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 | Karina |
| Last Name | Silva |

Q4. Please provide your email address

ksilva@iastate.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.

Iowa State University Extension and Outreach staff members can participate in the Mentoring Program. The Mentoring Development Program was created in 2016 and provides opportunity for staff with three or more years of experience with ISU Extension and Outreach or local county extension offices to assist new employees in understanding and navigating the organization during the first year in their positions. The program was specifically designed to equip these staff members with strategies and resources to foster effective mentor-mentee relationships as well as support and foster a sense of belonging. The goal is to experience strengthened morale, support a positive ISU Extension and Outreach organizational culture, experience a network of developmental support, strengthen professional competencies, broaden knowledge of career growth within ISU Extension and Outreach, and increase staff retention rates. The program consists of two main learning environments: a two-day comprehensive workshop (Mentor Academy) and an in-person and quarterly virtual professional development events to reinforce new skill development and foster networking opportunities (Mentor Learning Community). Other resources were also created to assist both mentors and mentees in the process, including Mentor Job Description that outlines the mentor's roles and expectations as well as the Onboarding Checklist that includes important steps and information that are helpful during the onboarding process. In addition to the Mentoring Program, Iowa State University Extension and Outreach Professional Development Unit provides several onboarding resources for employees.

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

The Iowa State University Extension and Outreach Mentoring Program provides employees with resources and information needed to support new employees during their first year in the job.

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.]

The Mentoring Program is available to all current ISU Extension and Outreach employees with three or more years of experience in ISU Extension and Outreach. Mentors are nominated by their supervisors. Supervisors can reach out to Gayle Coon if they have a new employee that they would like matched with one of the trained mentors.

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

• Organizational knowledge • Relationships and networking • Personal and professional growth • Mentoring Cycle • Effective communication

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
- [x] mentorship
- [ ] needs assessments
- [x] onboarding (included in general onboarding)
- [ ] orientation to CES (included in general onboarding)
- [x] 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]

- [x] 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.

[text box]

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

https://www.extension.iastate.edu/professionaldevelopment/mentoring-program-0;
https://www.extension.iastate.edu/professionaldevelopment/onboarding-0

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

Gayle Coon gcoon@iastate.edu (515) 294-1517

Location Data

Location: (42.0373, -93.6005)

Source: GeoIP Estimation