

Areas of Program Focus Module

Instructions for Program Staffing Plan Spreadsheet

The *Program Staffing Plan Spreadsheet* is a template for helping create a staffing plan for a new district. The staff will work together in organizing the plan to best meet needs in program focus areas. The plan also allows agents to allocate time for the director's administrative responsibility and agent/program assistant time for 4-H program management.

It is designed to be a plan of "proactive time" spent planning and delivering programs. It is not meant to represent everything an agent does across the 13 program focus areas while answering questions or doing other reactive programming.

The idea is to limit or "focus" the number of program focus areas where an agent is programming. Programming is to be comprehensive, but that does not mean a district can or should have proactive programming in every program focus area. That will depend on local issue needs and staff size. Generally, there should be some proactive programming in each of the four main program areas: agriculture, family and consumer sciences, 4-H youth development, and community and economic development. With the support of the area director and the Extension Board, this plan can be adjusted as local issues change. It can also be adjusted as agents see the need to make an appropriate change in program focus or in proactive time allocated to various areas.

All agents should select one primary area of program focus where they will serve on a program focus team to identify programming issues. They will develop and participate in appropriate professional development opportunities to increase their expertise in their chosen areas. For each agent, this should be an area where the agent has a passion for developing in-

depth knowledge and ability to program. Agents also will be able to participate in other professional development experiences in different program focus areas as necessary for their work. They can also change their mind on the program focus team selection as local needs and agent programming and professional development interests change. Generally, the larger the agent staff, the more time each individual will allocate to the primary area of program focus.

How to complete the spreadsheet

1. Put your county/district name in row 1.
2. Columns for additional staff can be added as necessary. Place the cursor on the lettered cell at the top of one of the middle columns, click on the "Insert" selection on the toolbar, and then click "Column." This will add an extra column; repeat as necessary.
3. For each column you add, you will need to copy total FTE formulas from pre-existing columns into the bottom of the new column. The pre-existing formulas are in the cells of the "Total FTEs" row and will be copied into new cells in that same row.
4. Example spreadsheets for the River Valley District and Marshall County are provided on the tabs at the bottom of the spreadsheet. Each agent's program focus selections have been highlighted with a bold border.