K-STATE RESEARCH AND EXTENSION
NEW EXTENSION AGENT PROFESSIONAL DEVELOPMENT

The goals of orientation are to enable new extension agents to accept their responsibilities with confidence, to understand what is expected of them, to become effective and productive educators more rapidly, and to feel comfortable in their new work environment. Orientation of new agents begins on the first day of their job and continues through the first year of their employment.

Orientation is coordinated by the Leader of Operations, Stacey Warner; Area Extension Directors: Dale Fjell, Phil Sloderbeck, J.D. McNutt, Chris Onstad; and Assistant Directors: Jim Lindquist, Barbara Stone, Gregg Hadley, and Paula Peters. In addition, one or more mentor agents are assigned by Area Directors to work with each new agent during their first year of employment.

TITLE: New Agent Orientation (Introductory)

Objective: New agents will understand what to expect during their first year on the job and what organizational support systems are in place to assist.

Description: New agents participate in a two-day orientation session which includes lectures, group activities, tours, and hands-on-training. They complete appropriate benefits paperwork, and leave with a positive attitude about the organization. Topics include: K-State Research and Extension's mission and organizational structure, KSU overview and employee benefits, technology, and information about documentation, performance review, and professionalism.

Contact:

Stacey Warner, Leader
Extension Operations
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Participants: New Extension Agents

Instructional Hours: 16 Hours

Dates and Location:

January 7-9, 2013	125 Umberger Hall	K-State-Manhattan
February 25-27, 2013	125 Umberger Hall	K-State-Manhattan
April 15-17, 2013	125 Umberger Hall	K-State-Manhattan
June 3-5, 2013	125 Umberger Hall	K-State-Manhattan
July 8-10, 2013	125 Umberger Hall	K-State-Manhattan
August 19-21, 2013	125 Umberger Hall	K-State-Manhattan
September 30 - October 2, 2013	125 Umberger Hall	K-State-Manhattan
November 11-13, 2013	125 Umberger Hall	K-State-Manhattan

(Agents who begin employment on a date other than the regularly scheduled New Agent Orientation are to attend a one-day "mini-orientation" for an overview of getting started in Extension and completion of paperwork on employee benefits. Agents who participate in the "mini-orientation" are also required to attend the New Agent Orientation session.)

TITLE: Basic 4-H Operations / Communications

Objective: New agents will enhance communication skills and gain basic skills in working effectively with the 4-H Youth Development program.

Description: The first half of the week focuses on empowering new agents to begin to work effectively with the 4-H Youth Development program. Topics include the mission and vision of the program, development of volunteers, and overview of fiscal principles, and an introduction to the recognition model.

The second half of the week focuses on enhancing communication skills--from working with the media and producing a radio segment to writing news columns and making more professional presentations. Considerable time is spent on Web training/searches and Corel Presentations.

Prerequisite: New Agent Orientation

Contacts:

Elaine Edwards, News Media Coordinator
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Diane Mack, Extension Specialist
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4-H Youth Development
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Participants: New Extension Agents

Instructional Hours: 20 Hours

Dates and Locations:

April 8 - 11, 2013

--------Basic 4-H Operations (8-9)	2002 Throckmorton Hall	K-State-Manhattan
--------Communications (10-11)	317 Umberger Hall	K-State-Manhattan

November 4 - 7, 2013

--------Basic 4-H Operations (4-5)	2002 Throckmorton Hall	K-State-Manhattan
--------Communications (6-7)	317 Umberger Hall	K-State-Manhattan

TITLE: Local Office Operations

Objective: New agents will understand: (a) county/district extension operations and programming, and (b) how to work effectively with co-workers/secretaries, boards and councils, and program development committees.

Description: Major topics include: Extension mission, laws, budget, and finances; interpersonal relationships (True Colors); leadership and group facilitation; life management/balance (personal, family, and work); adult learning and development; professional ethics/conduct.

Prerequisite: New Agent Orientation

Contacts:

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Area Extension Directors:
- Dale Fjell (Northeast)
- Phil Sloderbeck (Southwest)
- Chris Onstad (Northwest)
- Jim Lindquist (Field Operations)

Participants: New Extension Agents

Instructional Hours: 8-10 Hours

Dates and Location:

February 11 - 15, 2013	125 Umberger Hall	K-State-Manhattan
August 26 - 29, 2013	125 Umberger Hall	K-State-Manhattan

TITLE: Program Development

Objective: New agents will become familiar with the fundamentals of program development and campus program support on major issues.

Description: The program development training for new agents is an introduction to program planning, implementation, and evaluation. Professional development opportunities and graduate programs are reviewed. Visits to campus departments and dialogue with specialists on program resources available to construct Action Plans are included.

Prerequisite: New Agent Orientation

Contacts:

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Participants: New Extension Agents

Instructional Hours: 26 Hours

Dates and Location:

March 4 - 7, 2013	125 Umberger Hall	KSU-Manhattan
August 19 - 22, 2013	125 Umberger Hall	KSU-Manhattan

TITLE: Understanding and Practicing Effective Mentoring

Objective: Current and potential mentor agents will understand and value mentoring, and learn how to create and sustain effective mentoring relationships and practices with new extension agents.

Description: Experienced and knowledgeable extension agents are a valuable resource for helping new agents receive job satisfaction and quality performance during their first year of employment. This session focuses on: philosophy and goals of the mentoring program; characteristics of effective mentors; benefits of mentoring to new agents, mentors, and the organization; role, responsibilities, and expectations of mentors; experiences/activities new agents should engage in, and techniques for effective mentoring relationships and practices.

Prerequisite: Recommended by Area Director

Contact:

Stacey Warner, Leader
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121 Umberger Hall, Manhattan, KS 66506-3414
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Area Extension Directors: Dale Fjell (NE), Phil Sloderbeck (SW), J.D. McNutt (SE), and Chris Onstad (NW).

Participants: Experienced extension agents who are current mentors with new agents or have an interest in becoming potential mentors.

Instructional Hours: 2-4 Hours

Dates and Locations:

(To be determined by Area Extension Directors)