MSU Extension Core Competencies: Example Activities

The first thoughts many have related to professional development are conferences, workshops, webinars, and courses. While these are useful sources of professional development, they are not the only sources. Below are some other ideas.

- Attending the programs of others: to learn about the content, or to learn about delivery methods and get ideas for teaching.
- Meeting with someone who is an expert in the topic which is at stake; hearing tips, advice, resources, and how they mastered the topic.
- Reading books or relevant journal articles. Ask mentors, colleagues, and supervisors for suggestions. Use the MSU Extension Resource Guides by topic or by core competency.
- Subscribing to a relevant blog or podcast.
- Attending conferences and professional meetings.
- Joining a professional association.
- Completing face-to-face or online courses and workshops.
- Helping with a new type of project or activity that will build your skills in a particular area.
- Watching YouTube videos to learn how to use software.
- Job-shadowing.
- Engaging in self-paced, online study (D2L courses, MOOCs, other online modules. MSU has access to all Coursera courses through December 31, 2020; sign up here).

The below list is not exhaustive as there are constantly events added to PEARS and the OD News.

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<th>Competency</th>
<th>Example activities</th>
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| Physical and Fiscal Resources        | • D2L course: Essential Employee Training- module on Budget basics  
• Carefully review how you spent your money last year. Set up a meeting with your fiscal office to review strategies to better track expenditures and project new budgets based on them.  
• D2L Course: VEND Cash Register System  
• D2L Course: Grants Development 101  
• Explore training on grants from MSU’s Sponsored Programs Administration |
| Team Work and Leadership             | • Volunteer to set agendas, lead and follow up during a reoccurring meeting you attend.                                                             |
| Thoughtfully engages in working with others throughout the organization to plan and accomplish the organizational mission and promote shared values. Positively influences groups and individuals. Establishes and supports teams such as advisory boards and councils. (e.g., coaching, mentoring, creating a vision, implementing action plans.) | • Attend Facilitative Leadership or Advanced Facilitative Leadership sessions.  
• D2L Course: [MSU Extension: Leading & Managing](https://d2l.msu.edu/)  
• Explore and talk to your supervisor about various Leadership Programs  
• D2L Course: Communicating through Conflict Training (forthcoming, contact Anne Baker to be in pilot) |
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| **Partnerships and Collaborations**  
Is aware of issues and variables vital to the community being served, and understands how these variables impact program prioritization, planning, and delivery. Continuously seeks opportunities and builds strategic partnerships to leverage and build support for programming to reach organizational goals and serve communities according to their needs. (e.g., communicates with media, communicates Extension’s value to partners, awareness of community). | • D2L Course: [Grants Development 101](https://d2l.msu.edu/)  
• [Expect to Connect](https://d2l.msu.edu/) toolkit  
• Speak with your district direct about which meetings or organizations can help you better understand county politics and dynamics. Attend them.  
• Do research on your local and state politicians and legislators to find out what elements of your programming they are most likely to champion.  
• Develop and practice your elevator speech, or your public value statement. Practice it for a few colleagues and get feedback, then commit yourself to using it in the next year. |
| **Program Development, Evaluation, and Reporting**  
Supports the development and delivery of programs including the collection of appropriate data to measure impacts. Understands the need to communicate programming outcomes to stakeholders and continuously improve programming content and marketing through evaluation. (e.g., needs assessment, marketing, program evaluation). | • D2L Course: [Evaluation Expedition](https://d2l.msu.edu/)  
• Consult with the MSU Extension evaluation specialist and redesign the needs assessment or program evaluation for a program which you feel needs it.  
• Revise all your program objectives using backwards design and rewriting them as SMART objectives. Ask a colleague to review them.  
• D2L Course: [PEARS at MSU Extension](https://d2l.msu.edu/)  
• D2L Course: [Preparing to Submit your Educational Project to an Editor](https://d2l.msu.edu/) |
| **Educational Delivery and Technology Adoption**  
Delivers content in formal and informal educational contexts using appropriate strategies and methods based on the target audience. Stays current with innovations in educational technology and adopts these technologies as appropriate, using modern | • Observe a few programs of colleagues. Ask for someone to observe you.  
• Revise and deliver a program you have done before using new activities and strategies to make it more interactive and engaging.  
• Join Gwyn Shelle’s Online Course Development Group and start thinking of how you can start moving a program of yours online.  
• Complete the D2L course: [Teaching and Learning](https://d2l.msu.edu/)  
• Complete the D2L Courses: [Designing Online Extension Programs series](https://d2l.msu.edu/) |
theories in teaching and learning. (e.g., being an early adopter or tester of innovative tools).

- Complete D2L course: [Designing and Delivering Zoom Meetings & Webinars](https://www.extension.msu.edu/d2l-course/designing-and-delivering-zoom-meetings-webinars)
- Review the resources on the OD website’s educational technology pages.

**Diversity, Equity, and Inclusion**
Leads and supports efforts to advance a diverse, equitable and inclusive community and workplace consistent with Extension’s core values. Builds awareness (of self and others across differences) and prioritizes diverse relationships, networks and collaborations to build and include all Michigan’s population across program planning, delivery and evaluation. Open to understanding, historical and current barriers that impact constituents and colleagues lives at the personal, interpersonal, institutional and culture levels. Consistently upholds the highest standards of equity and inclusion in programs.

- Attend the two-day [Multicultural Awareness Workshop](https://www.extension.msu.edu/)
- Attend [Leadership in Dealing with Difficult Multicultural Discussions](https://www.extension.msu.edu/)
- Attend [Opening Doors: A Personal and Professional Journey Workshop](https://www.extension.msu.edu/)
- Revisit any materials you have posted online for accessibility, using resources from MSU Web Accessibility ([https://webaccess.msu.edu/](https://webaccess.msu.edu/)).
- Read about [Project Implicit](https://www.projectimplicit.net/) and take a few chosen assessments to learn about your own implicit biases.

**Interpersonal and Organizational Professionalism**
Displays positive interpersonal skills and has self-awareness in being accountable, responsible. Recognizes areas for self-improvement and pursues professional development for continuous learning. Aligns actions to the mission and goals of Extension. (e.g., professional in communications, follows through on initiatives and meets deadlines, puts thought into appropriate professional-development, makes an effort to keep skills updated.)

- Attend a REAL Colors (contact contact Anne Baker) or DISC training (Central MSU HR)
- D2L Course: Communicating through Conflict Training (forthcoming, contact Anne Baker to be in pilot)
- Read a nonfiction book on a topic that you think you need to improve at.
- Subscribe to a journal in your field so that you get monthly emails with new issues, and read at least 6 new research articles from it next year.
- Join Toastmasters to improve your public speaking skills
- Mental Health First Aid training (contact: Jade Richards).
- D2L Course: [Becoming a Better Writer](https://www.extension.msu.edu/d2l-course/becoming-a-better-writer).