Northwest Weekly Summary (NEWS)
February 9, 2015

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Outreach and Engagement Grants Applications due February 16 . . . (Source: Theresa Fisher)
Proposals are due a week from today – Monday, February 16 by 4pm – for the 2015 Engagement Impact Grants, OSU CARES/OSU Extension Seed Grants and Service-Learning Grants. These grants support programs that expand innovative, creative, scholarly engagement to address compelling challenges and critical needs in communities. More than $300,000 is available across the three grant programs. For more information about the grant programs, go to http://outreachgrants.osu.edu.

Performance Management and Coaching Workshop . . .
Monday, March 2, 2015 - 9:00am to 3:30pm
OSU Leadership Center, Columbus, OH

Performance management is a systematic process for improving and sustaining human performance throughout organizations. Much more than the “annual review”, performance management involves an integrated approach to planning, coaching and feedback, and performance review. Ideally, coaching and feedback should be a major focus of your effort as a supervisor. Effective coaching includes not only developing the desired behaviors in others around us, but also understanding the emotions that drive those behaviors. As a coach, you can make the difference between employees reaching their full potential or remaining stagnant in their roles. This workshop focused on coaching and performance management is a great place to develop and/or strengthening your skills as a supervisor. This training will provide a professional development opportunity for supervisors to develop skills towards supporting performance management as an important and positive part of the workplace.

Through group discussion and interactive activities, participants will:
1) explore key concepts related to performance management with a focus on conducting performance reviews and setting performance goals;
2) practice planning a performance discussion and writing performance goals for an employee
3) describe coaching competencies and specific techniques needed to successfully coach others; and
4) have an opportunity to ask questions and share ideas with colleagues.

Facilitated by: Graham Cochran and Jeff King

Cost: $140.00 per participant. To register and make payment, please go to https://regonline.com/seriesleadership. Please note, if you are unable to attend you may send someone else in your place. Cancellations made prior to the day of the workshop will be refunded minus a $5 cancellation fee. No refunds will be made for no-shows/cancellations the day of the workshop.

Engagement Scholarship Consortium Conference Proposal Deadline: March 20 . . . (Source: Ben Lewis)
We wanted to let you know that proposals are now being accepted for the 2015 Engagement Scholarship Consortium Conference. This is a great opportunity to share your engagement work at a national conference. This year’s conference will be held at Penn State, September 29-30, 2015.

The deadline to submit a proposal is March 20. For more information about submitting a proposal and to read about Ohio State’s participation at last year’s conference, visit http://outreach.osu.edu/newslist-items/esc2015.html. If you have any questions contact Ben Lewis at lewis.485@osu.edu.
2015 Business Office Trainings . . .
The Business Office will be hosting training courses over the next few months. These are available for any CFAES or University employee that would like to attend.

Please note some courses have requested Pre-Requisite training. This pre-training is not mandatory, but the course will have more meaning if you do. If you have recently taken these trainings it is not necessary to take them again.

All of the courses below are offered free of charge.

Registration Link: http://cfaesfinance.osu.edu/training/2015-business-office-training

Questions? Email Cindy Buxton

Course Summaries:

1. Special Buying Considerations - learn some of the advanced rules for purchasing items at the University. We will cover restricted items, key dollar amount thresholds and vendor setup issues.
   - Method: Online Course via Adobe Connect
   - Date of Event: March 24, 2015, 1:30-3:30pm
   - Pre-Requisite Training: Introduction to Buying Tools Slides and Video 1:45:19
   - Last Date to Register: March 16

2. New Director or New Fiscal Employee Basic Training - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (Repeated as In Person course below)
   - Method: Online Course via Adobe Connect
   - Date: April 8, 2015, 1:00 - 4:00pm
   - Pre-Requisite Training: None
   - Last Date to Register: March 31

3. New Director or New Fiscal Employee Basic Training - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (This is the same training as above but offered in person with more in depth discussion of topics)
   - Method: In Person, Columbus Ohio, Location To Be Determined
   - Date: April 16, 2015, 9:00am - 4:00pm
   - Pre-Requisite Training: None
   - Last Date to Register: March 31

4. Internal Audit Recommendations - This course will cover some recent recommendations from internal audits conducted at the University.
   - Method: Online Course via Adobe Connect
   - Date: May 21, 2015, 1:30-3:30pm
   - Pre-Requisite Training: None
   - Last Date to Register: May 13

5. County Budget Preparations - This course will cover finding information to create calendar year budgets, including running advanced eReports and using historical budget templates.
   - Method: Online Course via Adobe Connect
   - Date: June 18, 2015, 1:30-3:30pm
   - Pre-Requisite Training: GL 6 eReports - OSU Carmen self-enrollment Accessing eReports Slides and Video 22:08 Reading eReports Slides and Video 1:26:15
   - Last Date to Register: June 10
Ohio JCEP Professional Development Scholarship Reminder . . . (Source: Lisa Barlage)
Ohio JCEP Members – Don’t forget to submit your Professional Development Scholarships before the February 15 deadline!

Professional Development Scholarships - Current members of Ohio JCEP may apply for up to $750 to support participation in educational events/conferences/or online trainings, pursuit of an advanced degree, or special study assignments. Up to $2000 is available on February 15, May 1, and September 1 for Ohio JCEP members. Preference is given to applicants who haven’t received funding in the previous 2 years. The application is available at http://go.osu.edu/jcepscholarship. It must be approved by a supervisor (usually a Regional Director or appropriate Assistant Director).

First Timer Scholarships – One $100 scholarship per Extension Conference is available for Ohio JCEP members to assist with fees to attend NACAA or NACDEP for the first time and are due June 1. (Scholarships for ESP, NEAFCS, and NAE4-HA are due September 1.) First timer scholarships are also located at the link above. (Additional scholarships may be available to be transferred from one conference to another, if there are not applicants for all conferences. For example – 2 new members attend NAE4-HA, but no new members attend ESP – the scholarship from ESP can be transferred to the NAE4-HA conference.

Completed forms should be sent to me by email (barlage.7@osu.edu) or fax 740-702-3209 no later than February 15. Supervisors’ approval can be emailed to me. A subcommittee of the Ohio JCEP Scholarship, Grants and Recognition Committee will make selections based on award criteria and members will be notified by early March.

Tips and Tools . . .
We have added some resources to our Tips and Tools section of the website:

Have you Tried: http://northeast.osu.edu/have-you-tried
Morgan Domokos shared the following
- Managing Your Calendar
- Google Voice
- How to Make Nutty 4-H Art

Teaching Tools - Ag/NR Program Tools: http://northeast.osu.edu/agrnr-program-tools
Carroll County ANR Program Marketing Examples:
- 2015 Sheep and Goat Webinar Series Flyer
- 2015 Tri-County Agronomy Day Flyer
- Backyard Food Production Program 2015 Events Flyer
- 2015 Agronomy Webinars Flyer
- 2015 Ohio Beef Cattle School Flyer
- Backyard Food Production Program - March Flyer