

Recommendations For Program Assistant Participation in Professional Development

January 15,1998

- It is key that county chairs and immediate supervisors be involved in decisions concerning program and support staff participation in professional development to work through issues related to costs of participation.
- Program Assistants are encouraged to participate in *program focused in-services* appropriate to their position responsibilities with prior approval of their immediate supervisor and county chair.
- FNP Program Assistants and FNP Educators are encouraged to attend their respective Annual Conferences with immediate supervisor and county chair approval.
- All other Program Assistants (not FNP or EFNEP) may choose to participate in the Support Staff Annual Conference (October, 1998) or the OSU Extension Annual Recognition Event (December 7, 1997) with immediate supervisor and county chair approval.
- Support Staff are encouraged to participate in the Support Staff Annual Conference, October, 1998 *with immediate supervisor and county chair approval*. Sessions at this event will be targeted to office support staff. There will not be a specific track for program assistants.
- Assistant Directors and District/State Specialist teams are encouraged to incorporate appropriate training for program assistants, opportunities for dialogue, and sharing of resources into ongoing programmatic professional development opportunities.
- In April 1999, OSU Extension will shift to I organizational annual meeting for all Extension employees.

Communications to the system about the above items:

- Discuss at Administrative Cabinet and note in Cabinet Minutes for official record
- Keith and Jo share in weekly update
- Discuss with all personnel attending Spring Conferences