

TRAINING CHECKLIST for "NEW" WNEP Coordinators and Nutrition Educators

Name: _____ Start Date: _____

Competency Based In-Person Training	Format	Sponsor	Information, Location, and Source	Who*	Timeline	Done
WNEP New Staff Training	5 day meeting in 2 sessions and pre-learning assignments	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C, NE	1 st Year	
New Colleague Orientation	2 day Seminar	UWEX Cooperative Extension	http://www.uwex.edu/ces/nco/index.cfm	C, NE	1 st Year	
Multicultural Diversity Training	2 Day Workshop	UWEX	http://uwex.uwc.edu/multicultural_awareness/	C, NE	1 st Year	
Home Visitation: Foundations	3 Day Seminar	Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	1 st Year, if applicable	
Discovering Emotional Intelligence	1 day seminar and subsequent reading	Coop Ext – PDE	http://www.uwex.edu/ces/pdande/training/index.html	C, NE	When offered	
Family Living - All Programs Conference	2 Day meeting	WNEP/ Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	When offered	
WNEP Statewide Conference	2 Day meeting	WNEP	http://www.uwex.edu/ces/wnep/index.cfm	C, NE	When offered	
WNEP Coordinator/ Administrators Conference	2 day meeting and professional development	WNEP	http://www.uwex.edu/ces/wnep/index.cfm Look for additional information from either WNEP State Coordinator or WNEP Training Specialist.	C	Annually	
Evaluation Essentials	1 day workshop	Coop Ext - PDE	http://www.uwex.edu/ces/pdande/training/index.html	C	When offered	

Independent Learning	Type	Sponsor	Information, Location, and Source	Who*	Timeline	Done
Basics of WNEP	WNEP Website	WNEP	http://www.uwex.edu/ces/wnep/overview/index.cfm Click on link and review items listed in Part A on the next page.	C, NE	1 st 30 days	
WNEP Teaching Guidelines/Resources	WNEP Website	WNEP	http://www.uwex.edu/ces/wnep/teach/index.cfm Click on link and review items listed in Part B on the next page.	C, NE	1 st 60 days	
Mandatory Child Abuse and Neglect Reporting	On-line training	UWEX	http://www.uwex.edu/human-resources/childabuse/	C, NE	1 st 60 days	
2010 Dietary Guidelines Self-Test	WNEP website	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C, NE	1 st 90 days	
Program and Impact Reporting	WNEP Website	UWEX and WNEP	Planning and Impact Reporting for WNEP – http://www.uwex.edu/ces/wnep/evaluate/index.cfm Click on link and review items listed in Part C on the next page.	C	1 st 90 days	
Purchasing Card Training	On-line session	UWEX – Business Services	http://www.uwex.edu/business-services/purchasing/purchasing-card.html	C, NE	1 st 90 days, if applicable	
Increasing access and Expanding Outreach to programming	WNEP Website	UWEX	http://www.uwex.edu/ces/wnep/train/index.cfm See professional development PowerPoint “What does it Mean to Expand Outreach and Access in Programming” under Professional Development Resources	C, NE	1 st 6 mos.	
Staff Recruitment and Hiring	WNEP website	WNEP	http://www.uwex.edu/ces/wnep/hire/index.cfm Review the links and information of the webpage.	C	1 st 6 mos.	
Human Subjects Protection	On-line (SBR Course) modules 1-6 and reading Report (6-8 hours)	UWEX	http://www.uwex.edu/hsp/	C, NE	1 st year	

* “C” - WNEP Coordinator

“NE” - WNEP Nutrition Educator

**Schedules for District Training vary (contact WNEP District Representative for more information)

Please note: List reflects core training needed to meet basic responsibilities of your position. Additional training and professional development is encouraged and supported.

stk 10/06
rev. 8/10
rev. 12/11
rev, 01/13
rev, 07/13
rev.12/13

Part A

“WNEP Overview”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/overview/index.cfm>.

Place a check when done:

- Overview
- Mission and Purpose
- Resources for Describing WNEP
- Program Units
- Working Principles, core content and research base
- Accomplishment
- Partners

Part B

“Teach Participants”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/teach/index.cfm>

Place a check when done:

- Planning to Teach Worksheet
- Description of Educational Projects
- WNEP Teaching Topics
- WNEP Teaching Resource recommendations from Educational Project Workgroups
- Reference materials and guides for teaching children and youth
- Teaching Guidelines

Part C

“Evaluate and Report”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/evaluate/index.cfm>.

Place a check when done:

- Overview of Planning and Reporting
- Statewide Evaluation Tools by Educational Project
- FY Teaching Event Datasheets for Program Records
- Archived Plans and Reports for county/outcomes statewide