



MSU Extension Core Competencies

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. This is not an all-inclusive document but rather meant to inspire and provide examples.

Types of Professional Development:

- **OBSERVE.** Attend the programs of others: to learn content, explore delivery methods and get ideas for teaching. See the [Peer Observation](#) process.
- **MEET.** Meet with someone who is an expert in the topic you want to explore. Hear tips, get advice, resources, and ideas for mastering the topic.
- **READ.** Read books or relevant journal articles. Ask mentors, colleagues, and supervisors for suggestions. Use the MSU Extension Resource Guides [by topic](#) or [by core competency](#).
- **LISTEN.** Listen to audio books...maybe even while you drive.
- **SUBSCRIBE.** Subscribe to a relevant blog or podcast.
- **CONFERENCE.** Attend conferences and professional meetings.
- **JOIN.** Join a [professional association](#).
- **EXPLORE.** Check out elevateU in EBS. It has more topics and training than you can imagine, including videos, books, online courses, and job aids.
- **ATTEND.** Attend face-to-face or online courses and workshops.
- **DO.** Help with a new type of project or activity that will build your skills in a particular area.
- **WATCH.** Watch YouTube videos to learn how to use software.
- **SHADOW.** Reach out to someone you can learn from and engage in job-shadowing.
- **COMPLETE.** Enroll in self-paced, on-demand courses ([D2L courses from the OD Team](#), [MOOCs](#) like [Coursera](#), other online modules).

Core competencies are broad and inclusive skills which span positions and disciplines and provide a scaffolding for how employees can succeed at work. They relate to our organizational values and create a link between what we believe and how we behave.



Content Areas of Professional Development

Competency	Example activities
Physical and Fiscal Resources Mindful of individual and shared workspaces and resources. Exhibits good stewardship of physical and financial resources (e.g., storage, supplies, budgets, financial records and reporting).	• 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 officer to review strategies to track expenditures and project new budgets based on them. • Attend Virtual Help Rooms with Amy Refior on BI Reports • Finance and Accounting classes from MSU Organization and Professional Development (OPD) • D2L Course: Grants Development 101 • MSU Office of Sponsored Programs Training videos: https://osp.msu.edu/PL/Portal/317/Training • Review guidance and on-demand trainings at MSU Extension Grant Services • Review guidance on gift donations. • Review guidance on creating an event budget.
Team Work and Leadership 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).	• Volunteer to set agendas, lead and follow up during a recurring meeting you attend. • Attend Facilitative Leadership or Advanced Facilitative Leadership sessions. • D2L Course: MSU Extension: Leading & Managing • Consider various Leadership Programs • D2L Course: Communicating through Conflict • Leadership, Management, and Personal Development courses from MSU Organization and Professional Development (OPD) Research Collaboration • Events and resources at MSU Center for Interdisciplinary Research, Collaboration, Learning and Engagement (CIRCLE): https://research.msu.edu/circle • MSU Office of Research Regulatory Support Training: https://orrs.msu.edu/train/ (Human Research Protection and Responsible Conduct of Research (RCR))
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	• Expect to Connect toolkit • Speak with your District Director 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.



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).	• Develop and practice your elevator speech, or your public value statement. Ask your institute communicator for feedback! Practice it for a few colleagues and 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).	• Attend a virtual or in-person training offered by an evaluation specialist at MSU Extension • Participate in the Step process cohort (Educators and specialists) • Review the suggested training courses and resources available on MSU Extension Evaluation Resources: https://www.canr.msu.edu/od/planning_evaluation_and_reporting/evaluation_resources • D2L Course: Evaluation Expedition. • Complete the D2L course: Teaching and Learning. • Revise all your program objectives using backwards design and rewrite them as SMART objectives. Ask a colleague to review them. • D2L Course: Preparing to Submit Your Educational Project to an Editor • Become a PEARS expert by reviewing the D2L PEARS course and attending PEARS Virtual Office Hours • Attend the PEARS Reporting Crash Course to learn what you should be reporting in PEARS and where to report it • Attend the PEARS Deeper Dives for a variety of topics to learn how to report in specific modules like Quarterly Efforts, Program Activities, Indirect Activities, Direct Contacts, and more • Get inspired by different modes of virtual program delivery by checking out the Virtual Programming website and Lightning Talk recordings • Review Marketing and Communications website and complete the Employee Essentials modules on Marketing your Program and Brand Standards. • Coursera course: How to Create a Program Evaluation Plan for Your Non-Profit. This short course uses an example situation and walks you through the process of creating a logic model, including program evaluation, for the situation. • Take Enhancing Program Performance with Logic Models -- Online course from University of Wisconsin Extension. • WMU's Valeo Practical Evaluation Training online courses on evaluation
Educational Delivery and Technology Adoption	• Revise and deliver a program you have done before using new activities and strategies to make it more interactive and engaging. • Complete the D2L course: Teaching and Learning.



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 theories in teaching and learning. (e.g., being an early adopter or tester of innovative tools).	• Complete the D2L Courses: Designing Online Extension Programs series • Complete D2L course: Designing and Delivering Zoom Meetings & Webinars • Engage in the Peer Observation process • Attend one of our regular educational technology trainings or teaching and learning trainings; these are posted in the OD News, the OD website, and PEARS • Review the resources on the OD website's educational technology pages • Attend the support groups/cohorts on Everything Ed Tech, or Online Course Development cohort- view the virtual help room page for details. • Join the #iteachMSU commons- browse, learn, connect and contribute content. It is supported by MSU's, Center for Teaching and Learning Innovation which also has a spring conference with online and in-person options. • Consulting and instructional design support for educational technology related projects such as online courses, videos, podcasts, Zoom, etc. should be directed to Gwyn Shelle, Educational Technology Specialist. • Consulting /Brainstorming with our Learning & Talent Development Specialist, Anne Baker. Ideas for lesson planning, delivery, curriculum and instructional design.
Culture, Access and Belonging Leads and supports efforts to promote the valuing of culture, access and belonging in local communities and in the workplace. Prioritizes relationships across multiple communities, networks and collaborations to welcome all members of Michigan's population across program planning, delivery and evaluation. Seeks to understand historical and current barriers that impact constituents' and colleagues' lives at the personal, interpersonal, institutional, and cultural levels. Consistently upholds the highest standards in ensuring programs are accessible and	• Attend the two-day Multicultural Awareness Workshop • Revisit any materials you have posted online for accessibility, using resources from MSU Web Accessibility (https://webaccess.msu.edu/) to check and modify them for accessibility. • Culture, Access and Belonging and Personal Development courses from MSU Organization and Professional Development (OPD) • Training from the MSU Gender and Sexuality Campus Center • Complete the <i>Teaching Across Cultures</i> module in the D2L course Teaching and Learning



inviting to a wide array of cultures and social identities.	
Interpersonal and Organizational Professionalism Displays positive interpersonal skills and has self-awareness in being accountable and 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 Anne Baker) or DISC or many of the other “Personal Development” courses from MSU Organization and Professional Development (OPD) • 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 • Attend Mental Health First Aid training (or recertify if you need to) • D2L Course: Communicating through Conflict • D2L Course: Becoming a Better Writer • D2L Course: Article Writing Toolkit • D2L Course: Grants Development 101 • Take Personal Development courses from MSU Organization and Professional Development (OPD) • Master that one software program that is driving you crazy by using YouTube videos • Learn to use Microsoft 365 programs on a deeper level using the courses and resources from Spartans Learn