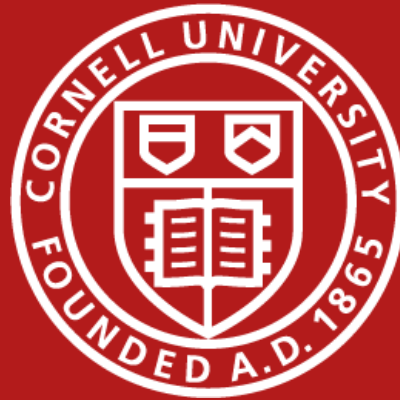
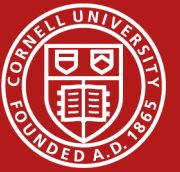


Cornell Cooperative Extension





An Innovative New Staff Orientation Experience Online

NAEPSDP Virtual Summer School 2019

Kimberly Fleming, *CCE Professional Development and Volunteer Involvement
Specialist, Extension Administration, Cornell University*

"Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities"

Introduction to CCE NSO Online

- NSO Online - Design and Development
- NSO Online – Highlights
 - Purpose & Agreements
 - Topics & Tools
- Questions & Answers



Please ask questions in Q&A and comment in Chat!

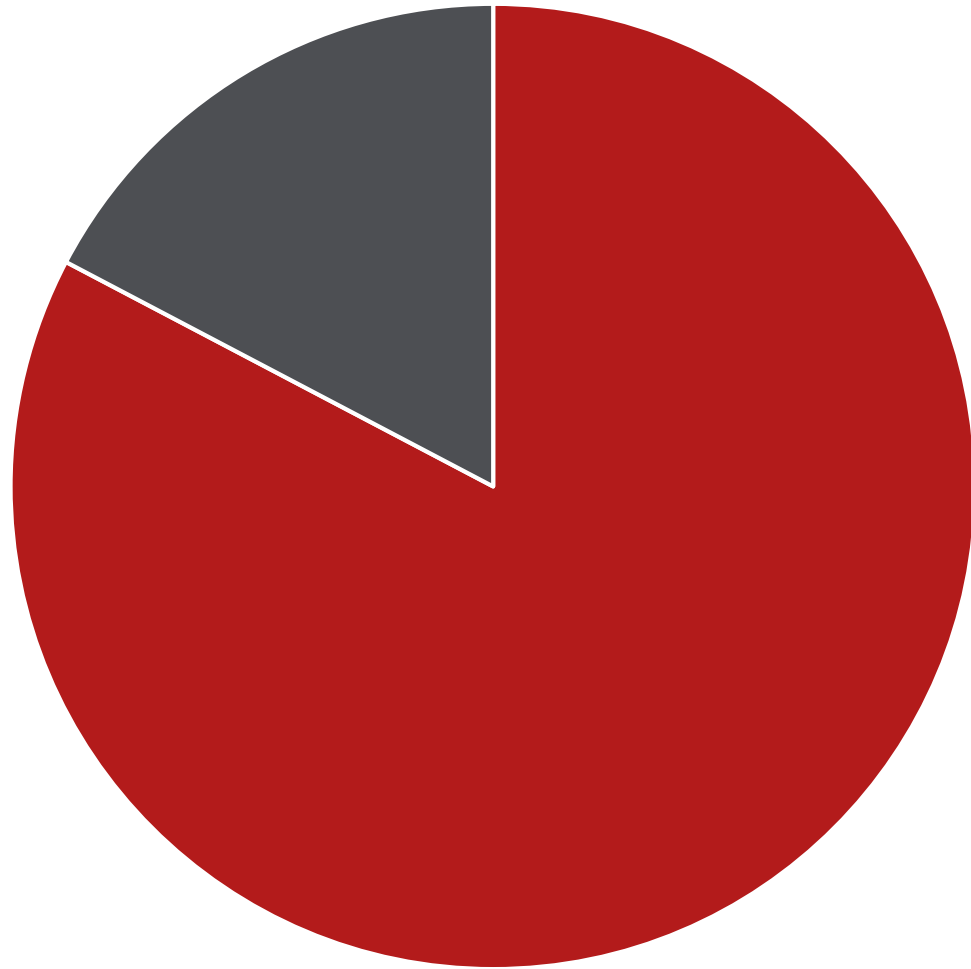
Getting to know you...

- Have you attended an orientation to Extension?
 - If so, what stands out?
- Do you lead an orientation for staff?
 - Online?



Why a CCE New Staff Experience?

We believe if staff are supported and connected to colleagues, campus, and our organizational vision that they will be empowered to contribute to the CCE system, bringing innovation and energy.



■ Experienced staff ■ New Staff

Why is NSO Important?

Research indicates that:

- employee onboarding is a strategy to strengthen the relationship between new employees and employers.
- providing opportunities for staff to engage with work decisions creates a culture that helps to attract and retain strong talent.
- Encouraging staff to participate in professional development training increases staff loyalty and engagement.

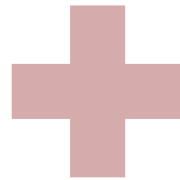
How will new staff orientation make a difference?

When new staff participate in New Staff Orientation, they will better understand the CCE organization, gain necessary skills and knowledge and build sustaining relationships with colleagues and campus staff.

Relationships/
Environment



Skills/
Knowledge

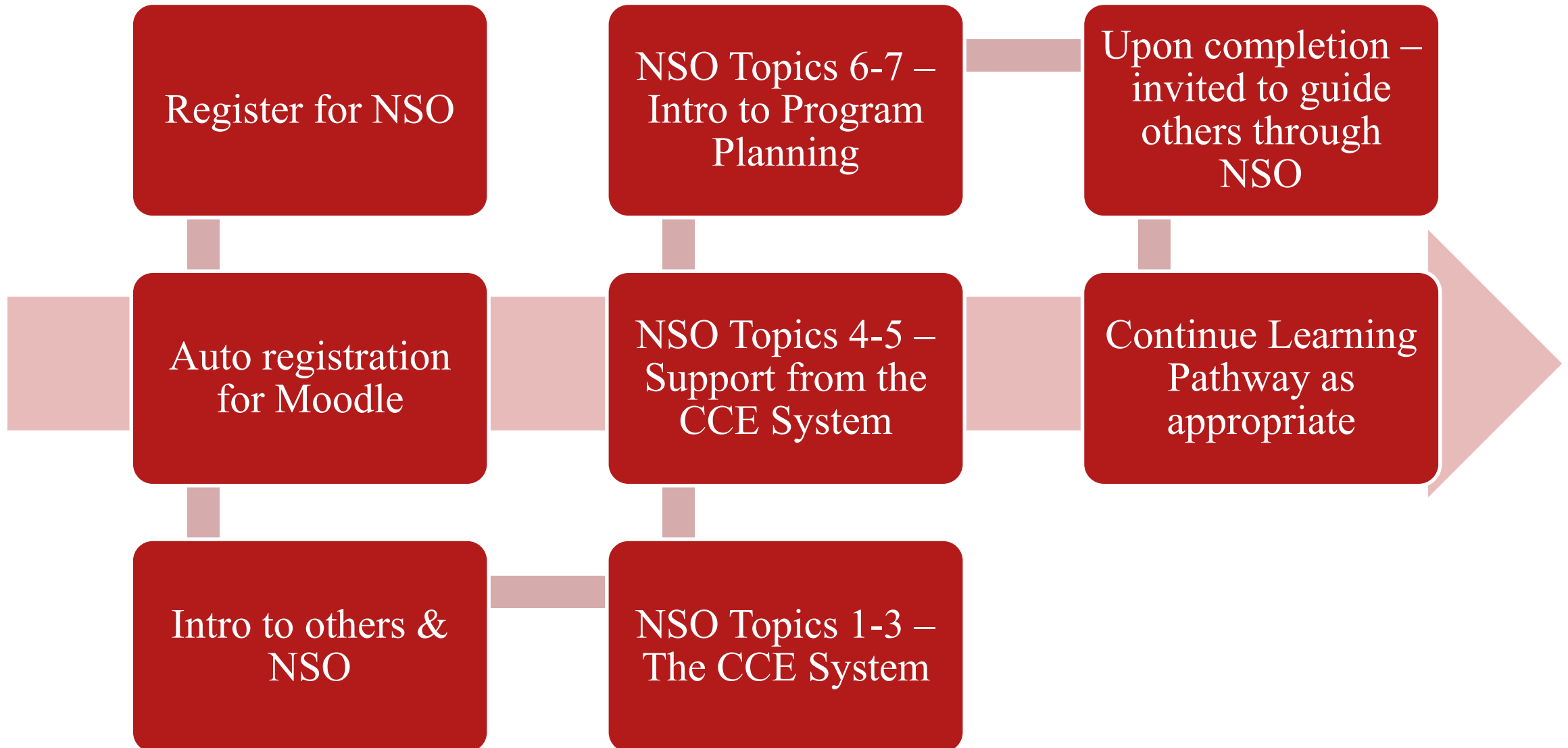
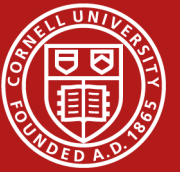


Understanding
of CCE

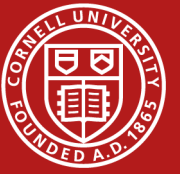


Confident,
capable,
supported
staff

Cornell Cooperative Extension



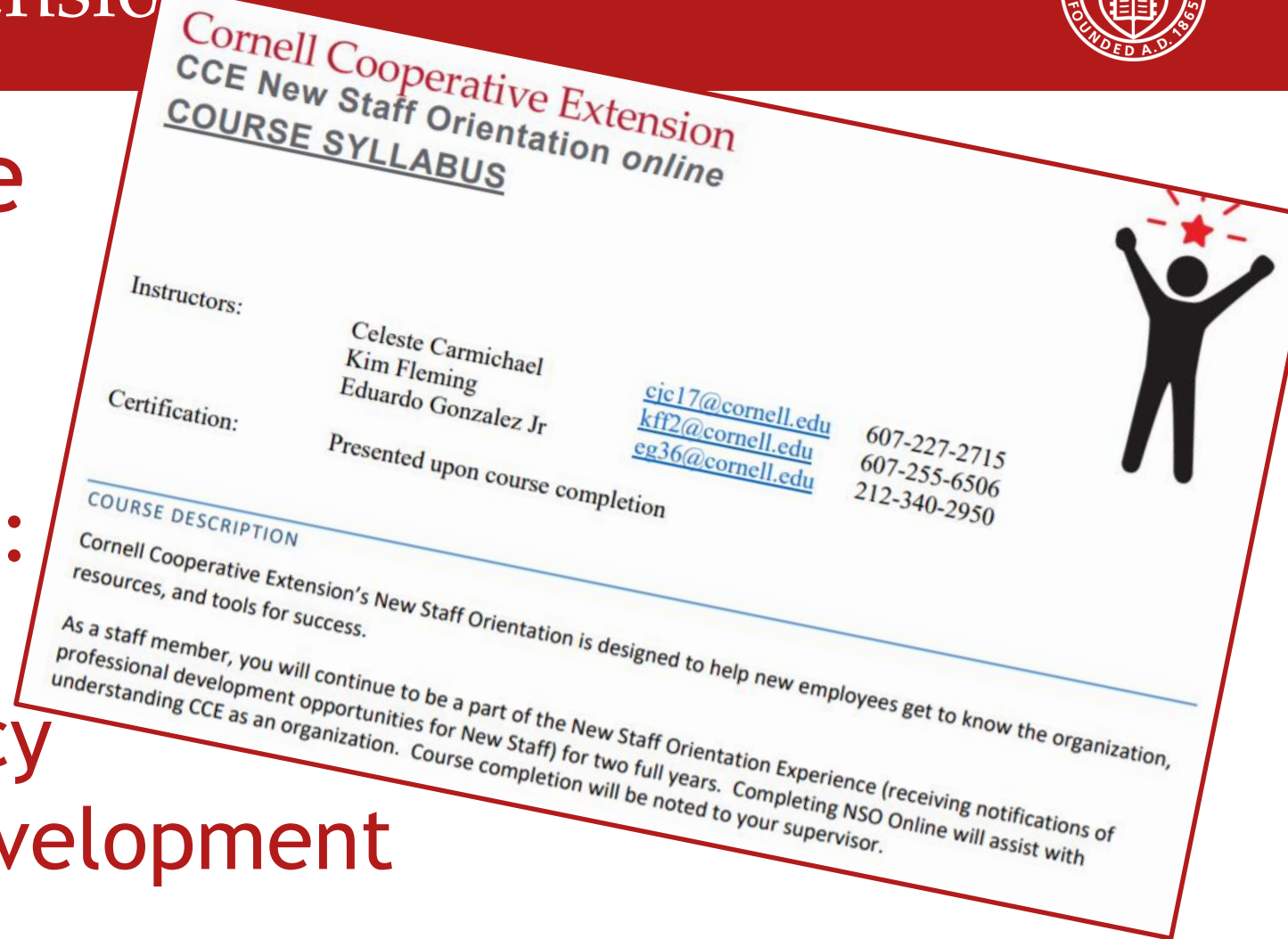
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CCE New Staff Online Purpose & Plan

New staff will be able to:

- explain CCE
- locate resources & policy
- identify professional development
- connect with others



CCE New Staff Online...working agreement

Inclusivity Statement from syllabus

- share unique experiences, values and beliefs
- be open to the views of others
- honor the uniqueness of colleagues
- appreciate learning from each other
- value each other's opinions with respect




When or how are you using working agreements?

Introducing: CCE New Staff Online

Your progress ?

CCE New Staff Orientation






CCE's New Staff Orientation is intended to help you to get to know our organization, resources, and tools for success. This is not intended to be a one time, 20 minute online resource. We would like for you to work your way through it over your first few months, reviewing content as needed.



You will notice each section below has check-off boxes for you to record and monitor your progress. As each section is completed you will receive a badge. Once all sections are complete you will receive a New Staff Experience completion badge and your supervisor will be notified of your success.



As a staff member, you will continue to be a part of the New Staff Orientation Experience (receiving notifications of professional development opportunities for New Staff) for two full years.

If you are attending NSO On Campus, be sure to register for those events, find descriptions and due dates, and the latest agendas on the [New Staff Orientation On Campus course page](#).



 Announcements

 CCE New Staff FAQ (pdf) 

 NSO - Online - Syllabus (pdf) 

 **Reminder** 

You must log in to earn completion badges and complete New Staff Orientation.



 **Latest announcements** 

[Add a new topic...](#)

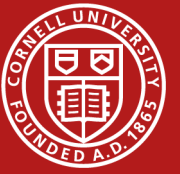
[Intro to NSO Online Live Web Meetings - Repeated Monthly](#)
7 Mar, 12:29 Kimberly Fleming

[New Staff Orientation Online - Greetings!](#)
17 Sep, 12:19 Celeste Carmichael

[Older topics ...](#)

 **Calendar** 

Cornell Cooperative Extension



Topics include:

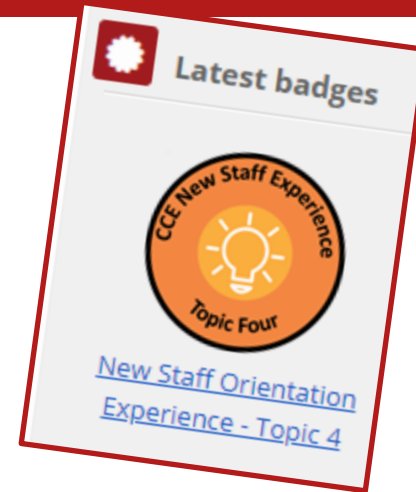
- Overview
- Materials
- Engagement
- Online mtgs
- Knowledge Check

Topic 5: Personal & Professional Development

Introduction to Personal & Professional Development



As you have likely seen in your job description and the **Cornell Cooperative Extension Human Resources Skills for Success** (pdf), proactively seeking self-development is an expected behavior in your work for CCE. There are many opportunities through CCE, through online learning networks connected to Cornell and the Extension system and there are professional development networks. Some opportunities are supported, others encouraged for your self-development. Below is information about a number of activities. Please review and be sure to indicate that you have reviewed by checking off boxes and completing the **knowledge check** (url) at the



Diversity, Equity & Inclusion

In Topic 2, we talked about creating a welcoming & inclusive culture. When you reviewed your **CCE Association Affirmative Action, Diversity, and Inclusion Plan** (pdf) (recall that the link is for the general template) you may have discovered sections that you need to grow in to fully meet the expectations of your job. For example - do you know who your potential audience is? How do you map potential participants? What data gets reported about participants?

- **Review:** other resources on the **Diversity, Inclusion & EPO page of the Staff Site** (url)
- **Scroll** to the bottom of that page: Look for courses and resources that might be helpful to you.
- **Share:** What is your individual plan to grow your skills for building a more diverse, fair, and inclusive environment for your programs? Use **Flipgrid** (url goes to video discussion classroom) to share your response. Use netID password or **ccenewstaff123** to get started.



Knowledge Check



Challenges

- Making time for visioning and design
- Automating communication and promotion
- Tracking completion
- Finding a platform that gets support by all
- Prioritizing & streamlining content

How do you make time for visioning and design?

Lessons Learned



- Make time for visioning and design
- Group work effective
- Design strategy helps in communicating concept
- Work with new staff (audience) in development
- Easy access, organization and diversity of mediums appreciated
- Clarify review (scan) vs. read (read through)
- Each activity needs meaning and purpose
- Checking off activities helps track

Contributors to CCE NSO Online

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- **Celeste Carmichael**, CCE Program Development and Accountability Specialist, Extension Administration – cjc17@cornell.edu
- **Eduardo Gonzalez, Jr**, CCE Diversity & Inclusion Specialist, Extension Administration – eg36@cornell.edu
- Special thanks to Sarah Dayton, Paul Treadwell, other Extension Administration colleagues, and several new Extension staff and students who tried this out and shared advice for improvement!
- We love ournew NSO Online!
<https://www.youtube.com/watch?v=qR3rK0kZFkg>