

Professional Development

Helping Iowa State University Extension and Outreach professional staff become the best they can be!



Professional Development directly supports Iowa State University Extension and Outreach's strategic plan, aligning the professional skills of our people with the needs of our organization.

We **conceptualize, design and present** development opportunities that will **motivate, challenge, strengthen and enlighten** county and campus-paid staff, faculty, elected council officials and volunteers.

Signature Programs

Crucial Conversations

What is Crucial Conversations? It's a course teaching skills for creating a positive environment for dialogue. A crucial conversation is a discussion where the stakes are high, opinions vary and emotions are strong. These conversations, when handled poorly, lead to negative results.

Navigating Difference Cultural Competency

The Navigating Difference series is designed to assist professionals in expanding their skills in working with diverse audiences. The curriculum consists of five modules developed by Washington State University Extension staff specifically for extension professionals.

Everything DiSC, DiSC Management, Conflict Management and Work of Leaders

Everything DiSC Workplace is a full-day workshop offered to improve communication in the workplace by discovering your DiSC style, understanding the styles of others and how different styles can affect the workplace.

Emotional Intelligence: A Pathway to Self-Understanding and Improved Leadership

Emotional Intelligence refers to a distinct combination of emotional, social skills and competencies that influence our overall capability to cope effectively with the demands and pressures of work and life. This workshop utilizes an instrument that provides an intuitive framework to address questions at an individual, team, and organizational level.

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Creating Accessible Digital Documents Workshops Offered

Professional Development is now offering a workshop called “[Creating Accessible Documents](#)” which walks participants through new processes when working in Microsoft Office: Word, PowerPoint, Excel, Publisher, and Outlook. This free, hands-on workshop is being offered in various locations around the state.

Course Objectives: Participants will be able to:

- Articulate the difference between the document work flow process participants use now and one that incorporates digital accessibility.
- Integrate styles in documents that are specific for ISU Extension and Outreach.
- Integrate the features of Microsoft Word to create digitally accessible documents which pass the accessibility check
- Integrate the features of Microsoft PowerPoint to create digitally accessible documents which pass the accessibility check.
- Integrate the features of Microsoft Excel to create digitally accessible documents which pass the accessibility check.
- Integrate feature in Microsoft Outlook to create digitally accessible messages which pass the accessibility check.
- Integrate the features of Publisher to create accessible documents.
- Access JAWS screen reader software to test documents.

You can register online on the Professional Development webpage. The goal is to have everyone participate, county and state. Please contact Robin Ertz with questions.

New Staff Orientation

Your orientation has been designed by new and experienced ISU Extension and Outreach staff and the Professional Development unit. The New Staff Orientation experience is evaluated and adjusted to fit the needs of new staff and faculty with ISU Extension and Outreach appointments. View the [orientation web page](#) and register online. Email invitations will be sent to all new staff approximately one month prior to orientation. Online registration must be completed to attend New Staff Orientation. Contact Alison Boelman with any questions.

ISU Extension and Outreach Mentor Program

The ISU Extension and Outreach Mentor Program was created to support new and seasoned professionals’ engagement and growth in a mentoring program during their first year as an ISU Extension and Outreach employee. If you have questions about the Mentor Program, please contact Gayle Coon.

Coming Together for Racial Understanding (CTRU)

CTRU is a national curriculum developed by a small team of Cooperative Extension Service and non-Land Grant University professionals in response to the need for dialogue to promote racial understanding and healing. ISU Extension and Outreach’s certified trainers will be facilitating this professional development workshop in various locations across the state. Participants in this experiential workshop will work to:

- Understand and identify barriers to communication and interaction
- Counter bias and prejudice
- Connect discrimination and oppression with real life experiences
- Recognize, acknowledge, and affirm the pain and joy of being in target and non –target groups
- Build trust across racial and other differences

The Coming together for Racial Understanding workshop will be introduced in 2019 and builds on the content and experiences from the Navigating Difference Cultural Competency workshop and therefore, attending the Navigating Difference workshop is a prerequisite for participating in the CTRU workshop. Dates and locations will be posted in the Professional Development newsletter and on the PD website. For additional information, please contact Gayle Coon.