

Southern Region Program and Staff Development Committee  
**Virginia Cooperative Extension**  
**State Report**  
**2004**

## **Staffing**

Permanent state funding was secured through an amendment to hire approximately 40 new Extension agents. This will fill many of the positions vacated through a recent early retirement program.

## **Program and Staff Development**

### ***Situation Analysis***

An organization wide-effort is being undertaken in 2004 for all units in the state to conduct a situation analysis. Each unit is working through their Extension Leadership Council and has developed a unit statistical profile and gathered input from residents using focus groups, key informant interviews, issues forums, or community surveys. Statistical data, as well as other situation analysis resources have been posted to a web site (<http://www.ext.vt.edu/vce/support/situationanalysis.html>). All units will submit their situation analysis reports by December 31, 2004. Data from the reports will be developed into a searchable web site. Contact: Mike Lambur ([lamburmt@vt.edu](mailto:lamburmt@vt.edu); 540/231-9423).

### ***Extension Programming Institute (EPI)***

The purpose of the EPI is to provide new Extension agents the opportunity to develop and refine skills and practices in identifying, designing, implementing, and evaluating Extension educational programs. It is an intensive, hands-on in-service that takes place over seven months. It consists of a week long skill building session, a six month period to implement new programming skills acquired, and a second session where agents present project portfolios highlighting new skills they have put into practice from EPI. This is the sixth year for EPI. Contact: Mike Lambur ([lamburmt@vt.edu](mailto:lamburmt@vt.edu); 540/231-9423).

### ***New Extension Agent Training (NEAT) Program***

The purpose of the NEAT program is to provide opportunities for newly employed Extension agents to receive unit based, hands-on orientation and training outside of their unit in preparation for assuming assigned roles in their field unit. A new agent is teamed with an experienced training agent and they work through a training plan for up to three-months to familiarize them with how to become a successful Extension agent. Training agents are awarded a \$200 professional development stipend for each new agent they train. Check it out at: <http://www.ext.vt.edu/vce/staffdev/training/>  
Contact: Mike Lambur ([lamburmt@vt.edu](mailto:lamburmt@vt.edu); 540/231-9423).

### ***New Workers Orientation***

One day new workers orientation sessions are conducted at Virginia Tech and Virginia State University to familiarize new agents and specialists with administrative functions and program resources at the two Land Grant institutions. Contact: Mike Lambur ([lamburmt@vt.edu](mailto:lamburmt@vt.edu); 540/231-9423).

### ***Extension Leadership Council Development***

One-half day sessions were conducted with faculty and Extension Leadership Council members in each of the six districts concentrating on the roles and functions of Extension Leadership Councils. In addition, Extension Leadership Council members participated in situation analysis training sessions. Contact: Cathy Sutphin ([cmsutph@vt.edu](mailto:cmsutph@vt.edu); 540-231-9425).

### ***Volunteer Development***

A multi-media faculty training module was developed on Communication Strategies in Volunteer Development. A series of similar volunteer development modules are currently under development. The modules include Breeze presentations, transcripts, and power points. Contact: Cathy Sutphin ([cmsutph@vt.edu](mailto:cmsutph@vt.edu); 540-231-9425).