2020 Local Unit Director Basics Workshop

Who should attend this training?

- Those new to the Local Unit Director role
- Those who would like to learn more about the roles and responsibilities of a Local Unit Director
- Those who would like a refresher on the role of a Local Unit Director

What does the Local Unit Director Basics Workshop focus on?

- Building a strong office team
- Budget development and management
- 4-H issues related to local unit administration
- Personnel: hiring, coaching, and performance reviews
- Marketing K-State Research and Extension in your local unit
- Developing board relationships and strengthening board leadership

The presenters at this workshop will include: Gregg Hadley, Jennifer Wilson, Jim Lindquist, Aliesa Woods, Taylor Kennedy, Meg Drake, Wade Weber, Robin Reid, Trudy Rice, Gayle Price, Laurie Chandler, and panels of current Local Unit Directors.

When and where is the workshop?

- Tuesday, March 24 at 1:00 pm through Thursday, March 26 at noon
- College Center Conference Room
  K-State Polytechnic
  2310 Centennial Rd.
  Salina, KS

How do I register for this training?

- Complete the online registration
  - The deadline for registration is March 09, 2020
- Send a check for $30 (payable to “Kansas State University”) to:
  Dorothy Ireland
  119 Umberger Hall
  1624 Claflin Rd
  Manhattan, KS
  66506
  - This fee will covers Wednesday’s lunch and snacks each day
- Lodging will be at the Hampton Inn Salina (map). A block of rooms has been booked under “Local Unit Director” for March 23-26, 2020. Reservations can be made by calling (785) 823-9800 or online on the event’s booking page.
  - Please reserve your room by March 01, 2020.
- Local Unit Directors hired since November 2018 will be reimbursed by Kansas State University, as this training is a part of their New Agent Professional Development series.

If you would like any further information about the Local Unit Director Basics Workshop, please contact the Extension Operations Office at (785) 532-5790.