New CEA Onboarding Strategy: Month 1 (First month in home county)

Revised 8/1/09

Goal- Knowledge of Organizational Processes

Mentor/Mentee Program (continue to end of 12th month)

DEA/CED Orientation

Responsibilities:
- Provide an overview of Texas AgriLife Extension
- Set stage for RPD orientation leading to “Early wins”
- Policy items and performance expectations
- Ensure that Agent completes online modules, activities and meetings
- Overview of support contacts
- Introduction to Program Development and reporting
- Discuss Cash Management
- See DEA Agenda “B”

RPD Orientation

Goals:
- Provide networking opportunities with other agents
- Programming and reporting expectations with examples
- Provide resources and discuss program development opportunities
- Discuss working with different volunteer groups
- See RPD Initial Meeting Agenda “E”

MENTOR Interaction

Goals:
- Short meeting to serve as a “get to know me” time
- See MENTOR Guidelines

4-H Specialist Interaction

Goals:
- Communicate to agents existing and ongoing programs in the district/county
- Identify additional resources for new agent to utilize

Meet: LAB, Youth Board, PACs, Elected Officials, Other Volunteers, as appropriate

Online Moodle /Centra

Activities & Events above will be supported by various methodologies such as: online blogs, newsletters, New Agent Study Guide, Subject Pdfs, etc.

Agents must register for an eXtension ID, and log into http://pdc.extension.org . The password for the modules is “texas.”
- Introduction to Program Development in Texas Extension
- TExAS
- INVEST: Volunteerism
- Cash Management