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**DATE:** October 23, 2019  
**TO:** WIC Coordinators  
**FROM:** WIC State Staff  
**SUBJECT:** New Staff Training Plan – Updated

An updated **New Staff Training Plan and Preceptor Guide** is now available on the MDH WIC website [New Staff Training](#) page.

**This Guide:**

- Provides a comprehensive outline of training necessary for staff to attain minimum competencies for providing WIC services.
- Presents a phased approach to training, guiding new staff from introductory tasks to skills with increasing complexity. This allows the staff member to build skills and demonstrate competencies as their knowledge of the program advances.

**Check out the [New Staff Training Plan and Preceptor Guide](#).** It includes:

- **Administrative tasks** to prepare for the new staff member, page 1.
- **Preceptor responsibilities.** A preceptor is a designated person with expertise in WIC who oversees new staff training and mentors the trainee, page 2.
- **Description of training phases**, page 3.
- Training activities and resources for each core WIC function by phase, page 7.
- **Required training** by job classification and WIC clinic roles, page 22.

**Using the New Staff Training Plan:**

- Always refer to the online version, rather than a saved version. The guide will be regularly updated with new and revised resources.
- As with the previous plan, we encourage local agencies to provide staff with adequate time for training. It may take part-time staff up to a year to complete the plan.
- The revised New Staff Training Plan and Preceptor Guide is more comprehensive, including administrative information, HuBERT modules and more options for each competency. It is longer than the previous plan, but we think it is much useful to trainers and preceptors.
- Local agencies may have an agency-specific training plan as long as it covers all topics/competencies included in the state New Staff Training Plan. The intent of any New Staff Training is to assure WIC staff have the skills, knowledge and tools to succeed and provide quality WIC services!

Contact your State WIC Consultant if you have questions about the New Staff Training Plan and Preceptor Guide.