

Cent\$ible Nutrition Program

Outline for Initial Training

Part I

Location: Home County
Trainers: County coordinator, CNP Supervisor
Time: 3-5 Days
Topics: Orientation to your office

Part II

Location: Ag Resource and Learning Center
Casper or alternate location
Trainers: CNP personnel
Time: 5 days, Monday-Friday
Topics: EFNEP and FSNE grants, our mission, our audience, recruiting, teaching, curriculum, labs, agency partnerships, getting clients started, program procedures

Part III

Location: Home County
Trainer: CNP supervisor / new NE
Time: 2-3 weeks
Topics: Shadowing, preparation for teaching, visiting agencies, recruiting and enrolling participants

Part IV

Location: Laramie, University of Wyoming campus
Trainer: CNP personnel
Time: 3 days
Topics: Teaching, youth curriculum, displays, reporting, evaluation

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Initial Training Part I

Checklist for CNP supervisor or County Coordinator:

- ✓ Provide a tour of office, introductions to other employees
- ✓ Provide workspace with CNP computer and printer, explain how to use the phone system and how to answer the phone. Locate office supplies and calendar.
- ✓ Review CNP calendar including Initial Training dates, staff meetings and holidays.
- ✓ Locate CNP Curriculum, CNP Cookbook, Home Study Lessons, CNP Videos, and web site.
- ✓ Discuss "What is Cooperative Extension?" (in this packet)
- ✓ Review the CNP Employee Manual, UW Office Policy Manual/Staff Handbook (online) and any other manuals used in your local office.

Schedule the following required University of Wyoming training

- UW Benefits training (may be included in training Part II)
- UW Defensive Driving training
- UW Sexual Harassment training

Schedule the following training with the County Coordinator

- CES reporting
- CES Commercial Mail
- Civil Rights and Affirmative Action (in this packet)

Optional (usually provided by public health for a minimal fee, CNP will cover costs)

- CPR training
- TB Screen

Checklist for new nutrition educator or project coordinator:

- ✓ Review the Cost Cutter Lessons: A New Beginning, Supermarket Persuasion, Cent\$ible Choices, Needs vs. Wants, 30 Minute Menu Planning, Being a Super Shopper, Keeping Food Safe.
- ✓ Familiarize yourself with the CNP Cookbook, try some recipes.
- ✓ Watch the Cent\$ible Nutrition videos/review the Home Study Lessons.
- ✓ Work with your supervisor to run a news release announcing your employment and what CNP has to offer (sample in this packet).
- ✓ Work with CES AG Communications to get your UW email address and UW business cards printed.

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Initial Training Part II

- A. Overview of *Cent\$ible Nutrition*
- B. Mission of *Cent\$ible Nutrition*
- C. The CNP audience, celebrating differences
 - Diversity Activity
 - Senior Sensitivity Activity
 - Buck and ½ Lunch
 - The Myths and Realities of Poverty
- D. Recruiting and Teaching
 - Sharpening Your Recruiting Skills
 - Facilitating Adult Learners
 - The Core Lessons – taught by experienced nutrition educators
 - A New Beginning
 - Supermarket Persuasion
 - Cent\$ible Choices: Needs vs. Wants
 - 30 Minutes Menu Planning
 - Being a Super Shopper
 - Keeping Food Safe
 - Practice, practice
 - Recruiting at WIC or DFS
 - Choose a lesson to teach at Initial Training Part IV
- E. Cooking Labs
 - Objectives:
 1. Taste and prepare recipes from CNP cookbook to promote cookbook use with clients
 2. Learn proper techniques for measuring and following recipes
 3. Learn kitchen and food safety
 4. Learn time management techniques – cook once eat twice, planned-overs
 5. Learn proper techniques for cooking fruits and vegetables
 6. Learn to prepare foods when there is no electric range: microwave cooking and electric skillet baking

F. Making contact with cooperating agencies

- Brochures
- List of Lessons
- Newsletter
- Posters
- Referral forms
- Certificate of Appreciation
- Obtaining Food Stamp outreach materials
- Other marketing materials –posters, recipe tear pads and boxes

G. Starting clients in the program

- General Guidelines for CN lessons
- New client folders (your business card, Welcome to CNP, NE planning sheet, CNP Calendar, Model release, Reminder for Next lesson, CNP and County newsletters, Envelope for receipts)
- Income guidelines
- Entry and Exit Surveys
- How to do a 24 hour food recall
- ERS system, entering data, Participant Diagnostic Reports
- Reinforcement items
- Graduation certificates

H. Program procedures and forms

- Master form file and forms CD
- Calendar for the year, monthly reminders
- Inventory and equipment, equipment checkout form
- Daily Activity Sheet or PDA calendar
- Disclaimers, Logos, Handout format
- Copyrighting and approved educational materials
- Liability and what we can teach
- Wyoming STARS Child Care providers forms
- Filing system
- Leave requests, leave reports/time sheets
- Travel records
- Procurement cards/Working Fund Accounts
- Portable kitchens
- Who to call? / NE's Areas of Expertise
- Dos and Don'ts
- Protocol for Clients with Diabetes
- NE Certification
- TEFAP Distribution Log
- Ambassadors

Cent\$ible Nutrition Program
Initial Training Part III

Checklist of tasks to do before Initial Training Part IV:

- ✓ Shadow experienced Nutrition Educators teaching and recruiting
- ✓ Review the Core lessons and begin preparing teaching props
- ✓ Prepare the lesson you signed up to teach
- ✓ Review the remaining lessons
 - Breads and Cereals: the energy connection
 - Fruits and Vegetables: the vitamin connection
 - Meats: the protein connection
 - Milk: the calcium connection
 - Mix and Match: legumes and grains
 - Healthy Alternatives
 - Building a Better Baby
 - Feeding your Infant: a solid start
 - Feeding Young Children
 - Healthy Lifestyles
- ✓ Locate displays that are already developed
- ✓ Locate Youth materials and review
 - Grazin' with Marty Moose
 - WIN Kids
 - Passport to Food Adventures
 - Eating Your Way Through Wyoming History
- ✓ Visit cooperating agencies, check on marketing materials and newsletters
- ✓ Attend your local Community Resource Council meeting
- ✓ Familiarize yourself with the CNP filing system
- ✓ Locate portable kitchen and replenish supplies
- ✓ Recruit new clients
- ✓ Enroll new clients

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Initial Training Part IV

A. Teaching and Recruiting

Discussion of recruiting experiences

Lessons – taught by new Nutrition Educators

- Breads and Cereals: the energy connection
- Fruits and Vegetables: the vitamin connection
- Meats: the protein connection
- Milk: the calcium connection
- Mix and Match: legumes and grains
- Healthy Alternatives
- Building a Better Baby
- Feeding your Infant: a solid start
- Feeding Young Children
- Healthy Lifestyles

Youth Curriculum

- Grazin' with Marty Moose
- WIN Kids
- Passport to Adventures
- Eating Your Way Through Wyoming History

B. Displays

Examples of displays, when and how to use

Checklist for developing eye-catching displays

C. EFNEP Reporting System (ERS)

- Review and questions
- Filters and instructions for using filters
- Review of Participant Diagnostic Reports – see Part II
- Pregnancy outcomes
- Youth group enrollment form and instructions
- ERS worksheet – locating reports (full discussion during evaluation section)
- Instructions for Closing out the Year
- Practice

D. In kind and Reporting Forms

- What is In kind Match?
- Help with In kind Match
- Expected Yearly Match Cover Letter
- Expected Yearly Match Letter of Support
- Expected Yearly Match forms for 1 or 2 county areas
- Agency In kind Form/long form
- Time and Effort Documentation for UW, county and agency personnel
- Quarterly Expenditures Report forms for 1 or 2 county areas
- Quarterly Report Checklist
- Monthly Program Highlights template and instructions, race codes
- Success Stories and Testimonials
- Year End Summary

E. Program and Personnel Evaluation

Visioning, program planning and statewide committees

Program Evaluation:

- Evaluation of 1-time contacts, questions
- Evaluation Tally for one-time contacts
- ERS worksheet
 - Adult Summary Report
 - Diet Summary Report
 - Behavior Checklist Summary Report
 - Youth Summary Report
 - Alternate Behavior Checklist and Pyramid
- Checklist for Site Visits, Paraprofessional list of families
- Follow-up questions for program participants

Personnel Evaluation

- Evaluation of NE's teaching
- UW performance appraisal
- What We Expect of You the First Year
- Goal-Setting-Map for Success

F. Tour of College of Ag, introductions