**Intern-lead in-service training**

**Learning Outcomes:** Interns will demonstrate the ability to plan and teach staff training with current technology, evidence-based information, and appropriate human resources interactions.

**Competencies Addressed:**
- CRD 2.3 Design, implement and evaluate presentations to a target audience.
- CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats.

**Intern time anticipated for assignment:** 3-4 hours

1. **Below are examples of the assignment in the three areas of practice**
   - The intern presents a 20-30 minute (or as determined by preceptor) in-service:
     - *If clinical* – the presentation might be to food service staff on a specific therapeutic diet or altered diet texture, or evaluates new NICU formula products and shares the information at a meeting with the NICU team.

     *If community* – the presentation might be to WIC employees about farmers market coupons including seasonal recipes developed by the intern to share with clients

     *If food service* – the presentation might be to food service staff about HACCP plans, knife safety, portion sizes, or receiving procedures.

2. **Planning**
   - **Select a topic with your preceptor.** The in-service may be taught individually by the intern or with the preceptor.
   - **Plan the in-service.** Begin by reading the adult learning resources (can also found on D2L):
     - Principles of Adult Learning & Instruction Systems Design (NHI)
     - An Overview of the Adult Learning Process (Medscape)

   Consistent with nutrition education courses in your undergraduate DPD, organize the in-service according the audience needs. Include the following elements in the in-service:
   - Desired outcomes written in action-oriented language
   - Outline of content covered and activities planned
• Pre- and post-evaluation measuring desired outcomes

3. **Feedback**
   Create an audience evaluation that is short, has room for comments, and measures goal achievement for the in-service. See the last page of the assignment for an example.

   After discussing the in-service with your preceptor and reading through the evaluations, write a one-page reflection about the in-service training. In your reflection answer the following questions:
   • Did I achieve my learning outcomes?
   • Was I comfortable presenting in front of a group?
   • Did I feel organized?
   • Did my preparation methods work well for the style of presentation?
   • What did I do well, what could I have done better?

   Submit the reflection in the assignment dropbox on D2L.

4. **Resources**

   Community Nutrition textbooks from DPD undergraduate studies
   Joye Norris *From Telling to Teaching* (2003)

   Additional articles found on D2L:
   Ferman Konukman *Effective use of PowerPoint* (2013)
Sample Evaluation

1. Information was presented clearly in a logical format.
2. The presenter answered questions accurately and completely.
3. The presentation style was appropriate for the number of people present, room size, and material covered.
4. I felt that I needed to learn the information presented today.
5. The information presented today built on what I already knew and will help me do my job better.

Please provide any other comments about your experience today below: