

2009-2010	<b>WNEP Coordinators Guide for Training New Educators</b>
Timeline	Activities and Source
Day 1	<ul style="list-style-type: none"> <li>• New educator meets WNEP staff and other colleagues in Local Extension Unit. If location is away from the main County Extension Office, have a day planned during the first week to visit and meet with other extension colleagues. Request colleagues in other program areas to plan a 5 minute overview of their program and allow time for questions. A sign up sheet at a County Extension Program Meeting prior to new colleague's start day could be generated.</li> <li>• Completion of any remaining personnel paperwork, (i.e. I-9, W-4, etc)</li> <li>• Provide dates for CES New Colleague Orientation and WNEP New Staff Training that will attend</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>• New educator meet with other UWEX colleagues in local office(s) to learn about their programs and roles in Extension, visit UWEX website for more background: <a href="http://www.uwex.edu/ces/about/">http://www.uwex.edu/ces/about/</a></li> <li>• Assign and/or introduce to mentor</li> <li>• Plan orientation for new educator to UWEX/WNEP on structure, role of the program(s) and expectations as employee by Coordinator, District Director and/or Department Head, using "Profile of Nutrition Educator Duties and Tasks, <a href="http://www.uwex.edu/ces/wnep/train/neduties.cfm">http://www.uwex.edu/ces/wnep/train/neduties.cfm</a> and Academic Staff Personnel Policies, <a href="http://www.uwex.edu/secretary/acadstaff.cfm">http://www.uwex.edu/secretary/acadstaff.cfm</a> and for more background: <a href="http://www.uwex.edu/ces/about/">http://www.uwex.edu/ces/about/</a></li> <li>• Review Family Living and WNEP websites: <a href="http://www.uwex.edu/ces/wnep/">http://www.uwex.edu/ces/wnep/</a> and <a href="http://www.uwex.edu/ces/flp/">http://www.uwex.edu/ces/flp/</a> So new educator becomes familiar with the sites and navigate it for programming information and resources. (See <i>WNEP Training Checklist for guidance at <a href="http://www.uwex.edu/ces/wnep/files/training_checklist.pdf">http://www.uwex.edu/ces/wnep/files/training_checklist.pdf</a></i> )</li> <li>• Identify the WNEP resources and curriculum in the local office and prepare a plan for reading through those that will be used in the projects assigned to teach. <i>Find information on all available WNEP resources see:</i> <a href="http://www.uwex.edu/ces/wnep/teach/index.cfm">http://www.uwex.edu/ces/wnep/teach/index.cfm</a></li> <li>• Review with new educator the County WNEP plan for current and/or upcoming program year to learn more about issues and plan of action(s) through SNAP-Ed and/or EFNEP programming.</li> <li>• Visit Hunger Close to Home website: <a href="http://www.uwex.edu/ces/flp/demographics/hunger.cfm">http://www.uwex.edu/ces/flp/demographics/hunger.cfm</a> to get county specific data and information</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Do programming site visits to observe WNEP projects in county or in neighboring county and assist with arranging times to meet local agency partners</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up on items in progress from Week 1.</li> </ul>
First 30 days	<ul style="list-style-type: none"> <li>• Have new educator shadow and partner with experienced staff person(s) at all or most project programming sites to do some hands on learning (co-teaching) during an actual teaching session with program participants. New educator will observe and learn how to apply learner centered education techniques. Coordinator provides educator with background, consider using the following resources: Kaiser, L., McCurdo, T., &amp; Joy, A., (2007) The Food Stamp Nutrition Education Program Focuses on the Learner. <i>Journal of Extension</i> [On-line]. 45 (2). Available at: <a href="http://www.joe.org/joe/2007april/rb5.shtml">http://www.joe.org/joe/2007april/rb5.shtml</a></li> <li>• Orientation and training on local record keeping procedures</li> <li>• New educator begin to complete the learning assignments (readings and activities) listed in the on-line WNEP Staff Training Independent Study Course found at: <a href="http://www.uwex.edu/ces/wnep/train/index.cfm">http://www.uwex.edu/ces/wnep/train/index.cfm</a></li> <li>• <u>Weekly</u> one on one coaching and mentoring from WNEP Coordinator for reviewing readings, activities assigned and other information (<i>suggest that one to two hours be arranged</i>)</li> <li>• New educator visit national program websites:  <a href="http://www.csrees.usda.gov/nea/food/efnep/efnep.html">http://www.csrees.usda.gov/nea/food/efnep/efnep.html</a> for EFNEP  <a href="http://snap.nal.usda.gov/">http://snap.nal.usda.gov/</a> for SNAP-Ed</li> </ul>
Next 30 days	<ul style="list-style-type: none"> <li>• Have new educator demonstrate teaching a lesson during a local program staff meeting using a WNEP resource from the teaching database, so other staff including coordinator can provide any additional coaching that may be needed. Use the “Teaching Observation Notes”, found at <a href="http://www.uwex.edu/ces/wnep/files/obsnts98.doc">http://www.uwex.edu/ces/wnep/files/obsnts98.doc</a> to assist.</li> <li>• Provide coaching on creating own FY programming calendar/schedule and on organizing work and time management</li> </ul>
First three months	<ul style="list-style-type: none"> <li>• New educator visits WIC Learning Web Course for lesson topics on <i>Communicating with Low Literacy Audiences, Using Facilitated Discussion, and Making Nutrition Education Fun and Attractive.</i></li> </ul> <p>See course description at: <a href="http://www.nal.usda.gov/wicworks/WIC_Learning_Online/index.html">http://www.nal.usda.gov/wicworks/WIC_Learning_Online/index.html</a></p> <ul style="list-style-type: none"> <li>• New educator continue with readings and activities assigned from WNEP New Staff Training Independent Study Course and additional skill development in teaching through coaching by coordinator and observing experienced educators.</li> </ul>

First six months	<p>Plan for additional skill development in areas of food preparation, cultural competency and diversity appreciation, computer use skills, communication skills, time management, interpersonal and teamwork skill building, group facilitation skills, knowledge of cooperative extension and interpretation of nutrition content that is appropriate for the target audience, and personal safety will be ongoing some options to consider during the first six months include:</p> <ul style="list-style-type: none"> <li>• Multicultural Awareness Training, visit: <a href="http://uwex.uwc.edu/multicultural_awareness/">http://uwex.uwc.edu/multicultural_awareness/</a></li> <li>• Available staff training and WisLine Teleconferences as offered</li> <li>• Attending District Training In-services for additional professional development</li> <li>• <a href="http://www.uwex.edu/ces/techservices/training/">http://www.uwex.edu/ces/techservices/training/</a> for Computer Use skills training opportunities</li> <li>• Personal safety training offered through local law enforcement in county</li> <li>• Please contact WNEP Specialist for Training for resources such as books, tapes, DVDs, etc to assist in skill development for areas listed above and others as needed.</li> <li>• Reading from “From Telling to Teaching” by Joye Norris and complete the study guide</li> </ul>
First Year	<p><b><u>ATTEND:</u></b> Plan and encourage new educator to participate for on-going skill development:</p> <ul style="list-style-type: none"> <li>• WNEP New Staff Training Independent Learning Sessions</li> <li>• WNEP/Family Living Annual Conference (if offered)</li> <li>• Program related trainings on curriculum resources, working with target audiences and other topics when offered, such as Youth Training Workshop, webinars, wislines, district inservices etc.</li> <li>• Home Visitation – The Basics (<i>EFNEP program staff and others providing home visiting</i>) <a href="http://www.uwex.edu/ces/flp/conference/">http://www.uwex.edu/ces/flp/conference/</a></li> <li>• A meeting of the county board's Ag and Extension Committee to understand the relationship between Extension and county government.</li> </ul>
<b>NOTE</b>	<b>Coordinator Wislines and District Meetings are great opportunities to share and receive examples of ideas for orientating new Educators.</b>