South Central District Strategic Plan - Staff Development

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Goal 1:
The South Central District Extension Centers will recruit highly qualified individuals.

Strategies:
- Post job announcements on CALS Personnel’s website & CES website
- Advertise in local and area newspapers
- Stay informed of local graduates
- Actively contact other agencies, groups, individuals about vacancies
- List jobs with local Employment Security Commission
- Develop an email list to send job announcements to university departments (NCSU, A&T State, and other universities as appropriate) Maybe one for each type of job.
- Announce at County Department head meetings & work with county HR Dept.
- Post on e-news under ncces.announce
- Involve Extension retirees in recruiting employees
- Call placement departments at local universities for referrals
- Actively recruit diverse candidates
- Involve ALS in recruitment

Who: All CED’s working with DD’s office will provide leadership during recruitment.

When: Ongoing as positions are open

Goal 2: Each South Central District Extension Staff member will have a current Professional Development Plan.

Strategies:
- Incorporate into EMAPS as part of Job Knowledge & Professional Development
- Develop career tracks - title promotions, leadership - CED, specialist, etc.
- Assigned Mentor based on career track & subject matter – Leadership - CED
- Develop training and resources to address district wide needs – New & Aspiring
- Foster an environment for like career tracks to work together
- Create some kind of reward/recognition program
- Delegation...
- Utilize professional improvement resources – library
**Who:** All CED’s will provide leadership and oversight to staff members plan.

**When:** Ongoing/Part of EMAPS process annually

**Goal 3:** The South Central District Extension Centers will retain and develop high quality Extension agents and staff.

**Strategy 1:** Provide newly hired agents the office skills necessary to function effectively in the work place environment.

**Actions:**
- Conduct orientation.
  - Work schedule
  - Staff responsibilities
  - Office layout and access
  - Secretary assignment/responsibilities
  - Mail/Postage
  - Program Budget

- Office Equipment
  - Telephone/Cell phones
  - Duplication equipment
  - Camera/video
  - Computers and peripherals
  - Vehicle use (personal & state)

- Information Technology
  - Hardware and Software
  - Skill assessment
  - Communication - E-Mail, etc.
  - Internet – Web, Intranet resources
  - Computer Contact
  - Help Desk
  - Policies

- Office Policies/Etiquette
  - Staff meetings
  - Check out and reservations
  - Proper Dress
  - Internal Communications
  - Request-supplies, leave, etc.
  - Purchasing
  - Sign-in, sign-out

- Time Management and Organization
Setting Priorities
Files - paper
Scheduling
Phone calls
Follow-up

**Strategy 2:** Inform & provide newly hired agents of policies and procedures that govern their work responsibilities & duties.

**Actions:**
State Policies
- Leave Accumulation
- Equal Opportunity Statements & Disclaimers for Publications & Meetings
- Ethics Guidelines
- Professional Scheduling
- Drug Free Workplace
- Tort Claims Act

County Policies (will change according to individual counties)
- Work Schedule & Office Hours
- Holiday Schedule
- Adverse Weather
- County Code of Conduct
- Dress Code

Money Management
- County Policies on Handling of Funds
- Effective Financial Controls at the County Level

Travel
- State Guidelines
- Time & Reimbursement for Professional Improvement Meetings
- State Vehicle Use Guidelines
- Reimbursement of Extension Travel Expenses
- County Vehicle Use

**Strategy 3:** Inform & train newly hired agents of reporting requirements that govern their work responsibilities & duties.

**Actions:**
Reporting
- EMAPS
- Initial
- Interim
- Final

ERS
Sections A, B, C, D, E, F, G, H

Travel
State Travel Allocation
County Travel

Financial Reports
Internal Processing Form
Grants (Monthly, Quarterly, Yearly)
Inventory List
Audit Reports
County Procedures For Expenditures

Civil Rights File
Civil Rights Plan
Comprehensive Affirmative Action Guidelines

County Plan of Work
Mapping Documentation

Leave Reports
Input of Leave
Editing Leave
Yearly Leave Verification

**Strategy 4:** Newly hired agents will be trained on the Extension Programming Model.

**Actions:**
Programming Process

Understanding the Organization
History
Mission, Vision & Goals
CSREES
State Organizational Chart
County Organizational Chart

Professional Development
Core Competencies
Professional Development Plan
Subject Matter Training
Professional Organizations
Graduate Studies
Advisory Leadership System
Advisory Council
Specialized Committees
**Strategy 4:** Develop a system to guide training new and existing agents – Mentor Program.

**Actions:**
- Establish duration of the program
- Selection and preparation of the training agents
- The role of the training agent
- The training process – placement, programming skills inventory, review, develop training plan.

**Training Plan Topics**

**Who:** All CED’s will take leadership in working with individual agents in developing their skills and abilities. Support staff and fellow agents will assist as appropriate. PODS will be instrumental in this process.

**Resources:** The “New Extension Field Faculty Self-Study Guide” being developed will be used as the primary resource.

**When:** Ongoing