September 14, 2012

TO: Extension Agents

FROM: Jim L. Lindquist
Assistant Director, Extension Field Operations

Stacey M. Warner
Leader, Extension Operations

RE: Workshops for Local Unit Directors

Attached is an agenda and registration form for local unit director workshops that will be held in October and November. Any agent is welcome to attend, not just those currently serving in the director role. The dates and locations are as follows:

Thursday, October 25	Iola – Courthouse Meeting Room
Tuesday, October 30	Garden City – Southwest Research-Extension Center
Wednesday, October 31	Colby – Northwest Research-Extension Center
Thursday, November 1	Manhattan – Room 227, K-State Student Union
Tuesday, November 6	Pratt – Extension Office

All of the sessions will begin with coffee at 9:45 am and end at 3:00 pm. For the workshops in Colby, Garden City, Pratt and Iola there is a $15 registration fee for snacks and lunch. For the workshop in Manhattan there is no registration – each participant will purchase their own snacks and lunch in the Union. The attached registration form and check for $15.00 made payable to Kansas State University are due a week ahead of each session to the designated area office. The registration fee can be paid directly from the local extension board. Please pre-register for the Manhattan session even though there isn't a fee.

This workshop will focus on personnel policies and procedures as well as board leadership and development.

For questions please call your area director, or Jim at 785-532-3519 or Stacey at 785-532-3080.

pc:

Daryl Buchholz	Dorothy Ireland
Dale Fjell	Penny Adams
J. D. McNutt	Karen Walters
Phil Sloderbeck	Lynn Harshbarger
Chris Onstad	Sara Juenemann

Tentative Agenda
Local Unit Director Workshops
Fall 2012

Oct 25 Iola - Courthouse Meeting Room
Oct 30 Garden City - Southwest Research-Extension Center
Oct 31 Colby - Northwest Research-Extension Center
Nov 1 Manhattan - Room 227, K-State Student Union
Nov 6 Pratt - Extension Office

Presenters: Jim Lindquist and Stacey Warner

9:45 am Gather - coffee and snacks

10:00 am Welcome - Area Director

Introductions

Review Local Unit Director role

Employee Development

Hiring, supervising, evaluation, coaching, delegating

12:00 noon Lunch on-site

12:45 pm Federal labor laws

Flex time vs professional scheduling

Developing Office Policies

Strengthening Extension Boards

3:00 pm Adjourn

Tentative dates for Spring 2013 Local Unit Director Workshops

April 2 - Garden City
April 3 - Colby
April 4 - Manhattan
April 9 - Pratt
April 23 - Chanute

Registration for
Local Unit Director Workshops

Name _____

Local Unit _____

Phone Number _____

Please mail or fax the registration form and a check for $15.00 made payable to Kansas State University (No registration fee for Manhattan Workshop) to the designated area office, by one week prior to the workshop.

Indicate the workshop you plan to attend:

_____Thursday, October 25 Iola – Courthouse Meeting Room
(Registration to the Southeast Area Office)

_____Tuesday, October 30 Garden City – Southwest Research-Extension Center
(Registration to the Southwest Area Office)

_____Wednesday, October 31 Colby – Northwest Research-Extension Center
(Registration to the Northwest Area Office)

_____Thursday, November 1 Manhattan – Room 227, K-State Student Union
(Registration to Field Operations Office – No Registration Fee)

_____Tuesday, November 6 Pratt – Extension Office
(Registration to Southwest Area Office)