | <ul style="list-style-type: none"> Required for all new breastfeeding coordinators within 6 months of hire if they are not an IBCLC. |
| <p>WIC Fiscal 101</p> <ul style="list-style-type: none"> One-hour webinar on 4/9/2020 and 8/6/2020, or review with assigned nutrition consultant. 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 |