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| WED. Sept. 30 | Ohio State University Extension Culture | 10a-12p    | • Describe the mission, vision, and values of OSU Extension  
• Examine the structure of OSU Extension  
• Differentiate between priorities and program areas | Zoom           | Amanda Rysz                  |
|            | Networking and Relationship Building   | 1p-3:30p   | • Learn how to identify key stakeholders and determine their roles in the community  
• Locate existing government agencies, volunteers, and advisory committees in your county  
• Identify your role, from a professional standpoint, as an active and engaged member of your community |               | Emily Marrison              |
| WED. Oct. 7   | Role of the Educator                   | 10a-12p    | • Performance expectations  
• Promotion and tenure and core competencies  
• Professional conduct and self-presentation  
• County office culture/expectations | Zoom           | Jeff McCutcheon             |
|            | Service to Your Organization           | 1p-3:30p   | • Differentiate between professional associations and roles  
• Discuss existing work teams and programs  
• Determine the expectations of your role related to community service |               | Lisa Barlage and Treva Williams |
| WED. Oct. 14 | Fiscal                                 | 10a-12p    | • Understand the OSU Extension funding model  
• Demystify depositing and spending  
• Know where to find resources and who to contact for help | Zoom           | Jesse Buxton                |
|            | Tech Tools and Productivity            | 1p-3:30p   | • Learn about the various approved tools available for use in OSU Extension work  
• Dive deeper into tools for high productivity and team engagement tips  
• Engage with your cohort to practice using these tools. |               | Danae Wolfe and Amy Kohmetscher |
| WED. Oct. 21 | Program Development and Evaluation     | 10a-12p & 1p-3:30p | • Learn about needs assessment and setting programmatic priorities.  
• Introduce a tool used to help develop programs and plan for evaluations.  
• Review evaluation tools and expectations for evaluations of programming and teaching efforts.  
• Discuss reporting and accountability and explore methods and tools to help you to tell your story. | Zoom           | Danae Wolfe and Debby Lewis |
## Program Agenda

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| **TUES. Oct. 27** | **Unconscious Bias**  | 10a-12p  | • Increase awareness of their own cultural identities  
• Understand the sources of unconscious bias and how bias can influence interactions with others  
• Develop strategies to combat bias and to use differences synergistically to improve intercultural effectiveness | Zoom           | CFAES Trained Facilitator          |
|            | **Facilitation**               | 1p-3:30p | • Gain a basic understanding of facilitation and the role of a facilitator  
• Examine various methods and tools of facilitation  
• Increase comfort with facilitation and practice using tools |                | Jared Morrison                     |
| **WED. Nov. 4** | **Marketing and Communications** | 10a-12p  | • Understanding brand basics and the importance of a brand  
• Explore various resources, social media best practices and website information  
• Learn more about best practices for sharing stories and data most effectively | Zoom           | Cheryl Buck                        |
|            | **Policies and procedures**   | 1p-3:30p | • Be able to identify basic HR policies and differentiate between policy and procedures  
• Become familiar with Emergency Preparedness for county offices and apply emergency planning to unique locations during programming  
• Become familiar with potential risk commonly present in extension programming, policies associated with risk reduction, and develop risk management strategies | Zoom           | Pam Montgomery                     |
| **TUES. Nov. 10** | **Curriculum and Teaching Tools** | 10a-12p  | • Define curriculum in the context of educational programs for OSU Extension  
• Differentiate between educational materials and curriculum development  
• Review and apply methods for selecting curriculum and developing new curriculum | Zoom           | Eric Barrett and Melinda Hill      |
|            | **Mentoring**                  | 1p-3:30p | • Define the role and responsibilities of mentors  
• Define the role and responsibilities of mentees  
• How to make the most of your mentor/mentee relationship |                | Treva Williams and Melinda Hill    |
| **TUES. Nov. 17** | **Extension Support Units**  | 10a-12p  | • Learn how multiple units within the college and university support the work of OSU Extension professionals  
• Explore tools and resources available via those units | TBD            | Cheryl Buck                        |
|            | **Send Off**                   | 1p-3:30p | • Identify their own - and other people’s - Real Colors and personal strengths  
• Understand the different ways people process information  
• Recognize and appreciate the strengths and viewpoints of others |                | Amanda Rysz and Treva Williams     |