

NE WIC PROGRAM NEW STAFF TRAINING PROCESS

The designated Local Agency Training Coordinator in each agency is responsible for the following:

NOTIFY JACKIE JOHNSON VIA PHONE OR EMAIL REGARDING NEW STAFF

- Position opening & your intent to hire
- New hire details: name, start date, and your plans to complete pre-training activities
- Jackie's contact info – 402-471-0195 or Jackie.johnson@nebraska.gov

ENSURE ACCESS TO JOURNEY TRAIN HAS BEEN REQUESTED

- Ensure that the [Journey Train New User Request Form](#) has been completed and submitted by the WIC Director to dhhs.wichelp@nebraska.gov
- Allow up to 5 business days for completion of User ID creation
- The Journey Train logon is required for your new staff to complete the pre-training computer practice activities
- Access to Journey Production will be given after new staff has completed phase 1 and phase 2 of their training



SCHEDULE NEW STAFF TRAINING ACTIVITIES

- Phase 1 – Home Agency Pre-Training Activities: Schedule times, dates, and clinic locations for new staff to complete the required WIC pre-training activities and observation before attending the Training Center. We also call this the “Learning About WIC” activities.
- Phase 2 - NE WIC Training Center: Review the on-line Training Clinic Schedule located on our New Staff Training Webpage to view upcoming training dates; Contact Jackie Johnson to find out if your desired training week is open & reserve a training date.
- Complete & submit the [Training Center Request form](#) for new staff training. The training request form can be electronically submitted to Jackie Johnson and to Caitlin Neidow by pressing the submit button on the bottom of the form.

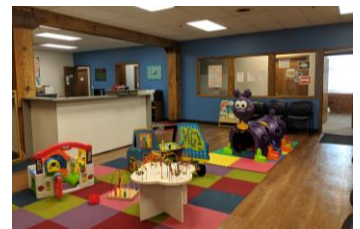
Hotel reservations or travel arrangements if needed for staff to attend the Training Center need to be made by the local agency

PHASE 1 – PRETRAINING ON-SITE SUPPORT AND MENTORING (Learning About WIC)

- LA Training Coordinator work with new staff to complete the required pre-training activities/observations prior to coming to the training center in Lincoln
- These activities are located on our website at:
 - [Learning About WIC – Pretraining Activities \(Clerk\)](#)
 - [Learning About WIC Pretraining Activities \(CPA\)](#)
- Document completion of pre-training activities directly on the check list
- Keep a copy in your records of training completed and bring a copy of it to the training center
- If pre-training activities are not able to be completed, notify Jackie Johnson so we can reschedule Phase 2 of your training
- Training Coordinators, send Jackie your comments on additions or changes you would like to be made to this form

PHASE 2 – NEW STAFF ATTENDS WIC TRAINING CENTER IN LINCOLN – 3 DAYS

- Plan for your staff to attend a 3 day Training
- Day 1: 9:00 – 4:30
- Day 2: 9:00 – 4:30
- Day 3: 9:00 – 4:30
- After the training is completed, the WIC Director or Training Coordinator will receive & review the End of Training Progress report completed by the training coaches
- Provide or plan follow-up training as needed
- Submit follow-up training document if needed to Jackie and Caitlin
- Save your training records



PHASE 3 – ADDITIONAL ON- GOING TRAINING

- Plan for your staff to attend Training Webinars provided by the State as part of their ongoing training; keep records of their attendance
- As needed, review prior training webinars for review of topics
- The State plans to develop additional short training videos in the future and other resources to assist you with helping to meet on-going training needs
- LA Training Coordinator to schedule and arrange for additional on-going training as needed
- Maintain documentation of any ongoing training that staff attends and keep a copy of the agenda.