

## **I. Educational Effectiveness**

### **AB 1. Program Planning**

- Organize and hold at least one planning meeting for each planning group.
- Set dates for future planning meetings and develop goals for what each meeting will accomplish
- Continue to meet actively with all county-based support groups (4-H managers, 4-H council, leaders, MGs)
- Continue meeting with external planning groups (Livestock show, commodity groups, partner organizations)
- Review and update program plans as needed, seek guidance from RPL or DEA as appropriate

### **AB 2. Program Implementation**

- Continue to develop agendas & educational materials for educational programs
- Gradually begin to build up the number of educational methods implemented per month
- Continue to attend and observe 4-H meetings (club & county based); provide support as needed
- Involved at least one specialist in an educational programs or applied research demo
- Approve 4-H membership & event entries as needed weekly
- Monitor membership numbers, take steps necessary to meet enrollment goals
- Develop a strategy for marketing programs or educational methods using traditional mass media & social media; distance technology

### **AB 3. Evaluation**

- Complete a second customer satisfaction evaluation of a program
- Analyze data collected from informal evaluation & CS evaluation
- Measure progress on success of each plan against goals set for each plan
- Measure progress on success of unit goals set to be achieved by the end of year 1

## **C. Accountability & Interpretation**

- Report on time & completely to all approved plans
- Report on unplanned tasks monthly as appropriate
- Schedule 6-month conferences with DEA, RPL, 4-H specialist, & mentor
- Continued weekly submission of crop reports (ANR agents only)
- Continued monthly submission of mileage and commissioners court reports with copy to DEA
- Timely & complete submission of all special reports due & related deadlines (ES-237, CB-5, CE, Ag. Increment, BLT time/effort, plan summaries, annual reports, job responsibilities, county budget proposals, support staff evaluations, adjunct faculty, travel authorization, inventory, EPG, financial reviews, outside employment, etc.)

## **II. Program Resources**

### **A. Volunteer Management**

- Measure progress on the implement of planned activities to recruit, train, support, & recognize volunteers
- Screen volunteers weekly or as needed for timely processing and admission
- Attend and monitor activities for which volunteers provide leadership
- Provide volunteers with training, coaching & support as appropriate; provide written evidence of efforts

**B. Staff Supervision**

- Provide weekly feedback to support staff on progress toward assigned tasks & goals
- Share feedback and progress with county coordinator and/or co-workers
- Complete formal evaluation of staff at the appointed time; coordinate with county coordinator as appropriate

**C. Material Resources**

- Initiate efforts to build relationship with external groups for purpose of fund development
- Follow up on findings on local accounts with approval/guidance from supervisor
- Continue to apply AgriLife Best Management Practices to your local external group structure
- Continue process for managing any Extension accounts (BLT, FPM, workshop, grants, etc).

**III. Relationships & Teamwork**

**A. Internal**

- Implement lead tasks and fulfill support roles on all joint programs with other agents locally or in neighboring counties
- Implement lead tasks and fulfill support roles with specialists on programs and issues relevant to your county / take action
- Continue activities that build relationships with volunteers within each support group  
Continue to:
- Make personal contact with all agents in neighboring counties. Make personal visit if possible.
- Make personal contact with all specialists that support programs or issues in your county
- Make personal contact with volunteers associated with each support group (4-H, Master Volunteers, TEEA, committee members).

**B. External**

- Use list of county officials, stakeholders, and opinion leaders to develop strategies for building relationships with as many as possible where there are shared interests/goals.
- Join 1 or 2 civic or community groups.  
Continue to:
- Identify all existing groups/organizations that partner with Extension. Make personal contact.
- Meet all members of the court, Auditor, Treasurer, Clerk, and other key officials in county.
- Meet all members of show board individually or via board meeting.
- Identify & meet as many major community opinion leaders as possible.
- Accept invitations by civic & community groups or invite yourself to their meetings. Meet them.

**C. Teamwork**

- Attend and provide active support of District 4-H events. Provide leadership where needed.
- Continue to develop role in team plans, implement activities to support those plans.
- Continue meeting for office conferences weekly or no less often than twice/month. Record and submit minutes.
- Provide leadership for some aspect of LAB, Youth Board, PAC or related planning group.
- Communicate. Cooperate. Coordinate. Collaborate on ALL duties requiring teamwork.

## IV. Training & Professional Development

### A. Onboarding/Training & Professional Development

- Spend at least 1-2 hours monthly reviewing resources on Organizational Development Website.
- Spend at least 1-2 hours monthly reviewing resources & information on District & Unit websites.
- Read Extension Fundamentals #5 - #8.  
Email supervisor about what you learned. Be prepared to discuss.
- Complete Self Study Guide
- Meet monthly with Mentor
- Meet at least once with DEA, RPL, & 4-H Specialist to discuss job duties, priorities.  
Develop a list of questions for them in advance of your meeting.
- Complete online training modules in Emergency Management
- Attend all Academy, Regional Onboarding, Mentor meetings, District & Regional Meetings, Career Ladder Training, and others as scheduled & required.

### B. Professionalism

- Assure you are dressed professionally in accordance with duties for the day.
- Clean your office and keep it clean
- Report to work on time, inform staff of your whereabouts when you're away from office
- Communicate positively; express disagreements in a constructive, non-confrontational manner.
- Follow instructions and respond promptly and professionally to requests from management
- Treat people with respect and behave in a manner worthy of public trust
- Represent the agency positively through your personal appearance and conduct
- Respond to all e-mails and phone calls within 24 hours, preferably the same day.