

Introduction and Real Colors**Tuesday, March 2, 1pm-4pm – New Hires****Wednesday, March 3, 9am-12pm – Veteran Employees**

- 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

Presenter(s): Treva Williams and Jared Morrison

Ohio State University Extension Culture**Tuesday, March 9, 1pm-4pm – New Hires****Wednesday March 10, 9am-12pm – Veteran Employees**

- Describe the mission, vision, and values of OSU Extension
- Examine the structure of OSU Extension
- Differentiate between priorities and program areas

Presenter(s): Jared Morrison and Learning and Organizational Development

Networking and Relationship Building (part 1)**Tuesday, March 16, 1pm-4pm – New Hires****Wednesday, March 17, 9am-12pm – Veteran Employees**

- 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

Presenter(s): Emily Morrison

Networking and Relationship Building (part 2)**Tuesday, March 23, 1pm-4pm – New Hires****Wednesday, March 24, 9am-12pm – Veteran Employees**

- Understand professionalism and representation of yourself, unit, and organization(s)
- Learn about the various professional associations within the Cooperative Extension system
- Identify potential work teams or task forces and how to be an effective team contributor

Presenter(s): Lisa Barlage and Treva Williams

Operations and Responsibilities**Tuesday, March 30, 1pm-4pm – New Hires****Wednesday, March 31, 9am-12pm – Veteran Employees**

- Understand performance expectations
- Clarify responsibilities based on position types (define teaching, scholarly work, and service)
- Learn about career and professional development

Presenter(s): Jeff McCutcheon



Policies and procedures

Tuesday, April 6, 1pm-4pm – New Hires

Wednesday, April 7, 9am-12pm – Veteran Employees

- 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

Presenter(s): Pam Montgomery, Kent McGuire, Kirk Bloir, Hannah Epley

Community Needs Assessment and Program Design

Tuesday, April 13, 1pm-4pm – New Hires

Wednesday, April 14, 9am-12pm – Veteran Employees

- Learn about their communities and identify audiences
- Interpret the needs of audiences by prioritizing and defining community issues
- Frame programs by considering audience context
- Engage audiences in the most appropriate time and place
- Design/Deliver relevant, engaging, and impactful programs

Presenter(s): Danae Wolfe, Debby Lewis, Teresa McCoy, and Brian Butler

Evaluation and Reporting

Tuesday, April 20, 1pm-4pm – New Hires

Wednesday, April 21, 9am-12pm – Veteran Employees

- 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.

Presenter(s): Danae Wolfe, Debby Lewis, T McCoy, and Brian Butler

Unconscious Bias

Tuesday, April 27, 1pm-4pm – New Hires

Wednesday, April 28, 9am-12pm – Veteran Employees

- Develop strategies to combat bias and to use differences synergistically to improve intercultural effectiveness
- Increase awareness of their own cultural identities
- Understand the sources of unconscious bias and how bias can influence interactions with others
- Initiate partnership with Office of Diversity, Equity, and Inclusion for ongoing collaboration

Presenter(s): Leo Taylor

Fiscal

Tuesday, May 4, 1pm-4pm – New Hires

Wednesday, May 5, 9am-12pm – Veteran Employees

- Understand the OSU Extension funding model
- Demystify depositing and spending
- Know where to find resources and who to contact for help

Presenter(s): Jesse Buxton

Strategic Digital Engagement

Tuesday, May 11, 1pm-4pm – New Hires

Wednesday, May 12, 9am-12pm – Veteran Employees

- Identify appropriate digital engagement channels for their communities and audiences
- Craft compelling social media posts and stories
- Apply social media, accessibility, branding, and security risk policy to digital engagement strategy
- Design/Deliver relevant, engaging, and impactful content

Presenter(s): Danae Wolfe and Amy Kohmetscher

Marketing and Communications

Tuesday, May 18, 1pm-4pm – New Hires

Wednesday, May 19, 9am-12pm – Veteran Employees

- 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

Presenter(s): Cheryl Buck and guest presenters from CFAES

Curriculum and Teaching Tools

Tuesday, May 25, 1pm-4pm – New Hires

Wednesday, May 26, 9am-12pm – Veteran Employees

- 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

Presenter(s): Eric Barrett and Melinda Hill

Effective Meeting Management and Facilitation

Tuesday, June 1, 1pm-4pm – New Hires

Wednesday, June 2, 9am-12pm – Veteran Employees

- 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

Presenter(s): Brian Raison and Becky Nesbitt

Extension Support Units

Tuesday, June 8, 1pm-4pm – New Hires

Wednesday, June 9, 9am-12pm – Veteran Employees

- Learn how multiple units within the college and university support the work of OSU Extension professionals
- Explore tools and resources available via those units

Presenter(s): Cheryl Buck and guest presenters from CFAES

Send Off

Tuesday, June 15, 1pm-4pm – New Hires

Wednesday, June 16, 9am-12pm – Veteran Employees

Presenter(s): Jared Morrison and Learning and Organizational Development