



UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

To: All Extension Staff

From: Charlene Baxter, Program Leader

Date: July 1, 2009

Re: In-Service Education Proposals DUE July 28

It's time to submit proposals for professional development opportunities to be offered to Extension staff for the coming year (September 2009 – August 2010).

Anyone in the organization can plan or propose a staff development opportunity. We are seeking a diverse offering of in-services that provide staff with the knowledge and expertise required to carry out our mission. You are encouraged to think creatively about using technology to deliver in-services. Consult with ITDE staff for suggestions if you are exploring various methods to deliver in-services.

It is important to offer professional development opportunities for staff that provide them with the skills and knowledge necessary to plan, implement and evaluate the work UNHCE will do over the next several years. The process of identifying emerging significant issues, program area needs, and the convergence of other multidisciplinary work all should suggest training opportunities.

In addition to discipline-specific in-services, professional development offerings that support basic skills and knowledge required by all Extension professionals are encouraged. A model for *Core Competencies for the 21st Century Extension Professional* includes eight broad areas of expertise, including those identified in the UNHCE Strategic Plan:

- Program assessment, design, development, implementation, and evaluation;
- Subject matter specific skills; and
- Teaching and learning theory/methods to meet the needs of diverse audiences.

As you develop proposals for in-service offerings, remember – you don't have to be the expert and teach a workshop yourself. Consider inviting UNH or other university faculty experts, using distance education to access national experts, for example through eXtension or using web-based curriculum. These methods are preferred as traveling to regional/national meetings is more restricted than it has been in recent years due to serious budget constraints. Pre-approval is required from your Program Leader or Supervisor for all out-of-state travel including professional development. Contact your program leader if you have questions about what might or might not be feasible or appropriate.

Please submit information for professional development opportunities by **July 28 to Deb Russell** via email, using the format on page 3. Deb will forward the information to the appropriate program leader for approval and check for any date conflicts.

In-services should be submitted with specific dates, times, locations and descriptions. Please do not use “TBA”; instead give an actual date, time and location so staff are able to schedule their time accurately. Professional development opportunities with no dates cannot be included in the calendar.

The in-service calendar will be available for staff to register electronically in early August. An email will announce the availability of the on line registration process as soon as it is ready.

If you would like to see a particular topic covered in an in-service, get in touch with me or contact the most appropriate specialist, educator or staff member directly to pitch your idea. This system works best if suggestions are made throughout the year as sometimes these ideas need to percolate in the minds of those with subject expertise.

Thanks for your contributions to the profession development of our staff. Please contact [Charlene Baxter](#) or [Deb Russell](#) if you have any questions.