

TRAINING CHECKLIST for WNEP Coordinators and Educators

Name: _____

Start Date: _____

Name	Type	Sponsor	Information, Location, and Source	Who*	Timeline	Done
WNEP New Staff Training	6 day meeting, each session 2 days and pre-assignments	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C, NE	1 st Year	
New Colleague Orientation	2 day Seminar	UWEX	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	
Coordinator's Retreat	2 day meeting with training topics	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C	Annually	
Home Visitation – The Basics	3 Day Seminar	Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	1 st Year, if applicable	
RBC Concepts and related skills Training	County and District staff Meetings and workshop offerings	UWEX	http://www.uwex.edu/ces/admin/responsibility/	C, NE	1 st Year, as available	
Curricula Training Workshop	1-2 day Workshop (if offered)	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C,NE	1 st Year (if offered) and working with youth audiences	
WNEP/Family Living Annual Conference	2 Day meeting (when offered)	WNEP/ Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	When offered	
District Training**	Meetings and training workshops	UWEX	https://www.uwex.edu/ces/flp/apps/flrc/prodev/index.cfm	C, NE	1 st Year – ongoing in district	
Purchasing Card Training	2 Hour session	UWEX – Business Services	http://www.uwex.edu/business-services/training/#purchasing	C	1 st 90 days, if needed	

Web-based 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 <i>review items listed in Part A on the next page.</i>	C, NE	1 st 30 days	
Dietary Guidelines Series	6 hours of independent learning	WNEP	http://www.uwex.edu/ces/flp/food/dietguide/	C, NE	1 st 30 days	
MyPyramid Quiz	Independent Learning	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	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 <i>review items listed in Part B on the next page.</i>	C, NE	1 st 60 days	
Program and Impact Reporting	Archived WisLine Recording	UWEX and WNEP	Planning and Impact Reporting for WNEP – http://www.uwex.edu/ces/wnep/evaluate/index.cfm Click on link and <i>review items listed in Part C on the next page.</i>	C	1 st 60 days	
Civil Rights Orientation	16 Minute video or audio presentation	UWEX	http://www.uwex.edu/ces/admin/crights/ (Civil Rights concepts and County Review Process)	C	1 st 60 days	
Staff Recruitment and Hiring	WNEP website	WNEP	http://www.uwex.edu/ces/wnep/hire/index.cfm	C	1 st 60 days, if needed	
Human Subjects Protection	On-line (SBR Course) modules 1-6 and Report	UWEX	http://www.uwex.edu/hsp/	C	1 st 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:

- Educational Projects Descriptions
- Teaching Topics
- Planning to Teach Worksheet
- Teaching Materials at a Glance (Youth, Adult)
- Teaching Guidelines
 1. Food Safety Protocol
 2. Providing Credit on WNEP Materials
 3. WNEP Identification on Resources
 4. Medical Nutrition Therapy
 5. Human Subjects Protection
 6. Teaching About Physical Activity

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