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 | Jessica |
| Last Name | Gordon |

Q4. Please provide your email address

gordonjes@umsystem.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.

The first of three courses spanning faculty's first year, Introduction to University of Extension guides new NTT faculty through their initial month with MU Extension. The first module guides you through initial MU and MU Extension orientations, HR processes to complete, MU Required compliance trainings, ID cards, parking permits, workplace accommodations, code of conduct, time reporting, benefits and more. The second module provides access to essential trainings and resources vital for your role. These include Outlook, Zoom, Teams, Extension risk and emergency management, branding and identity guidelines and digital accessibility for email, documents and files. Module 3 Introduction to the Land-Grant University, Cooperative Extension System & MU Extension delves into the historical backdrop of the Land-Grant System in the United States, emphasizing the evolution of the Cooperative Extension System. It aims to equip faculty with a comprehensive understanding of the history and structure of MU Extension, including insights into the County Extension Council system and key stakeholders. Module 4 You're a faculty member at the University of Missouri. So what? is the final module. New faculty will gain an understanding of the distinctive role of faculty in higher education and be well-prepared to excel in this capacity.

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

Introduction to University of Missouri Extension

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.]

NTT Faculty

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

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:

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Self-paced online course
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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:

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It is specific to MU Extension
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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.

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

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Location Data

Location: (39.4403, -92.5571)

Source: GeoIP Estimation