

Local Agency Name: _____

**Staff Training
FFY 2016
(COMPLETE AND HAVE ON FILE)**

<p style="text-align: center;"><u>Name & Brief Description of Training</u></p>	<p style="text-align: center;"><u>Length of Training</u></p>	<p style="text-align: center;"><u>Proposed Training Date</u></p>	<p style="text-align: center;"><u>Training Method, Sponsor & Trainer, & Location</u></p>	<p style="text-align: center;"><u>Participant-Centered Principles and Techniques Used</u> <small>(if training is developed by your agency)</small></p>	<p style="text-align: center;"><u>Participating Staff: Positions & Total Number</u></p>	<p style="text-align: center;"><u>Desired Outcome of Training</u></p>	<p style="text-align: center;"><u>Date Training is Completed</u> <small>(Include separate attendance list and training outline)</small></p>
<p><i>Example:</i> "Helping Participants Open Up" (Open Questions training)</p>	<p><i>Example:</i> 1 hr.</p>	<p><i>Example:</i> 1/23/16</p>	<p><i>Example:</i> In-service By our agency's training coordinator At main WIC site</p>	<p><i>Example:</i> Strength-based Learning Styles Pair-share</p>	<p><i>Example:</i> RDs and WNAs (12 total staff)</p>	<p><i>Example:</i> Staff will use more open- ended questions during individual education</p>	<p><i>Example:</i> 1/23/16</p>