The Office of Learning and Organizational Development (OLOD) is being created to serve and support functions of UGA Extension and the College of Agricultural & Environmental Sciences. This support unit will strengthen and enhance the academic and scholarly work of the entire Extension organization by focusing on overall program development, staff development and leadership development and will provide training and support in all of these areas. In addition, this unit will house the expertise to manage and use data collected for reporting and impact demonstration. As funds become available, an evaluation specialist will be added to compliment the expertise of the group. Employees will be administratively attached to the Office of the Associate Dean for Extension and will be supervised day-to-day by the Director of County Operations.

Faculty housed in the unit will include:

**Dr. Lauren Griffeth, Extension Leadership Specialist (jointly appointed with ALEC)**
- 314 Hoke Smith  
  lauren1@uga.edu  
  706.542.4753 (office)

Dr. Griffeth will coordinate internal and external leadership programs for Cooperative Extension.

- Extension Academy & ExTEND
- Advancing Georgia's Leaders in Agriculture and Forestry (AGL)
- Extension Leadership System (ELS) for county programs
- Offer training and tools for Extension faculty

**Dr. Todd Hurt, Extension Program Development Specialist**
- 320 Hoke Smith  
  thurt@uga.edu  
  706.542.4178 (office)  
  404.538.4369 (cell)

Dr. Hurt will develop, implement, and support a formal program development process to include needs assessment, logic model development, individual faculty, county and departmental plans of work, and organizational strategic program planning.

- GA Counts
  - Activity Reports
  - Logic Model Development
  - Plans of Work
- Impact Statements
- Needs Assessments (coming soon)
- Program Planning

**Dr. Marcie Simpson, Extension Staff Development Specialist**
- 316 Hoke Smith  
  simpson@uga.edu  
  706.542.7786 (office)

Dr. Simpson will assess training needs of Extension Agents and Specialists and lead the development and implementation of a comprehensive professional development program to build content knowledge and process skills.

- Comprehensive new employee trainings program
  - orientation materials
  - foundations trainings
  - policy trainings
- Extension Training System (ETS)
- UGA Elements

**Dr. Rochelle Sapp, Extension Leadership Specialist**
- 102 NESPAL Building  
  rstrick@uga.edu  
  229.386.3116 (office)

Dr. Sapp will contribute to Extension Foundation and Leadership classes

- LEAD21
- Teaching responsibilities on the UGA Tifton Campus

The Office of Learning and Organizational Development will be supported by:

**Ms. Kristi Farner, Conference Planner & Office Manager**
- 315 Hoke Smith  
  kfarner@uga.edu  
  706.542.7753 (office)

**Ms. Bridget Rucci, Program Coordinator I, Data Management, Billing & Administrative Duties**
- 313 Hoke Smith  
  brucci@uga.edu  
  706.542.7786 (office)

**Ms. Emily Kretzer, Part-Time Administrative Support**
- 319 Hoke Smith  
  ekretzer@uga.edu  
  706.542.9695 (office)

**Ms. Rachel Wigington, Masters of Agriculture & Environmental Education Graduate Assistant**
- 313 Hoke Smith  
  rsw@uga.edu
Program Descriptions

Advancing Georgia's Leaders in Agriculture and Forestry (AGL) is an eighteen-month intensive leadership development program for professionals working in agriculture, forestry and allied sectors. AGL is offered as a partnership between the College of Agricultural and Environmental Sciences Department of Agricultural Leadership, Education, and Communication (ALEC), UGA Extension, and the Warnell School of Forestry and Natural Resources. www.agl.caes.uga.edu

Extension Leadership System (ELS) in Georgia is a statewide network of county-based volunteers working to support, and advocate for, Extension programming at all levels. All County Extension Agents assemble and work with a Program Development Team (PDT) designed to support the work they do in their respective Extension program area (4-H Youth Development, Family and Consumer Sciences, and/or Agriculture and Natural Resources). In addition to the PDT’s, an overall county council serves to coordinate efforts for advocacy and support of the total county Cooperative Extension program.

Extension Academy for Professional Excellence is a professional development opportunity for up to 25 select early-to-mid career Extension faculty who are dedicated to fulfilling Extension’s mission and have demonstrated potential as future leaders of the organization. The program is open to both county and state faculty with a minimum of three years experience.

ExTEND Advanced Leadership Development Program is a follow-up to Extension Academy for 16 employees that offers a more specialized focus with six in-state and one international institute lasting over a sixteen-month time frame. Leadership development competencies include: Advocacy, Communication, Conflict Management, Expanding Extension Capacity, Interpersonal Skills, Strategic Management and Team Dynamics.

“Foundations” is the formal title for the development program for new agents and is being expanded to include all newly hired employees. The Foundations program is a combination of institutional-directed and agent-directed activities. The Foundations program for county agents consists of an average of 13 days of out-of-county training, an online learning module, the assignment of a mentor, completion of in-county orientation checklists, and creation of a staff development plan. Other staff members follow the model with the exception that their out-of-county training is three days.

Continuing Education/Training is provided internally to faculty and staff. This model supports the effort of taking the expertise and research findings from research and instruction to the people in the state. Each year trainings are proposed by state and county faculty, approved through a review process, and offered to faculty and staff the following year. In 2015, over 100 trainings were offered (40% face to face and 60% online). These trainings range from an hour online session to multiple day formats. Considering agents are often expected to attend 3 to 5 sessions a year, these 100 trainings offer a wide selections of options to meet an employee’s professional development needs.

Georgia Counts is a database used by Cooperative Extension to capture educational contacts County Agents have with the citizens of Georgia. In addition to activity reporting, the GA Counts system includes programmatic outlook statements generated by the Extension Specialists and local issue plans of work developed by County Agents. http://apps.caes.uga.edu/gacounts3/

Impact Statements. The CAES impact statements system is a searchable database that shows the economic, environmental, and quality-of-life outcomes of Extension programs in Georgia. Reports include a description of the situation, response, and impact to the stakeholders. Impact statements are often used in quarterly reports, picked up by the media, and sent to local, state, and national elected officials. CAES Impact Database http://apps.caes.uga.edu/ImpactStatements/index.cfm National Impact Database http://landgrantimpacts.org

LEAD21 is a twelve-month national leadership program intended to meet the future needs for leadership development of leaders in land-grant institutions and their strategic partners who link research, academics, and extension. Each class has up to 90 participants. Leadership development competencies include: Communicating Effectively, Leading Change, Managing Conflict, and Fostering Collaboration. Applications are accepted annually between September 1 and November 15. www.lead-21.org

Program Planning is the process used by Cooperative Extension to assess needs, set priorities, and implement programs to meet these needs. Program planning week is a time to concentrate on internal program and professional development to nurture the overall success of the program development model. Program Planning week feeds into the county based program planning which kicks off late fall of each year. The overall program development model is a systematic, purposeful approach to program planning and incorporates the following components: Organizational Content, Needs of the Community and Society, Planning, Design and Implementation, Evaluation.