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 | Carrie

Last Name | Johnson

Q4. Please provide your email address

carrie.johnson.1@ndsu.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.

NDSU Extension Onboarding - This online, asynchronous course designed for new staff to learn more about NDSU Extension and their responsibilities. The course requires staff to complete assignments during the first three months of employment. Topics include: * Welcome to NDSU Extension * Learning About Extension * Extension Toolbox There are separate paths for agents, specialists and support staff. Currently, only the agent content has been built. These topics include: * Learning About Your Community * Building Your Program * PEARS

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

NDSU Extension Onboarding - This online, asynchronous course designed for new staff to learn more about NDSU Extension and their responsibilities.

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 Extension staff (currently only agent portion of the course is built with support staff and specialist sections coming soon).

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:

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:

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.

Carrie Johnson carrie.johnson.1@ndsu.edu 701-231-8593

Location Data

Location: (46.9188, -96.8266)

Source: GeoIP Estimation