

Mid-Year Call for Inservice Proposals
Submit new listings by Wednesday February 2, 2011

To: All Extension Staff
From: Charlene Baxter

It's time to REFRESH our inservice calendar. This memo provides all of the information -- with the format for submitting in the link below. Please submit new listings by **Wednesday February 2, 2011**. The current inservice form you will need to complete is at http://extension.unh.edu/resources/files/Resource000846_Rep886.doc (which is also on our Prof Dev intranet page <http://extension.unh.edu/Intranet/ProfDevel.htm>).

It is important for us to have as complete a list of professional development opportunities as possible so if you're offering something (even if it's mainly for staff in your program area, we would like to list it with our other offerings. This provides several important advantages: 1) staff from ALL program areas are aware of what we are offering (not just those on a limited distribution list); 2) sign up is easy and automated in one place, so if you're the organizer you don't have to search back through all of the email messages or notes from phone calls to find out who is signed up; 3) we have a complete listing of program-specific professional development opportunities that match up with our plan of work and need to be included in our annual accomplishment report; 4) this provides an "official" list that is useful for staff members needing documentation for promotion notebooks.

A few other reminders:

If you have an inservice listed on e-Events it should still be listed on the inservice calendar.

Anyone in the organization can plan or propose a staff development opportunity. We are seeking a diverse array of inservices that provide staff with the knowledge and expertise required to carry out our mission, strengthen the implementation of our strategic plan and measure the impacts achieved as outlined in our plan of work.

As you develop proposals for inservice offerings for staff, remember – you don't have to be the expert and teach a workshop yourself. Consider inviting UNH or other university faculty expert or using distance education to access national experts or web-based curriculum. 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 February 2 to Deb Russell via email, using the form at the above link. Deb will forward the information to the appropriate program leader for approval and check for any date conflicts. Don't use "TBA" for the date; instead, give an actual date and time so staff are able to schedule their time accurately. Professional development opportunities with no dates cannot be included in the calendar.

The inservice calendar will be available for staff to register electronically approximately by February 7 (a memo will go out).

Thanks for your help with this. If you have question, please give me a call (862-2485) or send an email (Charlene.baxter@unh.edu).