

Planning for Professional Development for WNEP staff

It is expected and desirable that WNEP county coordinators and nutrition educators strive to develop their skills in competency areas related to their work for WNEP. A reasonable amount of work time can and should be devoted to additional training or professional development.

County Coordinators should develop their personal plan for Professional Development each year, preferably as a part of their Self-Initiated Performance Review. County Coordinators should work with each nutrition educator to develop a Professional Development plan as part of the performance review process in the fall of each year, or within a month of a new educator's employment. (See page 4 of this document). These plans should be used as guides when the county professional development budget is developed.

The following guidelines can help county coordinators make decisions about planning and budgeting for professional development within WNEP.

1. New county coordinators and nutrition educators (first 1 to 1 1/2 year of employment)
 - New Educator training (approximately 6 days), WNEP quarterly Core Trainings (2 or 3 days), New Colleague Orientation (2 days), "Respecting Differences" (1 day), and the WNEP/Family Living Annual Conference (2 days)
 - Nutrition Educators who work with youth audiences: Youth Training workshop (2 days)
 - County Coordinators, only: WNEP Coordinators' Retreat (2 days), Core Trainings for Coordinators (1 or 2 days)
 - Additional optional trainings and professional development should be deferred until later in their employment with UW-Extension.

2. Early career county coordinators and nutrition educators (2 to 4 years of employment)
 - WNEP quarterly Core Trainings (2 or 3 days), the WNEP/FLP Annual Conference (2 days)
 - Nutrition Educators: One additional optional training or professional development opportunity (1 or 2 days) is reasonable
 - County Coordinators, only: WNEP Coordinators' Retreat (2 days); Core Trainings for Coordinators (1 or 2 days); Two additional optional training or professional development opportunities (2 or 3 days)

3. Experienced county coordinators and nutrition educators (over 5 years employment)
 - WNEP quarterly Core Trainings (1 or 2 days), the WNEP/FLP Annual Conference (2 days)
 - Nutrition Educators: Two additional optional training or professional development opportunities (2 or 3 days) is reasonable
 - County Coordinators: WNEP Coordinators' Retreat (2 days); Core Trainings for Coordinators (1 or 2 days); Two additional optional training or professional development opportunities (2 or 3 days)

County/Project budgets **should** include planned expenditures for optional trainings or professional development opportunities for WNEP staff--for example: registration fees for the Parent Educator Institute or the annual Elderly Nutrition Conference.

Other UW-Extension Professional Development Opportunities

Optional Professional Development opportunities include, but are not limited to:

- Home Visitation--The Basics (appropriate for staff who do home visits)
- Parent Educator Institute (may be appropriate for staff who do home visits)
- "Fulfilling the Promise"--Conference for Home Visitation Programs (appropriate for staff who do home visits)
- Adult Learning workshops offered by Cooperative Extension Program Development & Evaluation unit (appropriate for coordinators)
- Evaluation workshops offered by Cooperative Extension Program Development & Evaluation unit (appropriate for coordinators)
- Program Development workshops offered by Cooperative Extension Program Development & Evaluation unit (appropriate for coordinators)
- Elderly Nutrition Conference (appropriate for staff who work with the elderly)

Frequently Asked Questions:

1. *Can WNEP Coordinators go to the Society for Nutrition Education (SNE) or American Dietetics Association (ADA) annual conference and pay for expenses with WNEP funds?*

If you wish to attend a national out-of-state meeting or conference, you should plan to put together a plan or proposal addressing the following issues:

- How the conference will benefit your work for WNEP.
- How you will use a combination of resources/funds to pay for your expenses. It is preferred that expenses for out-of-state meetings be funded by a combination of:
 - District professional development funds available from your District Director;
 - personal funds;
 - WNEP funds.

Submit your plan or proposal to your District Director and the WNEP state office for consideration.

2. *A local task force, in collaboration with WNEP, has conducted a needs assessment of the young families in the county and found that a home visiting program focussing on feeding infants/children and planning family meals is a priority need. My nutrition educators have never done home visiting. How can I plan for this new training?*

Consult with Gloria Green, WNEP staff training specialist, and with your WNEP Advisor to put together a plan for training your nutrition educators in these new skills, and possibly new content. You will need to plan for additional training costs for home visitor training programs into your WNEP budget.

3. *Can I pay for professional organization dues with WNEP funds?*

No, professional dues cannot be paid with WNEP funds (eg. SNE, WAEFCS, ESP, ADA).

4. *Can I pay for expenses associated with the WI Assoc. of Extension Professionals (WAEP) meeting with WNEP funds?*

WNEP funds should not be used to fund WAEP meeting attendance, as this is primarily a professional organization meeting. Contact your District Director for possible district funds that may support your attendance at this meeting.

5. *I have an educator who wants to pursue certification as a Breastfeeding Educator. How do we respond to that?*

Supporting breastfeeding is an appropriate part of WNEP teaching. County WNEP funds could be used to fund advanced breastfeeding training for WNEP staff **IF** the local WNEP project has planned a breastfeeding emphasis, and this effort is meeting local needs for this type of support.

6. *My nutrition educator wants to go to a workshop on Diabetes education. Is that OK?*

All professional development attended should be directly related to the work and content of WNEP. Diabetes education is outside the scope of WNEP education. If you wonder about the appropriateness of a specific content training, consult with Gloria Green, WNEP staff training specialist, or your WNEP Advisor.

Professional Development Plan for WNEP Nutrition Educator

Nutrition Educator Name _____

Date _____

Part 1. Teaching or Work-related Skills in which I would like more training or professional development

Before completing this section, review the Profile of Nutrition Educator Tasks and Duties and/or complete the Self Evaluation of Nutrition Educator Duties and Tasks (both are available on the WNEP web site). Think about these teaching and work-related skills. What are the skills that you would like to work on, to have more training/professional development in?

Part 2. Content or Knowledge, related to WNEP outcomes, about which I would like more training

Before completing this section, review WNEP Program Outcomes and Major Content Areas. Think about specific content areas in which you would like to have more training/professional development. What are these?

Part 3. Specific trainings or professional development opportunities that I would like to attend this year.