



Idaho WIC Training Learner Directions

Introduction

- This document instructs the *Learner* on how to utilize the Training Manuals, also known as Guidebooks.
- Each training course and/or topic has:
 - A *Learner* guidebook (includes Learner process, information and activities)
 - *Activities Workbook* (contains activities for the guidebooks)

How to Get Started

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

- The materials should **not** be printed (unless your trainer instructs you to print specific items), but accessed electronically.
- All guidebooks and the Activities Workbook are on the ID WIC website in the following location:
 - *LMS Training and Guidebooks* in the *Training* section under *Staff*.
- 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 (located in *Activities Workbook*).
 - As needed, each activity identifies a specific slide(s) in the LMS online course in which the Learner can find the information necessary to complete the activity.
- The Learner guidebook specifies when the Learner needs to complete an online course pre-test and post-test (also known as an assessment, or pre-assessment and post-assessment). 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.



Activities are identified by this symbol



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

Locate the Learners *Activities Workbook*:

- You will need a copy of the *Activities Workbook*. This is the only document that may be printed (unless your trainer instructs you to print other specific items).
- This document includes the following to assist the Learner:
 - Directions
 - Checklist
 - Activities
- The checklist allows you to record your progress of completion as well as provide guidance on timeframes and order of completion.
- ***The checklist must be maintained in your training records for audit purposes.***

Things to Remember

- You are encouraged to take notes.
- You are encouraged to ask trainer(s) if you need help or have questions about the course/topic information.
- You may be instructed during or following an activity to have a discussion with the Trainer, or to have the Trainer help you locate an item needed for an activity.

Steps to Complete Courses, Modules, and Activities

- Obtain a copy of the *Activities Workbook* (either electronic or printed copy).
- Read through the courses, modules and guidebooks (for online courses complete the online pre-test before progressing through the course and the post-test after completing the course).
- Complete all practice activities.
- As directed by your Trainer and guidebooks, meet with your Trainer to discuss the information.

Steps to Complete Quick Reference Cards (QRC's)

- Ask your Trainer for your HWC number (WISPr user login) and temporary password to WISPr.
- Ensure QRC's (Quick Reference Cards) are completed in the Training (UAT) environment.
- Ask your Trainer if you have any questions.
- To locate the QRC's, go to the WIC website in the Training section under Staff.