

2024

TENNESSEE EXTENSION

NEW EMPLOYEE CONFERENCE

THE EXTENSION STORY: WHAT WILL YOUR STORY BE?

CONFERENCE SCHEDULE

TUESDAY, APRIL 23, 2024 - UTIA CAMPUS

8:30 - 9:30 am	Registration Open Professional Headshots Available
9:30 - 11:00 am	UTIA New Employee Welcome
11:00 - 12:30 pm	UTIA Departmental Expo
11:30 am - 1:30 pm	UTIA Employee Appreciation Lunch
1:00 - 2:00 pm	Tour 1 - Choose 1 <ul style="list-style-type: none">• UT Gardens Tour• UTIA Campus Tour• Veterinary Hospital Tour
2:15 - 3:15 pm	Tour 2 - Choose 1 <ul style="list-style-type: none">• UT Gardens Tour• UTIA Campus Tour• Veterinary Hospital Tour
3:30 - 4:30 pm	Ice Cream Social at the UT Creamery
5:00 - 6:30 pm	Tour of Neyland Stadium
7:00 - 8:15 pm	Welcome Dinner at Calhoun's on the River

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WEDNESDAY, APRIL 24, 2024 - UT CONFERENCE CENTER

7:30 - 8:00 am	Breakfast & Registration
8:00 - 10:15 am	<p>General Session</p> <ul style="list-style-type: none">• Welcome & Overview - <i>John Toman & Brandi Berven</i>• The Extension Story - <i>Ashley Stokes</i>• Icebreaker & Networking - <i>Dawn Seigel & Cora Ripley</i>• Understanding Yourself and Others with the Enneagram - <i>Zoe Nunley, UTK Learning & Organizational Development</i>
10:15 - 10:30 am	Break
10:30 - 11:30 am	<p>Roundtable Discussions - Choose 5 Topics</p> <ol style="list-style-type: none">1. Going Back to School - <i>Laura Clark</i>2. Building Up Your County Program and Partnerships - <i>Seth Whitehouse</i>3. Adapting Your Communication Style to Reach New & Diverse Audiences - <i>Egla Lopez</i>4. Collaboration Across Program Areas - <i>Haley Treadway & Kevin Treadway</i>5. Customer Service Under Pressure: Working with Difficult Clients and Volunteers - <i>Tamera Adjei</i>6. Marketing Extension Programs - <i>Celina Menard</i>7. Working with Volunteers - <i>Daniel Sarver</i>8. Office of Sponsored Programs

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11:30 - 11:45 am	Extension Professional Associations <ul style="list-style-type: none">• ESP• TEAFCS• TAAA&S• TAE4-HW• BEP• TEAAP
11:45 - 12:30 pm	Lunch & Informal Networking <ul style="list-style-type: none">• Tables hosted by Extension Professional Associations
12:30 - 12:45 pm	Program Area Introductions
12:45 - 2:45 pm	Program Area Breakout Sessions <ul style="list-style-type: none">• ANR - <i>Justin Rhinehart</i>• FCS - <i>Janet Fox</i>• 4-H - <i>Jamie Harris</i>• Administrative & Finance - <i>Missy Kitts</i>
2:45 - 3:00 pm	Break
3:00 - 3:40 pm	Position Breakout Sessions <ul style="list-style-type: none">• <i>Administrative/Financial</i>: Career Development and the CAP Exam - Trudi Neubeck• <i>Specialists/Faculty</i>: Developing Collaborative Relationships Between Agents and Specialists - Natalie Bumgarner & Andrea Ludwig• <i>Agents/Program Assistants</i>: Career Development in Extension - John Toman & Brandi Berven

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3:40 - 3:50 pm	Break
3:50 - 4:50 pm	Elevating Tennessee Extension for All: Inclusive Programs and Collaborative Teams - <i>Tamera Adjei, Brandi Berven, Eglá Lopez, Kevin Treadway</i>
4:50 - 5:00 pm	Wrap Up
5:00 pm	Evening on Your Own

THURSDAY, APRIL 25, 2024 - UT CONFERENCE CENTER

7:30 - 8:00 am	Breakfast
8:00 - 8:55 am	General Session <ul style="list-style-type: none">• Welcome & Icebreaker - <i>Brandi Berven</i>• Group Photo• Work-Life Balance in Extension - <i>Laura Clark</i>
9:00 - 9:40 am	Skill-Building Breakout Sessions <ul style="list-style-type: none">• The Extension Learning Model - <i>Steve James</i>• Group Facilitation Skills - <i>Zoe Nunley</i>• Writing Better Emails - <i>Amy Kirk</i>• Survey Best Practices for Program Evaluation - <i>Karen Franck</i>• SUPER Events Module - <i>John Toman</i>

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9:45 - 10:25 am	<p>Skill-Building Breakout Sessions</p> <ul style="list-style-type: none">• Best Practices for Developing E-learning (for specialists) - Steve James• Time Management - Zoe Nunley• Writing Better Emails (repeat session) - Amy Kirk• Survey Best Practices for Program Evaluation (repeat session) - Karen Franck• SUPER Profile Module and Agent Promotion Process - John Toman
10:25 - 10:35 am	Break
10:35 - 11:50 am	Telling the Extension Story: How to Tell a Good Story for Connection and Advocacy - <i>Inga Haugen, Virginia Tech</i>
11:50 am - 12:00 pm	Evaluations & Wrap Up - <i>Brandi Berven</i>
12:00 pm	Adjourn
12:30 - 2:00 pm	Optional Post-conference SUPER Workshop - <i>John Toman</i>