



Individual/Program POW Logic Model Template

Name of Program: UNHCE Professional Development

CSREES Goal: management goal

Staff Member(s): Bob Edmonds et al

Situation Statement: Cooperative Extension’s culture encourages professional development for all staff. The UNHCE strategic plan states, “Our staff are well educated, informed professionals with expertise, a desire to work collaboratively as a team, and committed to accomplishing our mission through applied research, innovative delivery methods and new technologies.” In addition, the UNHCE PAST(Program Area Structure Team) report recommends staff work towards their full potential through performance management including professional development as a strong component for outstanding performance. Finally, Extension Educators and Extension Specialist job descriptions and promotion process include professional development as one focus.

External Factors: lack of funds for professional development

Assumptions: staff make professional development a high priority for use of their time

staff are open to applying what they learn

professional development is part of Cooperative Extension’s culture and it attracts and retains quality staff

staff exposure to and networking with others different from themselves through professional development strengthens programming

professional development addresses how programming can continue to be open and welcoming to all people in NH

Barriers: heavy work loads make it hard to dedicate time to professional development

Some staff don’t willingly engage in professional development

Days Planned: up to 15 days per staff member per year focused primarily on Extension Educator ranked staff

Inputs	Outputs		Objectives (SMART)	Outcomes ~ Impact		
	Participants	Activities		Learning Outcomes	Action Outcomes	Impact
Staff time Fiscal resources for conferences and workshops Technology staff	All extension staff Select UNH faculty Subject matter experts Facilitation experts	Conduct an annual staff to provide staff training and recognition Assign/reassign staff to plan and coordinate conferences, or secure funds to employ staff to fulfill this role. Professional development leaves for staff to enhance capacity to address priority, critical and emerging issues Continually identify how NH residents prefer to receive CE information and education Assess staff strengths and determine individual	90% of extension staff participate in the annual conference. 50% of those staff use conference gained knowledge to enhance their work. 100% of staff engage in appropriate professional development. 50% of professional development efforts match professional development competency needs identified by staff in the performance management process 50% of professional	1. CE staff gain knowledge and information on priority, critical and emerging issues to enhance their work. 1. Staff increase openness to applying what they learn from professional development sessions. 2. Staff gain knowledge and skills to carry out public forums that address high priority, critical and emerging issues. 2. Staff become aware of opportunities and the value of moving into related fields and specialties as emerging issues are identified.	1. CE staff use knowledge and information from the annual conference on priority, critical and emerging issues in their work. 2. CE sponsors conferences or other public forums that involve university, government, business and community representatives in addressing the state’s highest priority, critical and emerging issues. 3. Staff who participate in professional development leave share their increased knowledge internally and externally as a result of their professional development experience.	Achieve the staff capacity and flexibility needed to implement programs, insuring an organizational balance of disciplinary and subject matter skills along with facilitation and group process skills needed to address priority, critical and emerging issues

Inputs	Outputs		Objectives (SMART)	Learning Outcomes	Outcomes ~ Impact	
	Participants	Activities			Action Outcomes	Impact

		<p>interest in specialization to address critical and emerging issues</p> <p>Secure external expertise for staff development</p> <p>L team sets minimum and maximum # of days per year expected of staff for professional development</p> <p>Provide ongoing professional development to build staff competencies needed to address emerging and critical issues</p> <p>Identify new staff training needs and opportunities and secure funding for participation.</p> <p>Leadership team identifies staff development needs and offerings based on performance management</p>	<p>development efforts enhance staff technical/content capacity</p>	<p>2. Staff identify critical and emerging issues.</p> <p>4. Staff recognize the opportunities for using distance education and other methods to address priority, critical and emerging issues for Extension to address.</p> <p>6. Staff understand why staying abreast of the latest thinking and practice in their field is important for address priority, critical and emerging issues.</p> <p>5 & 7, Leadership team recognizes the professional development needs of staff.</p>	<p>4. Staff implement appropriate distance education technologies and other methods to meet program needs, conduct statewide program delivery and reach a broad audience and stay abreast of developments in their field.</p> <p>5. Professional development offerings match staff professional development needs indicated in the performance management process.</p> <p>6. Staff participate in professional development offerings that keep them abreast or ahead of the latest thinking and practice in their fields. CE staff have up to date credentials in their field.</p> <p>7. Leadership Team aligns professional development offerings with staff needs.</p>	
		<p>Provide opportunities for staff to move into related fields and specialties</p> <p>New program staff have an orientation packet on their desk the day they arrive</p> <p>Train and use mentors</p> <p>Design and implement a</p>	<p>100% of new staff experience successful mentoring</p> <p>A cadre of experienced staff address mentoring needs</p> <p>100% of new staff experience effective orientation</p>	<p>1. Staff see the value of serving as a mentor to new staff</p> <p>2. Staff gain skills and knowledge to serve as effective mentors</p> <p>3. New staff gain knowledge on Extension processes, procedures, cultures and practices.</p>	<p>1. CE provides an internal infrastructure that facilitates staff success and retention.</p> <p>2. Staff serve as active mentors for new staff</p> <p>3. Staff quickly engage with colleagues and clientele in their new position.</p> <p>4. Supervisors</p>	<p>Maximize the success and retention of new staff.</p>

Inputs	Outputs		Objectives (SMART)	Learning Outcomes	Outcomes ~ Impact	
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		comprehensive orientation training and mentoring program for new staff	100% of supervisors provide successful new staff orientation	4. Supervisors understand how to appropriately orient new employees.	appropriately orient new employees	
	Extension staff UNH faculty and staff	Create opportunities to keep Cooperative Extension staff informed about UNH academic programs and resources including use of the UNH web page Involve UNH faculty and staff in Cooperative Extension staff training and professional development	20 UNH faculty and staff are involved in Cooperative Extension staff training and professional development annually	UNH faculty and staff understand the value of Cooperative Extension staff professional development as successful outreach work	UNH faculty and staff are involved in CE staff training and professional development	UNH has an integrated teaching, research and outreach culture

Evaluation Plan – Staff engage in appropriate professional development-measured through supervisory review of individual professional development plans and summaries annually through the performance management and promotion processes.

Conference usefulness for staff-survey of staff use of conference knowledge and information gained and used in their work

Action Plan – (see activity list)

Annual staff conference carried out by staff committee chaired by Bob Edmonds

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