

Introduction and Real Colors**Tuesday, March 2, 1pm-4pm – New Hires – Invite Only****Wednesday, March 3, 9am-12pm – Veteran Employees – Register by February 17 at 11:59pm, limited to first 25 participants:**<https://osu.zoom.us/meeting/register/tJAscOitqjwvHN1jftiBHogWdABtgOcGqtun>

- 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 – Invite Only****Wednesday March 10, 9am-12pm – Veteran Employees – Register:**https://osu.zoom.us/meeting/register/tJEpf-GorD4uGt3aq0WpG_0jLuWYYjCwyfLr

- 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 – Invite Only****Wednesday, March 17, 9am-12pm – Veteran Employees – Register:**<https://osu.zoom.us/meeting/register/tJ0qcOuuqzkpHta4ret6SnCUM0OFjZwCYvs3>

- 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, as a professional, 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 – Invite Only****Wednesday, March 24, 9am-12pm – Veteran Employees – Register:**<https://osu.zoom.us/meeting/register/tJAqdO2rqzwsH9RB-Ypdl-ENKkoH9UE00FIZ>

- 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 – Invite Only

Wednesday, March 31, 9am-12pm – Veteran Employees – Register:

<https://osu.zoom.us/meeting/register/tJ0kfuutqT4pGNMMsDbiVi4UkNZAJuvGJD7F>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJA1c-GvqTlrEtyUN2jwSputegzDBLsmKJx1>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJcrf-uopj0uHdweqyb6JqEXoIKhKpB1SLb>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJYud-2qqzkrE9HGvrVvmNCf5BTcfPqtBLE->

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJAoc-itqTosHd3mHBtYXMBc2TpVKInamJP>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJlocumsrDssGtekE3ErEqwD4BGbHU5fYpWU>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJUrc2tqDkrH93o1r2QwNw5yJ2b-5Xfpqx>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJMlf-CrqDwuEtEhtAfsARC5pWK0k2QbNP6P>

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJUtdcCpzlrE9N2BUg6ncUCIBkeY5h-8wdX>

- 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 – Invite Only

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

https://osu.zoom.us/meeting/register/tJ0tf-GuqT8rHdyIOEydgXyPe_Ta25D0UjXM

- 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 – Invite Only

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

<https://osu.zoom.us/meeting/register/tJMsdO2uqTltH9Bdj06o5C0JmUeqjhK91f3L>

- 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 – Invite Only

Due to the nature of this session, it is only offered for the New Hire Cohort program(s)

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