

### Q1. Professional Development Narratives – North Central Region

Subject Area #5: Communication & Interpersonal Skills

This topic includes any training relating to interpersonal communication, emotional intelligence, and writing. This includes but is not limited to topics related to communication during conflict, difficult conversations, communicating across differences, active listening and adapting to various communication styles. Writing topics could include writing basics such as the writing process, style, audience, organization, and mechanics for various genres of writing. This is inclusive of both nonacademic writing and communicating science to the public and academic writing, research and academic honesty. (Note: This is a broad topic that overlaps with other areas; when in doubt, please just add the training.)

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

Last Name

Q4. Please provide your email address

Q5. Provide a brief description of the professional development program that addresses Communication & Interpersonal Skills. [Less than 250 words.]

\*If you do not offer training on Communication & Interpersonal Skills, please state that here, and return the survey.

"Communicating with Stakeholders," a workshop for cohorts of educators in their first three years in Extension in which they learn best practices for explaining their work and providing period updates to key audiences including local and state elected officials

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

Communicating with Stakeholders

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.]

This is for educators who are in the first stages of their careers to expand upon onboarding and broaden their skillset using resources within Extension. It is intended for county- and regional-based educators primarily though is also sometimes attended by program managers. Speaking to local boards of elected officials is a common occurrence for these folks and as such this training recognizes that expectation and provides resources to fulfill it.

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

-Plain-language translation of Extension research for elected officials -Importance of reporting and keeping elected officials informed of Extension work - Relationship-building -Presentation and public speaking tips

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:

Zoom Webinar

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.

N/A

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

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#### Location Data

**Location:** [\(43.0747, -88.7891\)](#)

**Source:** GeoIP Estimation

