

# 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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