

# WIC Staff Training- Topic of the Month

UPDATED MAY 24, 2023

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 Guide

The [WIC New Staff Training](#) Guide (NST) is a comprehensive outline that provides resources and tools for training and staff development. The guide is broken down into four phases with training recommendations *based on the staff members role within WIC*. The guide 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 guide is updated regularly and includes Minnesota WIC developed trainings as well as materials developed from other sources.

- See the [Required Training by Job Classification and WIC Clinic Roles](#)

**NOTE:** Agencies that use their own training plan must cover all topics included in the state NST guide. 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 annual training requirements based on the staff member's role at WIC, and includes resources for staff development in the pertinent areas.

## WIC Staff Training

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

- [WIC Continuing Education](#) is essential to staff development that broadens skills and expands knowledge. This resource provides many 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 continuing education resources, they will find a list of current on demand learning, live trainings registrations and a save the date for future topics.
  - Staff can also find links to some of the more popular conferences, **ethic courses**, free training resources, and self-study courses to purchase.
- [WIC Information System Training](#) 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 on HuBERT and WINNIE information and training.
- **WIC Nutrition** section holds the WIC nutrition modules, Baby Behaviors, and Education Choice options for participants.
  - [WIC Baby Behaviors](#) provides history behind the development of the trainings, tools when working with participants such as the *Getting to Know Your Baby Brochure* (available in English, Spanish, and Somali), and staff trainings activities that may be completed alone or with a group.
- [WIC Nutrition Assessment](#) is where you will find the various tools that support staff in completing a thorough nutrition assessment for each participant type along with other resources to support staff skill development.
  - For a series of memos focused on enhancing staff skills in nutrition assessment; check out the [Skills Spotlight](#) to developing specific assessment skills.
- [WIC Lactation Continuing Education](#) is the spot for lactation training opportunities, including conferences, on-demand learning and webinars, and other training resources can be located on this page.
  - The **USDA Breastfeeding Curriculum Training** helps staff understand their roles, and how they can work together to support breastfeeding in the WIC program. Learn more about live training opportunities and self-study options.
  - 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 our Breastfeeding Coordinator, [Rosie.Pierce-Martin@state.mn.us](mailto:Rosie.Pierce-Martin@state.mn.us).

## Other Valuable Resources

### Nutrition

The WIC Nutrition resources section is one that should be visited by all staff. A few of the gems found here include Nutrition Education resources, Participant-Centered Services (PCS) training, Topic of the Month, and the Nutrition Assessment Risk Criteria. Within each link on the page there is a host of valuable training materials!

- [WIC Nutrition and Your Family](#) provides health and information tips and guidance to share with participants. The WIC Nutrition Educations cards are available in English, Spanish, and Somali.
- The **Topic of the Month** cover a wide variety of topics with new articles added most months. These can be counted towards the 10-hour continuing education requirement that LA staff have annually (Keep track of the actual time spend reading and discussing each memo).

### Local Agency Spotlights

This section provides examples of creative ways that various agencies from across the State have used available resource to promote the WIC program and enhanced the benefits that WIC has to offer. Check out the many events and projects that have been achieved.

*Interested in learning more about something you have seen? Contact the Local Agency for more details.*

### WIC Wednesday Update

Last year, 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 Weekly Updates](#), they may follow the instructions below.

- **To subscribe to the WU:** [Email Updates](#)
- Questions about the WU? Contact our Communications Coordinator, [Megan.Leonard@state.mn.us](mailto: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 our Training Coordinator, [Carole.Kelnhofer@state.mn.us](mailto: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 Local Agencies](#) page, you will scroll down to the link titled **Important Dates Calendar** to easily access the MN WIC Calendar for Local Agencies.

**Save the calendar as a favorite:** Access the calendar using the hyperlink above, bookmark the link in Google 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](mailto:Carole.Kelnhofer@state.mn.us).*

**NOTE:** To access the full list of [WIC Staff Training](#) resources on the MDH [WIC Program](#) website, navigate to [Local Agencies](#) (on the left-hand menu bar), scroll through the list of headers to find the various links mentioned above and much more!

## Reference – Complete Listing of Hyperlinks

### [Section 4.5: Staff Training](#)

([www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\\_5.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_5.pdf))

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

([www.health.state.mn.us/people/wic/localagency/mom.html](http://www.health.state.mn.us/people/wic/localagency/mom.html))

### [WIC New Staff Training](#) ([www.health.state.mn.us/people/wic/localagency/training/nst.html](http://www.health.state.mn.us/people/wic/localagency/training/nst.html))

### [Required Training by Job Classification and WIC Clinic Roles](#)

([www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/required.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/nst/required.pdf))

### [Annual Required Trainings](#)

([www.health.state.mn.us/docs/people/wic/localagency/training/annual.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/annual.pdf))

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

### [WIC Staff Training](#) ([www.health.state.mn.us/people/wic/localagency/training/index.html](http://www.health.state.mn.us/people/wic/localagency/training/index.html))

### [WIC Nutrition Continuing Education](#)

([www.health.state.mn.us/people/wic/localagency/training/conted.html](http://www.health.state.mn.us/people/wic/localagency/training/conted.html))

### [WIC Staff Survey of Training Needs](#)

([www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/conted/needs.docx](http://www.health.state.mn.us/docs/people/wic/localagency/training/nutrition/conted/needs.docx))

## WIC STAFF TRAINING- TOPIC OF THE MONTH

### WIC Information System Training

([www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html](http://www.health.state.mn.us/people/wic/localagency/infosystem/hubert/training/index.html))

### WIC Information System

([www.health.state.mn.us/people/wic/localagency/infosystem/index.html](http://www.health.state.mn.us/people/wic/localagency/infosystem/index.html))

WIC Baby Behavior ([www.health.state.mn.us/people/wic/localagency/training/bb.html](http://www.health.state.mn.us/people/wic/localagency/training/bb.html))

WIC Nutrition Assessment ([www.health.state.mn.us/people/wic/localagency/training/na.html](http://www.health.state.mn.us/people/wic/localagency/training/na.html))

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

### WIC Lactation Continuing Education

([www.health.state.mn.us/people/wic/localagency/bf/conted.html#NaN](http://www.health.state.mn.us/people/wic/localagency/bf/conted.html#NaN))

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

WIC Nutrition and Your Family ([www.health.state.mn.us/people/wic/nutrition/tips.html#NaN](http://www.health.state.mn.us/people/wic/nutrition/tips.html#NaN))

### WIC Weekly Updates

([www.health.state.mn.us/people/wic/localagency/wedupdate/index.html](http://www.health.state.mn.us/people/wic/localagency/wedupdate/index.html))

### Email Updates

([public.govdelivery.com/accounts/MNMDH/subscriber/new?topic\\_id=MNMDH\\_677](http://public.govdelivery.com/accounts/MNMDH/subscriber/new?topic_id=MNMDH_677))

### Minnesota Department of Health (MDH) Learning Center

([www.health.state.mn.us/about/tools/learningcenter.html](http://www.health.state.mn.us/about/tools/learningcenter.html))

### WIC Webinar Registration Instructions

([www.health.state.mn.us/docs/people/wic/localagency/training/webinarreg.pdf](http://www.health.state.mn.us/docs/people/wic/localagency/training/webinarreg.pdf))

### MN WIC Calendar for Local Agencies

([calendar.google.com/calendar/u/0/embed?src=500k4ns9eqb26v51529qg1fpuo@group.calendar.google.com&ctz=America/Chicago](http://calendar.google.com/calendar/u/0/embed?src=500k4ns9eqb26v51529qg1fpuo@group.calendar.google.com&ctz=America/Chicago))

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, [health.wic@state.mn.us](mailto:health.wic@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us); to obtain this information in a different format, call: 1-800-657-3942.