



Extension Operations

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March 1, 2013

TO: Extension Agents (one per office)

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 information for local unit director workshops that will be held in April. Any agent is welcome to attend, not just those currently serving in the director role. The dates and locations are as follows:

Tuesday, April 2	Garden City – Southwest Research-Extension Center
Wednesday, April 3	Colby – Northwest Research-Extension Center Conference Building
Thursday, April 4	Manhattan – K-State Student Union Room 227
Tuesday, April 9	Pratt – Pratt County Extension Office
Tuesday, April 23	Chanute – Southeast Area 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 Chanute 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. Register at least a week ahead of each workshop on the Employee Resources Website http://www.ksre.ksu.edu/employee_resources/. Click on “Registration” in one of the purple boxes in the center of the page. 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.

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

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Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

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**Tentative Agenda
Local Unit Director Workshops
Spring 2013**

April 2 Garden City – Southwest Research-Extension Center
April 3 Colby – Northwest Research-Extension Center Conference Building
April 4 Manhattan – K-State Student Union Room 227
April 9 Pratt – Pratt County Extension Office
April 23 Chanute – Southeast Area Extension Office

Presenters: Jim Lindquist and Stacey Warner

9:45 a.m. Gather - coffee and snacks

10:00 a.m. Welcome - Area Director

Introductions – Share a cost saving strategy your local unit has adopted

Review of resources for local unit directors

Excellence in Board Leadership Assessment

Budget meeting preparation - What is the role of the local unit director?

Non-appropriated funds (including alternative revenue generation)

Building good working relationships with boards, commissioners, and county government administrators

Achieving relevance in local extension programming

Employee development including performance reviews and progressive discipline

Affordable Care Act - What does it mean for local units?

3:00 p.m. Adjourn