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

**Staff Training Plan and Log**

**YEAR** Click or tap here to enter text.

*This is a sample template—modify to meet your needs*

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| **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 1:***  *“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* |  |
| ***Example 2:***  *Baby Behavior Training* | *6 hrs* | *3/15/17*  *10/15/17 (for add’l new staff and Suzy Q. who was sick for 3/15 training)* | *Staff will understand baby behavior and incorporate baby behavior education into prenatal and early infancy WIC visits* | *Workshop facilitated by MN State WIC staff, Dakota County WIC training site* | *Newly hired CPA staff who did not previously attend Baby Behavior training* | *3/15/17* |  |
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