

Rev. 2013	The WNEP County Coordinators' Guide for Onboarding New Nutrition Educators
Timeline	Activities and Resources
<p>Day 1</p> <p><i>Note: First day in the office, if actual first day is attending training or another meeting</i></p>	<ul style="list-style-type: none"> • New Nutrition Educator meets WNEP staff and other colleagues in Local Extension Unit. If location is away from the main County Extension Office, plan a day during the first week to visit and meet with other county cooperative extension colleagues. Encourage colleagues in other program areas to plan time for a brief overview (15- 30 minutes) of their program and allow time for questions. A sign-up sheet with dates and times prior to new colleague's start day could be generated and circulated. • Completion of any remaining personnel paperwork, (i.e. I-9, W-4, etc) • Adds to calendar dates for UWEX-Cooperative Extension's New Colleague Orientation, WNEP New Staff Training and other meetings that will attend in the next few months.
<p>Week 1</p>	<ul style="list-style-type: none"> • New educator follows schedule for meeting with other UWEX-Cooperative Extension colleagues in local county office(s) to learn about their programs and roles in Extension, visit UWEX-Cooperative Extension website for more background: http://www.uwex.edu/ces/about/ • Meets or talks to assigned mentor(s) per the <i>WNEP Mentoring Design</i>. http://www.uwex.edu/ces/wnep/files/mentoring_design.pdf • Nutrition Educator receives orientation on structure and mission of the WNEP program, see http://www.uwex.edu/ces/wnep/overview/index.cfm • Nutrition Educator reviews role and expectations for position, using "Profile of Nutrition Educator Duties and Tasks, http://www.uwex.edu/ces/wnep/train/neduties.cfm • Views website regarding where to find Academic Staff Personnel Policies, and information regarding title review process: http://www.uwex.edu/secretary/ • Views the Family Living Program and WNEP websites: http://www.uwex.edu/ces/wnep/ and http://www.uwex.edu/ces/flp/ to become familiar with these sites and how to navigate them for programming information and resources. (See <i>WNEP Training Checklist</i> for guidance at: http://www.uwex.edu/ces/wnep/files/Training%20Checklist.pdf • WNEP Educator reviews the core resources and curriculum in the local office and help is providing in creating 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> http://www.uwex.edu/ces/wnep/teach/index.cfm • New Nutrition Educator reviews with their Coordinator 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.
<p>Week 2</p>	<ul style="list-style-type: none"> • Observes WNEP programming for educational projects in the local county plan at teaching sites in county or in neighboring county (<i>if single nutrition educator project unit</i>) and assist with arranging times to meet local agency partners.

	<ul style="list-style-type: none"> • County WNEP Coordinator plans time to meet with Nutrition Educator to discuss and review questions from teaching observations. • Follow up on items in progress from Week 1.
First 30 days	<ul style="list-style-type: none"> • County WNEP Coordinator reviews and discuss the curriculum resources that will be used in teaching with the new Nutrition Educator. Optional, although recommended, provide opportunity for new educator to practice teaching so that you can observe in the county office setting. • New Nutrition Educator is partnered with experienced staff person(s) at all or most nutrition education program sites to do some hands on learning (co-teaching) with program participants. • New Educator receives information and resources on how to apply learner centered education techniques. Coordinator provides educator with background, consider using the following resources: Kaiser, L., McCurdo, T., & Joy, A., (2007) The Food Stamp Nutrition Education Program Focuses on the Learner. <i>Journal of Extension</i> [On-line]. 45 (2). Available at: http://www.joe.org/joe/2007april/rb5.shtml and the book. "From Telling to Teaching" by Joye Norris. (copies available from the WNEP Training Specialist) • Orientation and training is provided on local record keeping procedures • Discussions on personal safety are provided along with access to any training offered through local law enforcement in county • New educator starts reviewing responsibilities for Child Abuse and Neglect Reporting and start online training: http://www.uwex.edu/human-resources/childabuse/ • Nutrition Educators reviews and plans time to complete the learning assignments (readings and activities) listed in the on-line WNEP Staff Training Independent Study Course found at: http://www.uwex.edu/ces/wnep/train/index.cfm • WNEP Coordinator assists as needed when questions and monitors progress on completing readings, activities, and assignments for the WNEP Staff Training Independent Study Course • New educator made aware of national program websites: http://www.csrees.usda.gov/nea/food/efnep/efnep.html for EFNEP http://snap.nal.usda.gov/ for SNAP-Ed
Next 30 days	<ul style="list-style-type: none"> • New Nutrition Educator demonstrates teaching a lesson during a local program staff meeting using a WNEP core curriculum resource, so other staff including coordinator can provide any additional coaching that may be needed. Use the "Teaching Observation Notes", found at http://www.uwex.edu/ces/wnep/files/obsnts98.pdf to assist as needed. • WNEP Coordinator and other experienced nutrition educators on the team provide coaching on creating programming calendar/schedule and on organizing work and time management • Complete Child Abuse and Neglect Reporting online training, if not done already.
First three months	<ul style="list-style-type: none"> • New Nutrition Educator continues with readings, activities and assignments from

	<p>WNEP New Staff Training Independent Study Course and additional skill development in teaching through coaching by Coordinator and observing experienced educators.</p> <ul style="list-style-type: none"> • New Nutrition Educator and County Coordinator participate in weekly meeting/check-in to discuss programming, professional development, application of training information, overall progress, questions and other concerns.
<p>First six months</p>	<p>County Coordinator recommends, discusses and assists the new nutrition educator in planning for additional skill development in areas of food preparation, cultural competency, 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. Ongoing options to consider during the first six months include:</p> <ul style="list-style-type: none"> • Multicultural Awareness Training, visit: http://uwex.uwc.edu/multicultural_awareness/ • Available staff training and WisLine Teleconferences as offered • Attending Regional Training In-services when relevant for WNEP • http://www.uwex.edu/ces/techservices/training/ for Computer Use skills training opportunities • Please contact WNEP Training Specialist for resources such as books, tapes, DVDs, etc to assist in skill development for areas listed above and others as needed. • Reading from “From Telling to Teaching” by Joye Norris and complete the study guide • New Nutrition Educator may be encouraged to participate in or join a WNEP Cultural Workgroup that can provide support for helping reach an audience they currently serve or plan to serve: (African Diaspora, Hispanic/Latino, Hmong, Native American)
<p>First Year</p>	<p>New Nutrition Educator should be encouraged to participate in on-going skill development that supports their needs and is relevant to their role in WNEP</p> <ul style="list-style-type: none"> • WNEP Staff Training- Independent/Self-Directed learning options • WNEP/Family Living Annual Conference (if offered) • Program related trainings on curriculum resources, working with target audiences and other topics when offered, such as training on working with youth audiences, webinars, WisLine Webs • Home Visitation – The Basics (<i>EFNEP program staff and others providing home visiting</i>) http://www.uwex.edu/ces/flp/conference/ • Attend a meeting of the county board's Ag and Extension Committee to understand the relationship between Extension and county government.
<p>NOTE</p>	<p>Coordinator Wislines and Regional Program Meetings are great opportunities for WNEP County Coordinators to share and receive examples of ideas for onboarding new Educators.</p>