

# 2021 WIC Staff Training Plan

Training required	Completion requirements
<b>Quarterly In-services</b>	
<b>New 2021 Food List</b> <ul style="list-style-type: none"> <li>• Release 12/3/2020, due 1/31/2021 for all staff</li> <li>• PowerPoint presentation</li> <li>• Completion time - about 1 hour</li> <li>• Includes review of changes to the food list and shopping brochure and how they can be used to provide nutrition-focused counseling. Also includes counseling suggestions for offering the infant fruit and veggie benefit.</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff must complete by 1/31/2021.</li> <li>• May be facilitated by the local agency coordinator, training supervisor or WIC nutritionist.</li> </ul>
<b>Using Summaries During Nutrition-focused Counseling</b> <ul style="list-style-type: none"> <li>• Release 1/4/2021, due 12/31/2021 for CPAs</li> <li>• PowerPoint presentation</li> <li>• Completion time - about 1 hour</li> <li>• Includes a review of using summaries in 3 different ways during nutrition-focused counseling.</li> </ul>	<ul style="list-style-type: none"> <li>• All CPA's must complete by 12/31/2021.</li> <li>• Must be facilitated by the local agency training supervisor or WIC nutritionist.</li> </ul>
<b>PCE Skills and Breastfeeding Support (BF continuing education)</b> <ul style="list-style-type: none"> <li>• Release 5/1/2021, due 12/31/2021 for CPAs</li> <li>• Video with additional materials</li> <li>• Completion time – about 1 hour</li> </ul>	<ul style="list-style-type: none"> <li>• All CPA's must complete by 12/31/2021</li> <li>• Must be facilitated by the local agency breastfeeding coordinator.</li> </ul>
<b>2021 RISK Updates</b> <ul style="list-style-type: none"> <li>• Release 6/1/2021, due 9/30/2021 for CPAs</li> <li>• PowerPoint presentation</li> <li>• Completion time – about 30 minutes</li> <li>• Reviews changes to nutrition risks that will be implemented 10/1/2021</li> </ul>	<ul style="list-style-type: none"> <li>• All CPA's must complete by 9/30/2021</li> <li>• Must be facilitated by the local agency training supervisor or WIC nutritionist.</li> </ul>
<b>Annual training requirement</b>	
<b>Civil Rights refresher</b> <ul style="list-style-type: none"> <li>• <a href="#">PowerPoint presentation</a> and <a href="#">job aid</a></li> <li>• Completion time – 30 minutes to 1 hour.</li> <li>• This training must be repeated annually. This is the same presentation that was used in 2019.</li> </ul>	<ul style="list-style-type: none"> <li>• All WIC Staff must complete by 12/31/2021</li> <li>• May be facilitated by the local agency training supervisor, site supervisor, or WIC coordinator.</li> </ul>
<b>New staff training module and online course updates</b>	
<b>Note: Child Nutrition and Hematology online courses unavailable from 1/1/2021 through 2/28/2021</b>	<ul style="list-style-type: none"> <li>• Training supervisors will need to account for this when planning training for new CPAs</li> </ul>

<b>Updates to training for leadership positions</b>	
<p><b>Common Local Agency Review Findings</b></p> <ul style="list-style-type: none"> <li>• At quarterly Oregon WIC Coordinator Association (OWCA) meetings, state staff will present information on issues that are commonly found during local agency reviews. Information will include how state staff review for the finding, potential solutions, and tools that may help.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend all coordinators attend OWCA.</li> </ul>
<p><b>Breastfeeding Level 3</b></p> <ul style="list-style-type: none"> <li>• Consists of approximately 45 hours of online training through Lactation Education Resources (LER)</li> <li>• Must pass an online posttest to complete.</li> <li>• Contact <a href="#">Kelly Sibley</a> to be granted access and to get a login and password.</li> </ul>	<ul style="list-style-type: none"> <li>• Required for all new breastfeeding coordinators within 6 months of hire if they are not an IBCLC.</li> </ul>
<p><b>WIC Fiscal 101</b></p> <ul style="list-style-type: none"> <li>• One-hour webinar on 4/8/2021 and 8/5/2021, or review with assigned nutrition consultant.</li> <li>• <a href="#">Webinar slides</a> are available on our website.</li> <li>• Overview of WIC funding and expenditure requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended for all new coordinators or fiscal staff</li> </ul>