

## TRAINING CHECKLIST for NEW WNEP Coordinators and Educators

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Name	Type	Sponsor	Information, Location, and Source	Who*	Timeline	Done
WNEP New Staff Training	6 day meeting, 2-three day sessions and pre-assignments	WNEP	<a href="http://www.uwex.edu/ces/wnep/train/index.cfm">http://www.uwex.edu/ces/wnep/train/index.cfm</a>	C, NE	1 <sup>st</sup> Year	
New Colleague Orientation	2 day Seminar	UWEX Cooperative Extension	<a href="http://www.uwex.edu/ces/nco/index.cfm">http://www.uwex.edu/ces/nco/index.cfm</a>	C, NE	1 <sup>st</sup> Year	
Multicultural Diversity Training	2 Day Workshop	UWEX	<a href="http://uwex.uwc.edu/multicultural_awareness/">http://uwex.uwc.edu/multicultural_awareness/</a>	C, NE	1 <sup>st</sup> Year	
WNEP Coordinator/Administrators Retreat	2 day meeting and professional development	WNEP	<a href="http://www.uwex.edu/ces/wnep/index.cfm">http://www.uwex.edu/ces/wnep/index.cfm</a>	C	Annually	
Home Visitation: Foundations	3 Day Seminar	Family Living	<a href="http://www.uwex.edu/ces/flp/conference/index.cfm">http://www.uwex.edu/ces/flp/conference/index.cfm</a>	C, NE	1 <sup>st</sup> Year, if applicable	
Family Living Programs Conference	2 Day meeting (when offered)	WNEP/ Family Living	<a href="http://www.uwex.edu/ces/flp/conference/index.cfm">http://www.uwex.edu/ces/flp/conference/index.cfm</a>	C, NE	When offered	
WNEP Conference	2 Day meeting (when offered)	WNEP	<a href="http://www.uwex.edu/ces/wnep/index.cfm">http://www.uwex.edu/ces/wnep/index.cfm</a>	C, NE	When offered	
District Training**	Meetings and inservices scheduled in your district	UWEX Cooperative Extension FLP/WNEP	<a href="https://www.uwex.edu/ces/flp/apps/flrc/prodev/index.cfm">https://www.uwex.edu/ces/flp/apps/flrc/prodev/index.cfm</a>	C, NE	When scheduled in your District	
Purchasing Card Training	On-line session	UWEX – Business Services	<a href="http://www.uwex.edu/business-services/purchasing/purchasing-card.html">http://www.uwex.edu/business-services/purchasing/purchasing-card.html</a>	C, NE	1 <sup>st</sup> 90 days, if applicable	

<b>Web-based Independent Learning</b>	<b>Type</b>	<b>Sponsor</b>	<b>Information, Location, and Source</b>	<b>Who*</b>	<b>Timeline</b>	<b>Done</b>
Basics of WNEP	WNEP Website	WNEP	<a href="http://www.uwex.edu/ces/wnep/overview/index.cfm">http://www.uwex.edu/ces/wnep/overview/index.cfm</a> Click on link and <i>review items listed in Part A on the next page.</i>	C, NE	1 <sup>st</sup> 30 days	
MyPyramid Quiz	Independent Learning Assignment	WNEP	<a href="http://www.uwex.edu/ces/wnep/train/index.cfm">http://www.uwex.edu/ces/wnep/train/index.cfm</a>	C, NE	1 <sup>st</sup> 30 days	
WNEP Teaching Guidelines/Resources	WNEP Website	WNEP	<a href="http://www.uwex.edu/ces/wnep/teach/index.cfm">http://www.uwex.edu/ces/wnep/teach/index.cfm</a> Click on link and <i>review items listed in Part B on the next page.</i>	C, NE	1 <sup>st</sup> 60 days	
Program and Impact Reporting	WNEP Website	UWEX and WNEP	Planning and Impact Reporting for WNEP – <a href="http://www.uwex.edu/ces/wnep/evaluate/index.cfm">http://www.uwex.edu/ces/wnep/evaluate/index.cfm</a> Click on link and <i>review items listed in Part C on the next page.</i>	C	1 <sup>st</sup> 90 days	
Civil Rights Orientation	Independent Learning Assignments	UWEX	<a href="http://www.uwex.edu/ces/wnep/train/index.cfm">http://www.uwex.edu/ces/wnep/train/index.cfm</a> WNEP Orientation Guide for Civil Rights Outreach document	C, NE	1 <sup>st</sup> 6 mos.	
Staff Recruitment and Hiring	WNEP website	WNEP	<a href="http://www.uwex.edu/ces/wnep/hire/index.cfm">http://www.uwex.edu/ces/wnep/hire/index.cfm</a>	C	1 <sup>st</sup> 6 mos.	
Human Subjects Protection	On-line (SBR Course) modules 1-6 and reading Report (2 hours)	UWEX	<a href="http://www.uwex.edu/hsp/">http://www.uwex.edu/hsp/</a>	C, NE	1 <sup>st</sup> 6 mos.	

\* “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.

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## **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
- Working Principles
- Outcomes and Content Areas
- Research Summaries
- Partners (FSP, WIC, CNP, FDP, Head Start)

## **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
- Educational Projects Descriptions
- Teaching Topics
- Recommended Teaching Materials at a Glance (Youth, Adult)
- Teaching Guidelines
  1. Display Criteria Checklist
  2. Food Safety Protocol
  3. Guidelines for providing Credit on WNEP Materials
  4. WNEP Identification on Resources
  5. Handling Requests for Assistance with Medical Nutrition Therapy
  6. Human Subjects Protection
  7. Teaching About Physical Activity
  8. Peer Review for WNEP

## **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
- Impact Evaluation Tools
- Forms/Guidelines for Data & Time/Effort Documentation
- End of Quarter Cost Share Reporting
- Archived Plans and Reports for county/outcomes statewide