

**UC Cooperative Extension UC CalFresh
Fresno/Madera Counties Program Manual**

Training Schedule

Week 1 – Work Schedule 8-4:30

Day 1	<ul style="list-style-type: none"> • New Hire Paperwork • Tour, Introductions, Desk assignment <ul style="list-style-type: none"> ○ Start email set up • Program Manual – Orientation Review with Supervisor • Program Manual – Review Sections 2-5: Travel, Program Overview (IWP), Adult Program and Youth Program review on own. <p>End of Day follow up with Supervisor – questions about manual or program.</p>
Day 2	<ul style="list-style-type: none"> • Continue Section 2-5 Review <ul style="list-style-type: none"> ○ Bookmark websites and research content from the manual. For Example: <ul style="list-style-type: none"> ▪ www.choosemyplate.gov ▪ http://uc-calfresh.org/ (our state office website) ▪ http://cefresno.ucanr.edu/ (our county UCCE website) ▪ Google docs ▪ If you have access: <ul style="list-style-type: none"> • http://ucanr.edu/sites/FCManual/ (online manual) • https://ucanr.edu/Portal/ (ANR Portal) ○ Continue Email set up <p>End of Day follow up with Supervisor – questions about manual or program.</p>
Day 3	<ul style="list-style-type: none"> • Start Section 6 – Training: Refer to Training Checklist <ul style="list-style-type: none"> ○ Start IRB Human Subjects: Refer to IRB Login and Setup Instructions <ul style="list-style-type: none"> ▪ When IRB training is complete – send certificate of completion to supervisor and initial on checklist. <p>End of Day follow up with Supervisor – questions about manual or program.</p>
Day 4	<ul style="list-style-type: none"> • Continue Section 6 – Training: Refer to Training Checklist <ul style="list-style-type: none"> ○ Continue UC ANR Required Trainings. <ul style="list-style-type: none"> ▪ Refer to Mandatory Reporter CANRA Training – Enrollment Instructions form ▪ Refer to ANR Online Learning Site - Enrollment Instructions and Trainings <p>End of Day follow up with Supervisor – questions about manual or program.</p>
Day 5	<ul style="list-style-type: none"> • Continue Section 6 – Training: Refer to Training Checklist <ul style="list-style-type: none"> ○ Online Trainings <p>As trainings are completed, turn in copies of certificates to supervisor, keep the original for your manual, initial on checklist.</p> <p>End of Day follow up with Supervisor – questions about manual or program.</p>

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Week 2 – Work Schedule 8-4:30

Day 1	<ul style="list-style-type: none"> • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Start Youth and Adult Curricula Review Worksheets. <p>End of Day follow up with Supervisor – questions about manual, program or curriculum.</p>
Day 2	<ul style="list-style-type: none"> • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Finish Youth and Adult Curriculum Review Worksheets – make copy for supervisor and keep original for your manual, initial on checklist. • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Start lesson observations. Work with supervisor to discuss assigned observations. <p>End of Day follow up with Supervisor – questions about manual, program or curriculum.</p>
Day 3	<ul style="list-style-type: none"> • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Continue lesson observations. Work with supervisor to discuss assigned observations. <p>End of Day follow up with Supervisor – questions about manual, program or curriculum.</p>
Day 4	<ul style="list-style-type: none"> • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Continue lesson observations. Work with supervisor to discuss assigned observations. <p>End of Day follow up with Supervisor – questions about manual, program or curriculum.</p>
Day 5	<ul style="list-style-type: none"> • Continue Section 6 – Training Checklist <ul style="list-style-type: none"> ○ Continue lesson observations. Work with supervisor to discuss assigned observations. <p>End of Day follow up with Supervisor – questions about manual, program or curriculum.</p>

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Week 3 – Work Schedule 8-4:30

Day 1	
Day 2	
Day 3	
Day 4	
Day 5	

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Training Schedule

Week 4 – Work Schedule 8-4:30

Day 1	
Day 2	
Day 3	
Day 4	
Day 5	