

2019 Support Staff Conference

Connect. Learn. Engage.

Nationwide & Ohio Farm Bureau 4-H Center
2201 Fred Taylor Drive, Columbus, Ohio 43221

Wednesday, May 29

Evening networking event – *optional, details TBD*

Thursday, May 30

8:00-9:00 am Registration and Networking

9:00-9:15 am Welcome and Introduction
*Roger Rennekamp, Ph.D, Associate Dean and Director,
Ohio State University Extension*

9:30-10:15 am Breakout Session 1 – see page two for topics

10:30-11:15 am Breakout Session 2 (repeat topics from session 1)

11:30-12:30 pm Lunch and Networking

12:45-1:30 pm Breakout Session 3 – see page two for topics

1:45-2:30 pm Breakout Session 4 (repeat topics from session 3)

2:45-3:45 pm Conference Keynote and Adjourn
*Beth Flynn, MS, Leadership Consultant and Trainer,
Agricultural Communication, Education & Leadership OSU
Leadership Center*



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

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Breakout Session 1 (9:30-10:15am) and Session 2 (10:30-11:15am)***Updates from Your Operations Fiscal Team***

Jesse Buxton, Extension Operations County Fiscal Officer

Mastering Office: An Introduction to Excel, Word, and PowerPoint

Danae Wolfe, Learning and Organizational Development Educational Technology Specialist

Brian Butler, Learning and Organizational Development Program Evaluation Director

Dealing with Difficult People and Situations

Dr. Jeff King, PhD, Associate Professor, Department of Agricultural Communication, Education, and Leadership, Co-Director of the OSU Leadership Center

When preparing for and engaging in conversations with difficult people we have a tendency to become stressed and unsure of how to best proceed. We often put things off hoping that it will just go away. However, situations rarely change on their own and often get worse. We will explore barriers when dealing with difficult people/situations and identify strategies to use when encountering these difficult people and situations.

Breakout Session 3 (12:45-1:30pm) and Session 4 (1:45-2:30pm)***Navigating OSU Travel Policies – Tips and Updates***

Jesse Buxton, Extension Operations County Fiscal Officer

Registrations, Applications, and Scholarships...OH MY – Using Qualtrics in Your County

Carol Wagner, Hardin County Office Associate

Marketing and Communications Update

Cheryl Buck, Extension Communication Manager, Assistant to the Director

Learn about college and Extension expectations for marketing and applying the university brand – including how to use templates, appropriate colors, and basic style guidelines. We will share answers to the questions received most often by the CFAES brand approval team, and provide time for on-site Q&A.

4HOnline – Q&A and Application

Judie Gaerke, Shelby County Office Associate

Kay Kramer, Union County Office Associate

Lisa Parker, Stark County Office Associate

Join the 4HOnline Wranglers to rustle up answers to your toughest 4HOnline questions. Whether you are just beginning with 4HOnline or are ready to tackle some of the more advanced features, the wranglers are here to help. Submit your questions with your registration – your questions become the basis of the presentation. The session will include a presentation to answer questions submitted during registration as well as a time for Q and A to answer those questions that you forgot to ask, or others that come to mind. As a bonus, your questions will lead to the creation of additional help-sheets to be posted on the Intranet.