



Idaho WIC Training Learner Directions



WIC is an equal opportunity provider.

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)
- All education materials to complete the guidebooks are either linked in the guidebook or are located within the subject folders. There may be additional reference materials within each folder.

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:
 - Training Resources 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 videos in which the learner can find the information necessary to complete the activity.



Activities are identified by this symbol



symbol

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

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.