

Trainer Directions

Introduction

- This document instructs the *Trainer* on how to utilize the Training Manual, also known as Guidebooks.
- Each training course and/or topic has a set of guidebooks:
 - A *Learner* guidebook (includes Learner process, information and activities)
 - A *Trainer* guidebook (includes activity answers).

How to Get Started

Locate and familiarize yourself with the training resources on the WIC website:

- The materials should **not** be printed, but accessed electronically.
- All guidebooks are on the ID WIC website in the following locations:
 - Learner's guidebooks are located in the *Training* section under *Staff*.
 - Trainer's guidebooks are located in the *Coordinators* section under *Staff*.
- Each *Trainer* guidebook contains the following:
 - Trainer's steps for guiding a learner through the activities.
 - Practice activity answers and resources.
- Each *Learner* guidebook contains the following:
 - Description of what the employee will learn (objectives).
 - Instruction level identifying any prerequisite for the course.
 - List of items needed for the course and activities.
 - Recommended time to allow for completing the guidebook course and activities.
 - Information and Learner's steps for completing the course/guidebook.
 - Practice activities to assess understanding/application of the information learned.
 - As needed, each activity identifies a specific slide(s) in the course in which the Learner can find the information necessary to complete the activity.

Locate the Learners *Activities Workbook*:

- The Learner will need a copy of the *Activities Workbook*. This is the only document that may be printed.
- This document includes the following to assist the Learner:
 - Directions
 - Checklist
 - Activities
- The checklist allows the Learner to record their progress of completion as well as provides guidance on timeframes and order of completion.
- ***The checklist must be maintained in your training records for audit purposes.***

General Information

- The Learner guidebook specifies when the learner needs to complete an online course pre-test and post-test. No minimum score is required for a pre-test. A score of 70% or higher is required to pass a post-test. Post-tests are considered 'open book' and learners may refer to notes, the course, and course companion manual (if one exists). If needed, courses and post-tests may be repeated to achieve a passing score.
- Training practice activities consist of WIC relevant topics and require critical thinking skills to complete. The activity answers listed in the Trainer guidebooks consist of "possible responses" which are suggested answers, but are not the only possible answers. The possible responses are examples of using conversational/counseling skills such as reflective listening, affirmations, summarizing, and open-ended questions. Participation by the Learner in the face-to-face activities and discussions is expected and essential in order for the Trainer to thoroughly assess their skills and competence level.



Activities are identified by this symbol



Discussion guidance (items to discuss with your trainer) are identified by this symbol

- If training more than one person at a time, be prepared for Learners to finish the coursework at different times. In order to have the Learners review the face-to-face portions together, prepare a list of things the Learner(s) who finishes first can do during downtime (i.e. ask the trainer questions for more clarification, check email, clinic observation, etc.).
- Reports can be pulled to obtain data about the Learner's course completion and test scores. Please use the Data Request Form on the Staff page of the Idaho WIC website and follow the instructions to request reports.

Things to Remember

- May work with learners individually or as a group.
- Decide whether or not to be present while the Learner works on the activities.
- Review answers to the activities.
- Answer all questions the Learner has and clarify any incorrect answers (or refer the Learner back to the course/guidebook to try again).
- Verify the Learner fully understands the information.
- Assess the competency of the Learner's application of the information/concepts.

Steps to Assist with Quick Reference Cards (QRC's)

- ✓ Ensure each Learner has been registered with both the WISPr production and WISPr training (UAT) environment.
- ✓ Each Learner should have been assigned an HWC number (WISPr user login) and password for login.
- ✓ If registration is needed, call the WIC Helpdesk at 1-208-334-4905. Prepare to provide the Learners full name, last four of their social security number, email address, clinic assignment, and job position.
- ✓ To locate the QRC's, go to the WIC website under the *Training* section.