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**# 14-011**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** January 22, 2014

**SUBJECT:** New WIC Staff Trainings are Available

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The State Agency has developed several new staff trainings about core topics applicable to all WIC staff and administrative topics applicable to managers, coordinators, and administrative staff.

The new trainings will be available for staff through CenturyLink beginning February 2014. Attached is a list of the new trainings that includes a description and recommended audience. These trainings are not required, but are ideal for new staff and may be beneficial as refresher trainings for current staff.

Please maintain documentation of attendance at the local agency. For a copy of the most current staff training schedules, please visit the WIC Training Schedules web page at <http://www.dshs.state.tx.us/wichd/tng/idl-cal-dates.shtm>.

If you have any questions or require additional information, please contact Erica Harris, Nutrition Education Consultant, at [erica.harris@dshs.state.tx.us](mailto:erica.harris@dshs.state.tx.us) or 512-341-4588, or Lisa Rankine, Clinic Services Coordinator, at [lisa.rankine@dshs.state.tx.us](mailto:lisa.rankine@dshs.state.tx.us) or 512-341-4582.

## 2014 New WIC Staff Training Sessions

Title	Description	Recommended Audience
Welcome to WIC	New to WIC? Are you wondering what it's all about? This training provides an introduction to WIC for the new employee. Topics include the history, mission and services of the Texas WIC Program and an introduction to WIC's policies and procedures. This training also reviews basic teamwork skills to help staff work more effectively with each other.	All WIC staff
Communication and Critical Thinking Skills	Let's communicate and empower! This training provides an introduction to core skills required for successful job performance at WIC. Staff will review basic communication and critical thinking skills to better serve WIC participants.	All WIC staff
Intro to Administrative Skills	Want to be an administrative superstar? This training provides an overview of administrative functions that include inventory of supplies, maintaining updated referral lists, and separation of duties. It will review policies related to each function as they pertain to WIC administrative responsibilities.	Managers, Directors, Supervisors, Coordinators
Training Staff	Join us for a training about... training your staff! Learn the ins and outs of policy TR 3.0 and how to implement this policy at your agency. We will explore how to assess staff training needs and best practices when planning, conducting, and evaluating staff training. Training coordinators, WIC directors, and anyone providing staff training is encouraged to attend.	Training Coordinators
Outreach & Networking	Find your potential in your community. This training will cover the elements of an outreach plan, how agencies can provide outreach in the community, and the outreach materials that can be used in outreach efforts.	Outreach Coordinators
Disaster Planning	What would you do when a disaster strikes? This training will provide an overview of the Texas Disaster Plan, the yearly requirements for Local Agencies, and the procedures for processing disaster participants/applicants utilized during a disaster.	Managers, Directors, Supervisors