Core Competencies

Understanding Land-grant systems
History and philosophy of Extension work
Extension policies – Federal policies i.e.: penalty mail
*Professional development expectations and resources
Federal funding
Civil rights laws and regulations
Diversity and inclustity
*Advisory leadership structures and mechanisms
Situational analysis (inventory of needs and assets)
Establishing program priorities
Program design
Developing plans of work
Learning theory
Teaching methods and techniques
Program evaluation
Accountability expectations
Reporting systems and procedures….
Leadership Development
Working with Groups/ Facilitations skills
Conflict management
Risk management
Information management
Organization Structure
Personal management
Supervision
Office management
Professionalism
Interpersonal skills
Teamwork
Collaboration
Communication Skills
Marketing and public relations
Customer service
Computer skills
Active Listening
Listening
Written Communication
Oral Communication
Electronic Communication
Communicate effectively with diverse audiences
Communicate effectively with professionals and co-workers
Respond promptly and diplomatically to inquiry
Use a variety of methods to promote CES
Demonstrates openness to new ideas

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Adapt well to changing priorities, situations and demands
Demonstrate ability to compromise
Adapt to time and role requirements
Demonstrates motivation, commitment and dedication
Follow through with projects in a timely manner
Work to maintain an area of expertise
Take calculated and educated risks to strengthen programming
Use sound judgment
Use innovative programming to address clientele needs
Effective management of time, resources and people
Is prompt, timely and dependable
Successful management of multiple projects
Exhibits honest and ethical behavior
Presents appropriate and professional appearance
Possess and display a positive self-image
Exhibit professional courtesy
Develop and actively implement a substantial and innovate IPOW
Present programming in a professional manner
Encourage participant involvement
Build rapport with program participants
Deliver information in an effective manner
Work effectively with program advisory committees
Id and develop programs to meet critical needs
Demonstrates effective development and delivery of educational programming for diverse audiences
Use proactive approach to problem solving
Creative thinking in decision making
Take responsible risk and make timely decisions
Effective use of volunteer leadership
Effective use of committee structures to develop and implement programs
Work cooperatively with and is supportive of co-workers
Work toward group achievement
Build and maintain positive relationships and works effectively with clientele and other professionals
Demonstrate competency and effective use of computing and computer-based communications technology (e-mail, word processing, WWW, etc.)
Use technology effectively and appropriately
Program planning
Behavioral standards
Writing news releases
Learning Extension-ese
Asset Mapping/ Community Strengths
Feeling Good About Yourself and What You Do
The 1890 Vision/ Research and Extension
1890/ Partnering and the National System
1862/ 1890/ 1994 Relationships

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Cultural Competence
Managing and Acquiring Resources
Delegation
Mentoring/ Coaching
Focus on Client/ Customer
Volunteer Development Management
Instructional Skills
Presentation Skills
Achievement Orientation
Change Implementation
Conceptual Thinking
Initiative
Balance Professional and Personal life
Personal learning/ self development
Work management
Integration of technology
Problem solving
Working w/ public officials
Working with the media
Involvement in the community
Philosophy of county-based programming
State level support and resources
Writing for impact
Organizing work area and filing
Networking and Collaboration
Organizing for action
Developing a unit profile
Interpreting data and deciding on program direction
Collecting and analyzing situational data
Definition of an educational program
The Bennett Hierarchy
Developing program goals and objectives
Identifying programming resources
Developing marketing plans
Implementing programs
Data collection techniques
Analyze impact data
Working with Extension leadership/ advisory councils
Mission vision and role and function of Extension leadership/ advisory councils
Membership, roles and responsibilities of members
Indicators of quality of local Extension leadership/ advisory councils
Orientation and training of leadership/ advisory councils
Facilitating and implementing collaborative plans w/ leadership/ advisory councils
Mission and vision of CES
Ethical behavior
Negotiation skills

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Serving as positive role model
Systems thinking
Administration of CES partnership
Educational technology application (distance education applications)
Facilitating committees

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