| **Employee Name:** |  | **County Name:** |  |
| --- | --- | --- | --- |
| **Year:** |  | **Program Area:** |  |

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| **LEADERSHIP & EMPLOYEE DEVELOPMENT** |
| Describe how you provided leadership and employee development in your county office. Describe efforts to promote professionalism and efficiency, provide leadership and direction, motivate and support staff, develop a cohesive team, provide ongoing coaching, mentoring, support and feedback, address conflict, and support the use of the program development process. |
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| **FINANCIAL MANAGEMENT** |
| Describe how you provided financial management in your county office. Describe efforts to obtain traditional (budget requests) or nontraditional (grants/donations) funding sources, program fees (Eventbrite), and physical resources to enhance the county program and efforts to manage budgeted funds without incurring expense overruns. |
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| **MARKETING, INTERNAL/EXTERNAL RELATIONS & COMMUNITY ENGAGEMENT** |
| Describe how you led marketing and public relations efforts in your county. Describe efforts to develop and implement a county marketing plan and coordinate public relations to form a positive image and appreciation of Extension and its programs in the community; develop and foster strategic partnerships including engagement with the County Advisory Council that enhance Extension engagement in the county; and build relationships with stakeholders, including: county partners, elected officials and community leaders to demonstrate the value of Extension programming. |
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| **EXTENSION PROGRAMMING** |
| Describe your Extension Programming efforts. Describe efforts to plan, deliver and evaluate comprehensive research-based educational programming that addresses identified local issues; describe the educational strategies and teaching methods (meetings, field days, news articles etc.) used and how they fit together as part of the comprehensive educational program; describe results of your program efforts. |
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