

# *[AGENCY NAME]*

# Title X Individual Staff Training Log

# SAMPLE

This is a sample log that can be adapted to help meet your family planning project’s training needs by tracking individual staff training. For example, you may want to add your Title X agency’s specific training requirements. Some of the trainings listed in this sample plan are required by the Office of Population Affairs (see the [Federal Title X Training Requirements Summary](https://rhntc.org/resources/federal-title-x-training-requirements-summary)) while others are suggestions based on staff roles (see [Putting the QFP into Practice Series Toolkit](https://rhntc.org/resources/putting-qfp-practice-series-toolkit)). This training log has three sections:

**Section 1: All staff—required once per project period**

**Section 2: All staff—required annually**

**Section 3: Clinical staff—recommended once per project period**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainings for Title X**

|  |  |  |
| --- | --- | --- |
| **Training Topic(s)** | **Training Resource** | **Date Completed  (or N/A)** |
| **Training Topic(s)** | **All staff**  *Each training topic required once per project period* | **Date Completed (or N/A)** |
| * Voluntary and Non-Coercive Services * Services Not a Prerequisite for Eligibility or Services * Personnel Awareness * Personnel Training * Confidentiality * Non-Discriminatory Services * Other suggested trainings | [Title X Orientation: Program Requirements for Title X Funded Family Planning Projects eLearning](https://rhntc.org/resources/title-x-orientation-program-requirements-title-x-funded-family-planning-projects) |  |
| Client-Centered Services | [Cultural Competency in Family Planning Care eLearning](https://rhntc.org/resources/cultural-competency-family-planning-care-elearning) |  |

**Trainings for Title X**

|  |  |  |
| --- | --- | --- |
| **Training Topic(s)** | **All staff**  *Each training topic required annually* | **Date Completed (or N/A)** |
| Reporting Requirements: Mandatory Reporting for Abuse, Rape, Incest, and Human Trafficking | [Mandatory Child Abuse Reporting in Title X-Funded Family Planning Settings](https://rhntc.org/resources/mandatory-child-abuse-reporting-title-x-funded-family-planning-settings-instructions)  [Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video](https://rhntc.org/resources/trauma-informed-mandatory-child-abuse-reporting-family-planning-setting-video)  [Identifying and Responding to Human Trafficking in Title X Settings eLearning Course](https://rhntc.org/resources/identifying-and-responding-human-trafficking-title-x-settings-elearning-course) |  |
| Family Involvement and Coercion | [Counseling Adolescent Clients to Encourage Family Participation Video](https://rhntc.org/resources/counseling-adolescent-clients-encourage-family-participation-video)  [Counseling Adolescent Clients to Resist Sexual Coercion Video](https://rhntc.org/resources/counseling-adolescent-clients-resist-sexual-coercion-video) |  |

| **Training Topic(s)** | **Clinical staff**  *Training topics recommended for all staff, particularly clinical, once per project period* | **Date Completed (or N/A)** |
| --- | --- | --- |
| Introduction to the QFP | [Introduction to the Quality Family Planning Recommendations eLearning](https://rhntc.org/resources/introduction-quality-family-planning-recommendations-elearning) |  |
| Reproductive Anatomy and Physiology | [Introduction to Reproductive Anatomy and Physiology eLearning](https://rhntc.org/resources/introduction-reproductive-anatomy-and-physiology-elearning) |  |
| Determining Your Client’s Need for Services and Discussing Reproductive Goals | [Determining Your Client’s Need for Services and Discussing Reproductive Goals eLearning](https://rhntc.org/resources/determining-your-clients-need-services-and-discussing-reproductive-goals-elearning)  [Client-Centered Reproductive Goals and Counseling Flow Chart](https://rhntc.org/resources/client-centered-reproductive-goals-and-counseling-flow-chart)   * Also available in Spanish: [Diagrama de flujo de objetivos reproductivos y asesoramiento centrado en el cliente](https://rhntc.org/resources/diagrama-de-flujo-de-objetivos-reproductivos-y-asesoramiento-centrado-en-el-cliente)   [Clinical Pathway for Family Planning Services Chart](https://rhntc.org/resources/clinical-pathway-family-planning-services-chart)  [Family Planning and Related Preventive Health Services Checklists for Women and Men](https://rhntc.org/resources/family-planning-and-related-preventive-health-services-checklists-women-and-men) |  |
| Pregnancy Testing and Counseling | [Pregnancy Testing and Counseling eLearning](https://rhntc.org/resources/pregnancy-testing-and-counseling-elearning)  [Exploring All Options: Pregnancy Counseling Without Bias Video](https://rhntc.org/resources/exploring-all-options-pregnancy-counseling-without-bias-video)  [Adoption as an Option in Family Planning Settings Webinar](https://rhntc.org/resources/adoption-option-family-planning-settings-webinar) |  |
| Contraceptive Counseling and Education | [Contraceptive Counseling and Education eLearning](https://rhntc.org/resources/contraceptive-counseling-and-education-elearning)[Efficient Questions for Client-Centered Contraceptive Counseling Palm Card](https://rhntc.org/resources/efficient-questions-client-centered-contraceptive-counseling-palm-card)Also available in Spanish: [Preguntas eficaces para el asesoramiento anticonceptivo centrado en el cliente - Tarjeta de mano](https://rhntc.org/resources/preguntas-eficaces-para-el-asesoramiento-anticonceptivo-centrado-en-el-cliente-tarjeta-de) [Birth Control Methods Options Chart](https://rhntc.org/resources/birth-control-methods-options-chart)   * Also available in Spanish: [Tabla de opciones de métodos anticonceptivos](https://rhntc.org/resources/tabla-de-opciones-de-metodos-anticonceptivos) |  |
| Support for Achieving a Healthy Pregnancy | [Support for Achieving a Healthy Pregnancy eLearning](https://rhntc.org/resources/support-achieving-healthy-pregnancy-elearning)  [Basic Infertility Protocol Job Aid](https://rhntc.org/resources/basic-infertility-protocol-job-aid)  [Preconception Counseling Checklist](https://rhntc.org/resources/preconception-counseling-checklist) |  |
| STI Services | [Sexually Transmitted Infections Services eLearning](https://rhntc.org/resources/sexually-transmitted-infections-services-elearning) |  |