

Plan Of Work Overview and Instructions

New for 2019, the Plan Of Work (previously called Plan Of Work Timeline Builder) and process for submitting the POW has been changed. This document provides a brief overview of the POW and the submission process for Educators.

The Plan Of Work is an Excel spreadsheet that is available at <http://pars.dasnr.okstate.edu>. Look for the “[Plan of Work Excel file for Educators](#)”. Download the Excel file and open it on your computer. The worksheet contains five separate worksheets, each which must be completed and sent to the District office by December 1, 2018. Each of the spreadsheet’s five tabs are explained below.

Educator Information

| County Extension Educator Plan Of Work for 2019 | | | | | |
|--|------------|------------|------------|------------|--|
| Extension Educator Name: | | | | | |
| | | | | | |
| CWID: | | | | | |
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| FTE Assignment (needs to add to 100%): | | | | | |
| <i>FCS</i> | <i>4-H</i> | <i>ANR</i> | <i>CRD</i> | <i>CED</i> | |
| | | | | | |
| County/Countries (enter as many as necessary, each on separate lines): | | | | | |
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Use the first worksheet, “Educator Information,” to input your information: First and Last Name, CWID, percentage of assignment by program area (FCS, 4-H, ANR, CRD) and administrative assignment (if any), and your assigned county or counties. If you are assigned to multiple counties, enter each county on a separate line (provided).

Goals And Objectives

| Goals and Objectives |
|---|
| <i>Enter one goal or objective into the following lines. Please use one line per goal or objective. Enter as many goals or objectives as necessary.</i> |
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Use the second worksheet, "Goals And Objectives," to enter your goals and objectives for 2019. Enter one goal or objective per line and you may enter as many goals or objectives as necessary.

These goals and objectives would come, for example, from PAC meetings, discussions with your County Extension Director, District Program Specialist or District Director.

Sample ANR goals and objectives would be:

- Beef: To educate ___ clientele on best beef cattle management systems.
- Forages: To educate ___ clientele on best forage management practices with a focus on a year round grazing system.
- Small Ruminant/Specialty Livestock: To educate ___ clientele on best production practices.
- Agriculture Economics & Agribusiness: ___ clientele will improve business management, marketing, finance, risk management, business efficiency knowledge and understanding of public policy issues.
- Wheat: To educate ___ clientele on best management practices to improve wheat efficiency and profit.
- Alternative Crops: To educate ___ clientele on crop rotation using cotton, canola, soybeans, grain sorghum or cover crops.
- Home Gardening and Landscaping: Help ___ home owners improve home gardening and landscaping through relevant education and develop Master Gardeners.

Sample FCS goals and objectives:

- Maintain or improve health of ___ adult/youth through healthy food and physical activity education.
- Teach ___ adult/youth safe practices of home preservation practices.
- Teach ___ co-parenting for Resilience classes.
- Provide leadership to ___ OHCE members and increase their knowledge of FCS practices.
- Increase OHCE membership by 5%.
- Teach ___ adult exercise/walking activities to improve their health and safety.
- Increase resiliency in ___ youth/adults through approved FCS curriculum.

Sample 4-H goals and objectives:

- Enrich ___ Oklahoma children’s lives through 4-H Positive Youth Development priority programs, activities and volunteer development.
- Provide opportunities for ___ youth to acquire knowledge, develop life skill, form attitudes and practice behavior that will enable them to reduce the risk of injury or death through farm safety, ATV programs, etc.
- ___ 4-H youth in the 4-H Sciences program will develop an understanding of science, engineering and technology.
- Provide ___ opportunities for youth involved in agriculture related projects that will lead to increased knowledge and application of principles in 4-H animal, plant and soil sciences including gardening and horticulture.
- ___ Youth will learn and apply leadership/citizenship life skills through projects and involvement in leadership opportunities.
- ___ Youth will learn and apply life skills through the disciplines of recreational shooting sports.
- ___ Adults will participate in volunteer development and serve in a leadership capacity with 4-H clubs, camps, projects, and other events.

Sample CRD goals and objectives:

- To help ___ small business start and/or expand.
- To assist ___ organizations and municipalities in developing tourism.
- To assist ___ communities/governments with impact analysis.

Face To Face Educational Programs

| Face-to-Face Educational Programs: | | |
|--|--------------------------------|---|
| Educational Programs/Events - list the title of programs or curricula and Number of times offered. | | |
| <i>Enter one program or event into the following lines. Please use one line per program or event. Enter as many programs or events as necessary.</i> | | |
| Program/Event Title | Number of times offered | Will it be evaluated? Y or N |
| | | |
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The third worksheet, “Face To Face Educational Programs,” will be used to identify your expected programs or program titles for 2019 that will enable you to reach your goals and objective. For each program, include the number of times you expect it to be offered and if the program will be evaluated (Y or N). Expectations based upon percentage of FTE are provided below:

| OCEs | | | | |
|--|----------------|------------|------------|-------------|
| ANNUAL EXPECTATIONS/RESPONSIBILITIES | | | | |
| For Extension Educators according to FTE Assignment | | | | |
| EXTENSION INSTRUCTION | <25% | 25% | 50% | 90% |
| FCS NUMBER OF FACE-TO-FACE EDUCATIONAL PROGRAMS/YEAR | 12 | 24 | 36 | 48 |
| AG NUMBER OF CONSULTATIONS/YEAR | 90 | 90 | 180 | 360 |
| AG NUMBER OF FACE-TO-FACE EDUCATIONAL PROGRAMS/YEAR | 3 | 3 | 5 | 10 |
| 4-H NUMBER OF EDUCATIONAL EVENTS& PROGRAMS/YEAR | 6 | 9 | 18 | 36 |
| EVALUATION & REPORTING | Y | Y | Y | Y |
| RECRUITMENT & TRAINING | <25% | 25% | 50% | 100% |
| 4-H: RECRUIT 4-H MEMBERS & VOLUNTEERS | | Y | Y | Y |
| FCS: RECRUIT OHCE MEMBERS AND MASTER FCS VOLUNTEERS | | Y | Y | Y |
| ANR: RECRUIT MASTER GARDENERS OR OTHER AG VOLUNTEERS | | Y | Y | Y |
| CRD: RECRUIT COMMUNITY DEVELOPMENT VOLUNTEERS | | Y | Y | Y |
| FUND/RESOURCE DEVELOPEMNT | <25% | 25% | 50% | 100% |
| GRANTS, GIFTS, OTHER SOURCES OF FUNDING | | Y | Y | Y |
| DIVERSITY/INCLUSION | <25% | 25% | 50% | 100% |
| INCREASE NUMBER OF DIVERSE AUDIENCES | Y | Y | Y | Y |
| PROFESSIONAL DEVELOPMENT | <25% | 25% | 50% | 100% |
| COMPLETE IN-SERVICES | | Y | Y | Y |
| COMPLETE CORE COMPETENCY MODULES | Y | Y | Y | Y |
| SERVICE TO THE PROFESSION & ASSOCIATIONS AND OSU | | Y | Y | Y |
| MEDIA OUTREACH | <25% | 25% | 50% | 100% |
| TV, RADIO, NEWSPRINT, NEWSLETTER, SOCIAL MEDIA, ETC | Y | Y | Y | Y |
| COUNTY ADMINISTRATION (CED) | <25% | 25% | 50% | 100% |
| BUDGET & FUND DEVELOPMENT | | Y | Y | Y |
| STAFF SUPERVISION & EVALUATION & REPORTING | | Y | Y | Y |
| STAKEHOLDER ACCOUNTABILITY | | Y | Y | Y |

Diversity Outreach Goal

| Diversity Outreach Goal |
|---|
| <i>Please explain your diversity outreach goal.</i> |
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The fourth worksheet, "Diversity Outreach Goal," allows you to explain your goal(s) to expand the diversity outreach for your program(s). Sample goals:

- Recruit ___ new male participants for county OHCE membership.
- Recruit ___ new female participants for Extension Agricultural programs.
- Increase by 10% the participation in 4-H programs by members identifying as "Native American."

Goals To Expand Audience

| Goals to Expand Audience |
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| <i>Enter your goals to expand audience into the following lines. Please use one line per goal. Enter as many goals as necessary.</i> |
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The fifth and final worksheet, "Goals To Expand Audience," allows you to list those goals that will expand your target audience. You should list as many goals as you feel necessary.

Completing Your POW

Once you have completed your Plan Of Work Excel spreadsheet, send it to your CED and DED by December 1 as an email attachment. Upon the DED's approval, the spreadsheet will be uploaded to the PARS system and the information you entered will be available to you from within PARS 2019.