

# Welcome to WIC Training Clinic

All of us at Family Service and the State WIC office are excited to have you with us for training.

**Start Time:** We look forward to seeing you on Monday morning at 9:00 AM. Some people have difficulty finding the building the first time, so please plan for additional time so we can start promptly. *If you get lost, please call the Family Service WIC office at 402-441-8655.*

**Training Coaches:** At Training Clinic you and possibly one or more other trainees will be working with our Coaches to learn key job duties. The week will include reading, talking, completing learning activities and practicing on real clients.

**Lunch:** Some of us bring our lunch (refrigerator and microwave available); some of us leave at noon and pick up lunch at one of the many nearby restaurants. Soft drinks and snacks are available for purchase at a vending machine. Coffee is available for a nominal charge.

**Emergency Contact #** - If you need to be reached by phone during the workday, the WIC number is 402-441-8655.

**Other Information:**

- Staff is expected dress appropriately for the job.
- Casual day is Friday and you may wear jeans, shorts, t-shirts, tennis shoes, etc
- Cell phones should be turned off during training clinic.

**WIC Training Clinic  
501 South 7<sup>th</sup> Street  
Lincoln, NE**



**WIC Training Clinic usual hours of operation are listed below.  
Your promptness is important and greatly appreciated.**

Monday: 9:00 – 4:30  
Tuesday: 8:30 – 4:30  
Wednesday: 8:30 – 4:30  
Thursday: 8:30 – 4:30  
*\*Friday: 8:30 – until finished*

Depending on how training progresses during the week, the coaches may slightly adjust the above schedule with the trainee as needed in order to get through the materials.

\* Training clinic *does not* automatically get finished at any certain time on Fridays for any trainees (clerk or CPA). Actual dismissal time will vary from person to person and depends on a variety of factors. *Training Clinic will dismiss no later than 4:30 on Friday afternoon* - if dismissal is earlier, that would be a bonus. If this causes a (known conflict), than this need to be discussed *ahead of time* with the State WIC Training Coordinator.