**Lesson Plan: Notes on Notes**

Learning Objective: After completing the activity, nutrition staff will be able to:

1. Write clear, concise, correct notes in NoteMaster
2. Improve Continuity of Care and enhance Participant Focused Counseling, thereby improving health outcomes for WIC participants.
3. Decrease unnecessary time spent on notes, while improving quality time with participant and certifier job satisfaction.

Methods:

1. View PowerPoint Presentation Notes on Notes.
2. Complete worksheets on Care Plan Notes and Notes on Notes.
3. General Discussion of Notes corrections.

Description of Activity:

1. Review Survey results: certifiers want tips for getting all their work done accurately, but in less time.
2. Review PowerPoint on how to write clear, concise, correct notes that address both Care Plan and other notes.
3. Have workshop participants complete the Care Plan worksheet. Review corrections by group discussion.
4. Have workshop participants complete Notes on Notes worksheet. Review corrections by group discussion.
5. Thank staff for participating in the activity, encourage them to practice every day!