

**O.N.E. Extension | Onboard. Network. Excel.**  
**Information for Assistant Directors & Area Leaders**  
**Effective February 1, 2021**

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***The Basics:***

The OSU Extension onboarding program, known as **O.N.E. Extension** (Onboard. Network. Excel.) began in Spring 2020. The program will now be made up of 16 sessions, one per week, three hours each, over a 16-week period. Due to the current circumstances surrounding the COVID-19 pandemic, all upcoming programs will be held virtually, via Zoom. For more information and resources, visit [go.osu.edu/ONEextension](https://go.osu.edu/ONEextension)

The 2021 Spring and Fall dates are:

<b>Spring 2021</b>	<b>Fall 2021</b>
Tuesday, March 2, 1-4pm	Tuesday, August 3, 1-4pm
Tuesday, March 9, 1-4pm	Tuesday, August 10, 1-4pm
Tuesday, March 16, 1-4pm	Tuesday, August 17, 1-4pm
Tuesday, March 23, 1-4pm	Tuesday, August 24, 1-4pm
Tuesday, March 30, 1-4pm	Tuesday, August 31, 1-4pm
Tuesday, April 6, 1-4pm	Tuesday, September 7, 1-4pm
Tuesday, April 13, 1-4pm	Tuesday, September 14, 1-4pm
Tuesday, April 20, 1-4pm	Tuesday, September 21, 1-4pm
Tuesday, April 27, 1-4pm	Tuesday, September 28, 1-4pm
Tuesday, May 4, 1-4pm	Tuesday, October 5, 1-4pm
Tuesday, May 11, 1-4pm	Tuesday, October 12, 1-4pm
Tuesday, May 18, 1-4pm	Tuesday, October 19, 1-4pm
Tuesday, May 25, 1-4pm	Tuesday, October 26, 1-4pm
Tuesday, June 1, 1-4pm	Tuesday, November 2, 1-4pm
Tuesday, June 8, 1-4pm	Tuesday, November 9, 1-4pm
Tuesday, June 15, 1-4pm	Tuesday, November 16, 1-4pm

All new Extension employees moving forward (other than SNAP-Ed and EFNEP) must plan to attend one of the upcoming cohorts of the *O.N.E. Extension* programs. Due to the heavy emphasis on a cohort-based model, participants are expected to attend all sessions, and are required to attend at least 12 of the 16 sessions to participate in a set of dates.

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### ***The Details:***

- All new Extension employees (excluding SNAP-Ed and EFNEP) are required to attend *O.N.E. Extension*.
- The program will emphasize a cohort-based approach to help establish a network for new employees. Thus, participants are expected to attend all sessions, and are required to attend at least 12 of the 16 sessions to participate in a set of dates.
- Participants may choose the Spring or Fall session. If, for extraordinary reasons, some participants cannot attend either one of these sets of dates, arrangements will be made to attend the next available set of dates.
- For the foreseeable future, all sessions will be held virtually via Zoom, while also using Microsoft Teams to supplement in between sessions.
- Resources used in all sessions will be made available for all employees to use.
- The 16 workshop modules are built on the Four As model to insure the best practices of adult education:
  - ✓ **Anchor:** An activity that anchors the topic into the lives of participants
  - ✓ **Add:** The information the Educators need to convey to help the participants understand the topic
  - ✓ **Apply** doing something with the information offered in the “add”
  - ✓ **Away:** How the participants will use the information in a real-life setting