MDH and WIC Logo

# Staff Training Plan and Log

UPDATED April 2022

## Local Agency Name: Click or tap here to enter text.

## YEAR Click or tap here to enter text.

| **Name**  **& Brief Description**  **of Training** | **Length of Training** | **Proposed Training Date** | **Learning objectives or desired outcome of training** | **Training Method,**  **Trainer or Sponsor**  **& Location** | **Target Audience** | **Date Training is Completed**  **(Maintain training outline or objectives)** | **Names**  **of Staff Who Attended the Training** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Example:***  *“Helping Participants Open Up”*  *(Open-ended questions training)* | *1 hr.* | *1/23/17*  *(at Jan staff mtg.)* | *Staff will use more open-ended questions during individual education* | *In-service*  *Facilitated by XYZ CPA, utilizing modules from WA WIC*  *At main WIC site* | *All CPA staff*  *(6 total staff)* | *1/23/17* | Jane Doe, Jill Fawn, Jack Joe |
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