

WIC Director Facilitation Guide

New Food Package Training Packet – March

Topic	WIC Staff Learning Objective	Training Steps (Recommended Location: Staff Meeting)	Tools
Transition Schedule	<p>Staff will be able to:</p> <ul style="list-style-type: none"> ❑ Briefly describe the general timeline for transitioning to the New Food Packages for: WIC Staff, Participants, and the Community. ❑ Identify a) their roles in preparing WIC participants (and if appropriate the retailers) and b) the timelines for performing them. 	<ol style="list-style-type: none"> 1. Review the <i>Transition Schedule</i>. If possible, have staff review the transition schedule before the staff meeting. 2. Identify the appropriate individuals/ positions within the clinic that will be involved with the transition, general responsibilities you will expect them to perform, and timing of the tasks. (For example, Educators will be issuing WIC checks for the new packages on June 1. They will be expected to train the participants on the new Allowable Foods List.) With the monthly training packets and some practice, they will be able to perform their responsibilities well. 3. Have a brief discussion about the timing of the transition. Encourage staff to ask questions about the timing and their roles. 	Transition Schedule Handout (#2)
WIC Foods	<p>Staff will be able to:</p> <ul style="list-style-type: none"> ❑ Discuss the reasons why the Foods List is such an important tool for WIC staff, participants, and retailers. ❑ Identify allowed and non-allowed items in each food group. ❑ Pass the “WIC Allowable Foods Quiz.” 	<ol style="list-style-type: none"> 1. Review the <i>WIC Foods: Guide</i> and the <i>WIC Foods: Activity List</i> before the staff meeting. 2. If possible, have staff review the <i>WIC Foods: Staff Handout</i> and the <i>2009 Colorado WIC Allowable Foods List (Foods List)</i> before the staff meeting. 3. Using the <i>Foods List</i> and the <i>New WIC Foods Chart</i>, walk through the questions on the <i>WIC Foods: Guide</i> as staff follow along with their <i>WIC Foods: Handout</i>. Allow for questions and discussion on the major points. 4. Identify the activities from the <i>WIC Foods: Activity List</i> that are appropriate for your clinic. Implement them as time permits. 5. Pass out the “WIC Allowable Foods Quiz.” As a group, discuss each question and determine the correct answers. 	<p>Allowable WIC Foods: Guide / Answer Key (#3)</p> <p>Allowable WIC Foods: Staff Handout (#4)</p> <p>WIC Foods: Activity List (#5)</p> <p>WIC Foods: Quiz (#6) WIC Foods: Key (#6B)</p> <p>Foods List (#7)</p> <p>New WIC Foods Chart (#8)</p>