
Louisiana WIC

Sharing Session Guidelines

Supervisor's Guide to the Self-Instructional Manual

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Supervisor's Guide to Self-Instructional Training

This supervisor's guide includes a general discussion of how to train with the manual, followed by the Post-test and Post-test Answers.

- **Intended audience:**

This Self-Instructional Training Manual is intended for WIC staff doing nutrition education.

- **Time required:**

It will take approximately 1 hour for an individual to complete the entire Self-Instructional Training Manual. The time will vary from individual to individual.

- **Materials needed:**

The only material needed is the Self-Instructional Training Manual and a pencil or pen for the Self-Checks.

- **Learning Objectives:**

Three learning objectives that are reflected in the successful completion of the Post-test are:

1. Learners will be able to identify the basic "Ground Rules" for WIC Sharing Sessions.
2. Learners will be able to identify the roles of the participants, the facilitator, and the other WIC staff, in WIC Sharing Sessions.
3. Learners will understand the importance of encouraging participation and guiding discussion in WIC Sharing Sessions.

- **Self-Checks and Self-Check Answers:**

Each of the four self-instructional sections of the training manual has a Self-Check, with Self-Check Answers on the following page.

These serve as a review and also a short self-quiz.

If a staff member is able to answer the Self-Checks correctly, they will probably do well on the Post-test, as the questions are essentially the same.

Successfully completing the Post-test is getting two or fewer answers incorrect. If a staff member misses three or more answers to the Post-test, the staff member should review the material and re-take the Post-test.

- **Doing the training:**

How to present this training is something each supervisor can decide, as each training situation may be different. The materials may be used to train a group or may be used to train an individual WIC staff member.

This scenario may work when training a group:

- At a staff meeting, introduce the topic of WIC Sharing Sessions and pass out the Self-Instructional Training Manual.
- Ask staff to complete the manual before the next meeting. Emphasize that the material is not difficult and that the Post-test will be composed of essentially the same questions contained in the Self-Checks.
- At a followup staff meeting, the group takes the Post-test. After taking the Post-test, they review the answers as a group, if desired, and then discuss practical applications. This could be done in the format of a WIC Sharing Session, led by a facilitator who has several open-ended questions ready and perhaps an activity or two. In this way, the followup session is a demonstration of the basic concepts

of conducting WIC Sharing Sessions. Depending on time, additional practice with the WIC Sharing Session format could follow, with each person getting a chance to facilitate a short discussion on a familiar nutrition topic.

Post-test

Now that you have done the Self-checks, this Post-test will be easy. It is really just a review of what you have read and the Self-checks you have already done.

The facilitator's introduction to a WIC Sharing Session should include the following:

(Check all that apply.)

- What the topic is.
- The facilitator's credentials and extent of personal experience with the topic.
- The "Ground Rules" for the session.
- Encouragement to share knowledge and personal experiences.

The "Ground Rules" of each WIC Sharing Session are:

(Check all that apply.)

- Everyone's thoughts about the topic are welcome.
- Several people are encouraged to speak at a time.
- No side conversations.
- Information should not be repeated outside the group.

Which of these things can help make a group comfortable?

(Check all that apply.)

- knowing what to expect
- getting positive feedback
- an atmosphere of acceptance, equality and respect
- comfortable seating
- a fun icebreaker

True or False:

The facilitator is encouraged to be creative and to make WIC Sharing Sessions interesting.

True

False

Even though an icebreaker takes time, it is good to spend at least some time getting people comfortable.

True

False

True or False:

The facilitator should be seated so that she is clearly “in charge” of the group. True False

The origin of the verb “to educate” is “to draw out.” Part of the facilitator’s role is to “draw out” the knowledge and experiences of the participants in the Sharing Session. True False

The facilitator will find it helpful to have an outline of questions to guide the session, even though she does not need to ask all the questions. True False

Asking open-ended questions is an important skill for a facilitator. True False

A question that starts with “Do you...?” is an open-ended question. True False

Adult learners already know a lot. True False

Listening to the experiences others have had feeding children can help participants know what to expect. This can help them cope. True False

Every participant should be encouraged to set goals by the end of the WIC Sharing Session. True False

Making small changes over time is usually the best way to get a new habit established. True False

Reviewing what has been discussed can be a good way to close a WIC Sharing Session. True False

Post-test Answers

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