

Q1. Professional Development Narratives – North Central Region

Subject Area #3: Extension Orientation, Onboarding, and Mentorship

Providing resources that enable Extension Professionals to become acquainted with their profession and their colleagues helps new staff members to succeed in their roles, while enhancing their job performance and job satisfaction. As a result, longer retention within Extension is expected. In this section of the Professional Development Inventory, we are sharing resources that can be used for Orientation of new professionals; providing them with a series of Onboarding experiences; and equipping professional Mentors with resources to help the new staff members succeed in their orientation and onboarding.

Q2. Which state do you represent?

- Illinois
- Indiana
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin
- Other:

Q3. Please provide your name.

First Name

Anne

Last Name

Baker

Q4. Please provide your email address

amb@msu.edu

Q5. Provide a brief description of the professional development program that addresses Extension Orientation, Onboarding, and Mentorship. [Less than 250 words.]

*If you do not offer training on Extension Orientation, Onboarding, and Mentorship, please state that here, and return the survey.

All new employees are enrolled in this course automatically, and are expected to take it in the first 3-4 months of employment. Continuing employees will also find many of the topics useful and are encouraged to complete appropriate modules as well.

Q6. Please provide a title (or short one-sentence description) that can be used to identify the training.

Essential Employee Training -- Asynchronous onboarding materials

Q7. Describe the intended audience for this training (e.g., is it part of on-boarding for all Extension staff, does it focus on staff with a certain level of experience, is it for specific program areas, are their elements designed for unique aspect of community/county-based educators versus state specialists, etc.). [Less than 100 words.]

ALL new staff

Q8. What are the core skills this training will instill in the audience? [Less than 250 words, and bulleted examples are encouraged.]

Vary by modules and too many to include in space here. Topics: Budgets Civil Rights MS Outlook & Productivity P-Cards (work credit card) Travel (Concur) Zoom Marketing Your Program Brand Standards & Marketing, Meeting Efficiency Philanthropy & Development

Q9. Please check ALL key words that apply to this professional development opportunity.

- communication skills (personal/educator)
- communication skills (delivery programs)
- conflict (management/resolution)
- digital program delivery
- digital learning principles
- Diversity, Equity, Inclusion (DEI)
- evaluation
- facilitation
- goal setting
- leadership
- marketing
- mentorship
- needs assessments
- onboarding (included in general onboarding)

orientation to CES (included in general onboarding)

partners

risk management

reaching new audiences

teaching skills/techniques

volunteers (in delivering programs and teaching roles)

volunteer (overall management and coordination)

volunteer - systems

other: [explain]

Q10. How is this training offered? [Check all that apply]

Face-to-face / in person

Live/interactive zoom/webinar (internet based, time-fixed, with the instructor)

Asynchronous learning

Other: Please describe:

Q11. Is this training open to other states/institutions?

No

Yes - How do other states/institutions access the training and describe any permissions that need to be obtained to utilize this training:

I can share content and you are welcome to borrow chunks but a lot is specific to MSU

Q12. Is there a registration/tuition/fee to participants?

No (please continue the survey)

Yes - Please describe the cost per person and if there are differences for out-of-state participants.

Q13. Provide a website for additional information, if applicable.

<https://www.canr.msu.edu/courses/msu-extension-essential-employee-training>

Q14. Provide a name and contact information of someone who can answer questions about this training.

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Location Data

Location: [\(42.7348, -84.6245\)](#)

Source: GeoIP Estimation

