

***FIRST STEP for
Success***

South Region
County Orientation

Purpose

- Revisit objectives of First Step with county faculty immediately prior to an assignment
- Establish specific expectations associated with this First Step experience.
- Set dates where applicable
- Provide opportunity for questions

General Expectations

- Provide snapshot of day-to-day operations
- Supplement mentor program
- Total county experience
- New agents there to observe, not intern
- Promote teamwork
- Provide positive, professional environment
- Provide DEA with weekly feedback

General Expectations – P.2

- Arrange for observations in other counties if appropriate
- Participate in exit conference with DEA and new agent.

Objective 1 – Client Relations

- Office visits
- Phone calls
- Site visits
- Handling the upset or irate client

Objective 2 – Role of the CEA

- Job Description
- Job Responsibilities
- County Coordinator
- Ag/NR, FCS, and 4-H coordinator
- County Extension Agent titles

Objective 3

Program Development and Delivery

- Opportunity to make a formal educational presentation
- Observe Extension programs in action and a variety of program delivery methods
- Become more familiar with Extension-related organizations (4-H, TEEA, Master Volunteers, etc.)
- Curricula and program materials
- Developing program plans and components of a plan (Texas Data)
 - in-depth plans
 - outreach plans
 - organizational support plan
 - professional development plan

Objective 4 – Program Planning

- Planning group involvement
- Steps for planning
- Educational methods
- Program presentation tips
- Evaluation efforts
 - Individual activity evaluation (customer satisfaction survey)
 - Outcome program evaluation
 - Clientele change
 - Program impact
 - Evaluation methods
- Materials needed to conduct a program

Objective 5 – Reporting

- What to report
- What forms are used
- How to complete specific reports
- When reports are due
- What information is captured
- Ag Reports (Ag Increment Report) and how information is gathered
- Web-based resources
- 4-H enrollment processes and procedures

Objective 6
Marketing & Interpretation

- Working with the media (print and broadcast)
- Commissioners' Court interpretation
- Targeted audience interpretation
- Identifying and involving stakeholders
- Developing effective partnerships with other groups
- Involvement in community and county activities

Objective 7 – Relationships

- Teamwork
- Conducting office conferences
- Administrator relationships
- Regional Program Leader relationships
- Coworker relationships
- Commissioners' Court
- Working with district and county support staff
- Specialists

Objective 8 – Time Management

- Effective time management
- Developing a daily schedule
- Managing your calendar
- Observe the daily activities in the county office
- Scheduling time for family and personal needs

Objective 9 - Volunteerism

- Volunteer recruitment
 - Volunteer training
 - Involving volunteers in program efforts
 - Recognition of volunteers
 - Observe the program development process in action
(who, what, when, where, why and how)
- Basics of INVEST
- Leadership Advisory Boards
 - Program Area Committees
 - Task Forces/Coalitions
 - Youth Board
 - Associations and Chapter
- Extension support groups/organizations (4-H, TEEA, Master Volunteers)
 - Cash management practices with support groups

Objective 10 – Budgeting

- County budget development process
- Working with support groups and support group funds
- Cash management procedures
- Developing grants and associated procedures
- Managing donations
- Developing sponsorships
- Inventory procedures

Objective 11 – Civil Rights

- 4-H expansion and review
- Planning groups
- Program participation
- Documentation

Objective 12 – Other Areas

- Extension Acronyms (TCFF, PAC, LAB, NRCS, FSA, etc.)
- Professional Development
 - YES, professional associations, district meetings, elective training/conferences
- RD's/Applied Research
- Graduate Degrees/Study Leave
- Outside employment

Tips for a Successful Experience

- Be mindful of travel/meal expenses for a new employee
- Use neighboring counties to enhance experience
- Call DEA weekly to provide update, get help if needed
- Not an 8-5 experience
- Provide a workspace (w/ computer if they don't have one in assigned county)
- Make it an active experience
- Good planning = Good experience
- Assist them with travel forms or refer them to District Office Manager for help.

Dates & Deadlines

- Start/End Dates
- DEA/RPL Orientation Dates
- County Dates
- Debriefing Conference

Things to do after you view this training:

1. Contact your DEA to confirm all faculty have viewed the training. If you have any questions, ask them.
2. Submit a list of all major county dates that would be critical dates for a First Step Experience
3. Your DEA will provide you with the start & end date of the First Step experience, DEA & RPL orientation dates, & a date for a debriefing conference with First Step County faculty and the new agent.
