

WIC Trainer - Competencies

The following competencies apply to WIC staff that provides staff development within WIC. Staff development activities can range from a teleconference lecture format to a multi – day conference with a variety of presentations and workshops.

COMPETENCY AREA	COMPETENCY DESCRIPTION	COMPETENCY PERFORMANCE	NOTES/RESOURCES
A. PLAN STAFF DEVELOPMENT ACTIVITIES	Plan interactive, learner – centered staff development activities.	<p>Complete a needs assessment to determine necessity of staff development activity</p> <p>Complete a needs assessment to determine content for staff development.</p> <p>Develop staff development learning objectives based on needs and culture of learners.</p> <p>Design staff development activities based on learning objectives and adult learning principles.</p> <p>Create learner – centered materials.</p> <p>Plan for follow up activities to the staff development activities.</p> <p>If planning by team, employ best practices for conducting meetings.</p> <p>Use project management tools to facilitate team progress.</p>	<p>WIC Staff Development Toolkit</p> <p>WIC Team Leadership Toolkit</p> <p>Decision Making Tool</p> <p>Nutrition Guidelines for the Workplace</p>
B. IMPLEMENT STAFF DEVELOPMENT ACTIVITIES	Implement interactive, learner – centered staff development activities.	<p>Follow best practices for presentations.</p> <p>Utilize a mix of learner – centered activities and group configurations.</p> <p>Incorporate interactivity and adult learning principles in learner activities.</p>	<p>PowerPoint Tips</p> <p>Social Media Guidelines</p> <p>Teleconference Tips</p> <p>Videoconference Tips</p>

<p>C. EVALUATE STAFF DEVELOPMENT ACTIVITIES</p>	<p>Evaluate staff development activities.</p>	<p>Design formative and summative assessment tools and processes.</p> <p>Incorporate assessment tools and processes during planning, implementation, and assessment phases of staff development.</p> <p>Use assessment results to improve staff development activities.</p> <p>Use assessment results to improve staff job performance.</p>	<p>Formative assessment: monitoring that occurs throughout the process of learning, providing learners with feedback on how they are doing and what their next learning steps are.</p> <p>Summative assessment: A culminating assessment, which gives information on learners' mastery of content, knowledge, or skills.</p>
<p>D. USE APPROPRIATE TECHNOLOGY</p>	<p>Learn and utilize technology appropriate for staff development activities.</p>	<p>Assess technology needs for trainer and learners.</p> <p>Investigate and learn new technology as needed.</p> <p>*Obtain access to necessary technology.</p> <p>Resolve technology issues that arise during staff development planning, implementation and evaluation.</p>	<p>*Software acquisition needs to be approved.</p> <p>It is important that all WIC staff that provides staff development have access to the following: laptop with wireless internet access, flash drive, LCD projector, Microsoft Word, PowerPoint and Excel.</p> <p>It is also might be helpful to become an administrator of Select Survey and TRAIN, if authorized.</p> <p>Scheduling tools can be useful: Outlook, Meeting Wizard.</p>
<p>E. PROVIDE ONSITE LOGISTICS</p>	<p>Plan and implement logistics for onsite staff development</p>	<p>Pre – Planning: organize trainer, site and event specifics; complete necessary administrative paperwork; conduct registration.</p> <p>Onsite Oversight: Manage onsite details for set – up, materials, registration, assistance with training activities, evaluation, food and general comfort of participants and trainers.</p> <p>Post – Event: Complete necessary administrative paperwork; manage evaluation results and certification materials.</p>	<p>WIC Onsite Logistics Manual</p>