

WIC Staff Training- Topic of the Month

AUGUST 3, 2022

Training is one of the most important functions in establishing and maintaining a quality public health program like WIC. Obtaining the knowledge and skills necessary to provide individualized services to our WIC participants takes time and ongoing effort. There are many resources to ensure that staff are training appropriately and have opportunity for continued support. This month we will focus on those resources, and how to use them to support staff development in broadening their knowledge and competencies in various WIC related topics.

Staff Training Policy

[Section 4.5 Staff Training](#) of the [Minnesota Operations Manual \(MOM\)](#) outlines the WIC Staff Training Policy. This policy helps to identify the required training needs based on the staff member's role in WIC. It also provides guidance for evaluating staff needs and documenting training and development that have been completed. Following the requirements and recommendation in MOM Section 4.5 will help ensure that all staff are meeting the expectations of providing competent and quality WIC services.

New Staff Training Plan

The [WIC New Staff Training Plan](#) (NST Plan) is a comprehensive list that provides resources and tools for training and staff development. The plan is intended for use by a new staff member along with their preceptor (trainer), but senior staff may find it a valuable tool for continuing education as well. The plan is updated regularly and includes Minnesota WIC developed trainings as well as materials developed from other sources.

NOTE: Agencies that use their own training plan must cover all topics included in the state NST plan. If you have questions about your agency's training, consult your State Consultant.

Annual Training Requirements

All staff must complete **Civil Rights** and **WIC Information System Security** training annually. This assures staff are in compliance with the most current requirements. The [Annual Required Trainings](#) document breaks down the training requirements based on the staff member's role at WIC, and includes resources for staff development in the pertinent areas.

Staff Training Tools

There is a variety of tools available on the [WIC Training for Local Agency Staff](#) page that will support WIC training needs. Here we will highlight a few.

[WIC Continuing Education Resources](#)

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Continuing education is essential to staff development that broadens skills and expands knowledge. This page provides many resources and tools to support staff development, identify staff training needs, and document trainings that have been completed.

- The [WIC Staff Survey of Training Needs \(WORD\)](#) is a self-assessment tool for staff to identify areas for additional training and development.
- If staff are looking for [WIC Nutrition Continuing Education Resources](#), they can find links to some of the more popular conferences, **ethic courses**, free training resources, and self-study courses to purchase.
- The [Topic of the Month- WIC Memos](#) cover a wide variety of topics and can be counted towards the 10-hour continuing education requirement (Keep track of the actual time spent reading and discussing each memo).

[WIC Nutrition Training Resources](#)

The WIC Nutrition Training Resources page is one that should be visited by all staff. A few of the gems found here include Participant-Centered Services (PCS) training, Baby Behaviors, nutrition modules, nutrition assessment, and risk-code resources. Within each link on the page there is a host of valuable training materials!

- Throughout this last year we shared a series of memos focused on enhancing staff skills in nutrition assessment; check out the [Skills Spotlight: Developing Specific Assessment Skills](#).

[WIC Lactation Continuing Education Resources](#)

Lactation training opportunities, including conferences, on-demand learning and webinars, and other training resources can be located on this page.

- The [MIBFN Michigan Breastfeeding Network Webinars](#) are free monthly webinars that staff can access on-demand. Each new webinar becomes available on the third Tuesday of the month.
- Questions about Breastfeeding trainings? Contact Rosie.Pierce-Martin@state.mn.us.

[WIC Information System Training](#)

This page contains a wealth of information regarding the WIC Information System, security training, the MN WIC App, shopping with the WIC card, and reports.

- Please refer to the [WIC Information System](#) page for more resources and training opportunities on HuBERT and WINNIE.

NOTE: To access the [WIC Training for Local Agency Staff](#) section on the [Women, Infants & Children \(WIC\)](#) MDH website, navigate to [WIC Information for Local Agencies](#) (on the left-hand menu bar), click on the [WIC Training for Local Agency Staff](#) icon. There you may access any of the links above and more.

WIC Wednesday Update

A few months ago, the Wednesday Update (WU) switched from a memo style to a GovDelivery. The WIC WU is a great way to stay in the know about updated nutrition and breastfeeding information, new training opportunities, and even job postings. If you are a subscriber, the **Minnesota WIC Wednesday Update** delivery arrives in your email inbox every Wednesday afternoon. If a staff person would like to receive the [WIC Wednesday Updates](#) they may follow the instructions below.

- To subscribe to the WU: [Subscribe to Minnesota WIC Updates](#).
- Questions about the WU? Contact Megan.Leonard@state.mn.us.

Minnesota Department of Health Learning Center

The [Minnesota Department of Health \(MDH\) Learning Center](#) is designed to support local public health in gaining access to educational opportunities on a variety of topics. WIC has been able to utilize the system to register staff for upcoming conferences, webinars, and other training events, and to post pre-recorded training sessions for staff to view on demand.

Staff can sign up for a free account to access any of the available trainings. Once you log onto the system, *search keyword "WIC"* to get a list of all available WIC related trainings held on the MDH Learning Center. The [WIC Webinar Registration Instructions](#) provides details on registering for an event.

- Questions about the MDH Learning Center? Contact Carole.Kelnhofer@state.mn.us.

WIC Calendar of Important Dates

The [MN WIC Calendar for Local Agencies](#) was created to share information about upcoming meetings, conferences, trainings, CEU opportunities, and due dates. All staff can access the calendar! By clicking on the [WIC Information for Local Agencies](#) page, you will see the link for the WIC Calendar of Important Events in the top right-hand corner.

Save the calendar as a favorite: Access the calendar using the hyperlink above, bookmark the link in Goggle Chrome or add to favorites on Microsoft Edge.

Do you have a suggestion for a future training or Topic of the Month, or have a training your staff completed that you would like to share? Send your ideas to Carole.Kelnhofer@state.mn.us.

Reference – Complete Listing of Hyperlinks

[Section 4.5 Staff Training](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_5.pdf)

[Minnesota Operations Manual \(MOM\)](#)

(<https://www.health.state.mn.us/people/wic/localagency/program/mom/index.html>)

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[WIC New Staff Training Plan](https://www.health.state.mn.us/people/wic/localagency/training/nutrition/nst/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/nutrition/nst/index.html>)

[Annual Required Trainings](https://www.health.state.mn.us/docs/people/wic/localagency/training/annual.pdf)

(<https://www.health.state.mn.us/docs/people/wic/localagency/training/annual.pdf>)

[WIC Training for Local Agency Staff](https://www.health.state.mn.us/people/wic/localagency/training/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/index.html>)

[WIC Continuing Education Resources](https://www.health.state.mn.us/people/wic/localagency/training/continued.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/continued.html>)

[WIC Staff Survey of Training Needs \(WORD\)](https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/conted/needs.docx)

(<https://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/conted/needs.docx>)

[WIC Nutrition Continuing Education Resources](https://www.health.state.mn.us/people/wic/localagency/training/nutrition/conted.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/nutrition/conted.html>)

[Topic of the Month- WIC Memos](https://www.health.state.mn.us/people/wic/localagency/wedupdate/topics/topicmonth.html)

(<https://www.health.state.mn.us/people/wic/localagency/wedupdate/topics/topicmonth.html>)

[WIC Nutrition Training Resources](https://www.health.state.mn.us/people/wic/localagency/training/nutrition/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/nutrition/index.html>)

[Skills Spotlight: Developing Specific Assessment Skills](https://www.health.state.mn.us/people/wic/localagency/training/na.html#skills)

(<https://www.health.state.mn.us/people/wic/localagency/training/na.html#skills>)

[WIC Lactation Continuing Education Resources](https://www.health.state.mn.us/people/wic/localagency/bf/bfconted.html)

(<https://www.health.state.mn.us/people/wic/localagency/bf/bfconted.html>)

[MIBFN Michigan Breastfeeding Network Webinars](https://www.mibreastfeeding.org/webinars/)

(<https://www.mibreastfeeding.org/webinars/>)

[WIC Information System Training](https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html>)

[WIC information System](https://www.health.state.mn.us/people/wic/localagency/infosystem/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/infosystem/index.html>)

[Women, Infants & Children \(WIC\)](https://www.health.state.mn.us/people/wic/index.html) (<https://www.health.state.mn.us/people/wic/index.html>)

[WIC Information for Local Agencies](https://www.health.state.mn.us/people/wic/localagency/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/index.html>)

[WIC Training for Local Agency Staff](https://www.health.state.mn.us/people/wic/localagency/training/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/training/index.html>)

[WIC Wednesday Updates](https://www.health.state.mn.us/people/wic/localagency/wedupdate/index.html)

(<https://www.health.state.mn.us/people/wic/localagency/wedupdate/index.html>)

[Subscribe to Minnesota WIC Updates](https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_677)

(https://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_677)

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Minnesota Department of Health (MDH) Learning Center

(<https://www.health.state.mn.us/about/tools/learningcenter.html>)

WIC Webinar Registration Instructions

(<https://www.health.state.mn.us/docs/people/wic/localagency/training/webinarreg.pdf>)

MN WIC Calendar for Local Agencies

(<https://calendar.google.com/calendar/embed?src=500k4ns9eqb26v51529qg1fpuo%40group.calendar.google.com&ctz=America/Chicago>)

WIC Information for Local Agencies

(<https://www.health.state.mn.us/people/wic/localagency/index.html>)

Minnesota Department of Health - WIC Program, 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.