

Q1. Professional Development Narratives – North Central Region
Subject Area #2: Extension Program Planning and Development

Program planning and development includes the following components: (1) assessing and analyzing community needs; (2) planning and designing an educational program; (3) developing the program resources and related materials; (4) implementing the program; and (5) evaluating the program content, process, delivery, and impact. What is not included in this category is teaching skills used for the delivery of the program, which will be collected in a future Qualtrics inventory form.

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 Program Planning and Development. [Less than 250 words.]

*If you do not offer training on Extension Program Planning and Development, please state that here, and return the survey.

This self-paced course provides a comprehensive set of resources to facilitate your programming efforts. You can work at your own pace, and access a multitude of resources as you proceed through the course. You must complete all assignments to earn your Program Delivery badge. In this course, you'll learn how can you move away from presentations that focus on a speaker elaborating PowerPoint bullets and move towards more engaging, interactive, and memorable programs. You'll discover how to avoid common program delivery pitfalls, how to facilitate active learning, engage your audience and create an inclusive learning environment. Discover keys to working with adults, program facilitation tips and resources, and incorporate continuous program improvement. In short, this course will get you well on your way to deliver programs that will be impactful and remembered! After earning your Program Delivery badge, we know you'll return here again, and again, to access all the great tools and resources.

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

Your Program Delivery Toolbox

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 educators

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

• Presentation slides align with media design principles and comply with accessibility requirements. • Strategies for presentation delivery. • Tenets of adult education. • Strategies for active learning, engaging students and creating an inclusive learning environment. • Facilitation tips. • Planning and logistics. • Strategies for practicing continuous improvement.

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.

<https://umsystem-muextension.catalog.instructure.com/browse/learning-teaching-services/courses/giving-better-presentations>

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

