

New Staff Orientation (NSO)

Held quarterly on Campus. Complete your first year with Extension with the preference for 3-9 months.

Description

This in person event is held on campus each quarter and will familiarize new staff with the Extension mission and values, and history while fostering a collaborative environment. During the orientation, you'll discover your strengths and understand how you can positively impact Extension work. Don't miss the chance to obtain your Icard and explore the vibrant U of I campus. Remember, it's essential for new employees like you to **complete this training within the first six months of your extension employment.**

Objectives

- Introduce the Organization's history, mission, and values as a driver for all Extension work.
- Facilitate networking with other new colleagues so they may support each other and improve engagement with the organization.
- Provide an overview of the organizational structure and how each role is pivotal to Extension's impact in communities.
- Discuss how their strengths can elevate the work and impact of Extension
- Cultivate a culture of Inclusion and Belonging within our organization.
- Foster a connection with the University
- Encourage a commitment to continued learning and development as a catalyst for success in their role and career development for the future.

Registration

1. New Staff orientation is held every quarter on Campus in Champaign.
2. <https://extension.illinois.edu/workforce/onboarding>
3. For up-to-date dates and registration links.
 - February 18-19, 2025
 - May 20-21, 2025
 - August 26-27, 2025
 - December 9-10, 2025
4. Registration is also Prompted in the Moodle Course.

Content

Welcome

Attendees are acclimated to their surroundings and more comfortable with the people in the room.

- Go over the goals of the orientation
- Introductions
- Acronym Mixer (ice breaker and acronym introduction)

Welcome from the ADRs

ADRs introduce themselves, talk about their role in Extension, and answer questions the group may have. The purpose of this session is to connect with members of Extension leadership so that staff will feel that our leaders are approachable and know who they are. They do an excellent job of creating a culture of approachability and equality among classifications.

History, Mission, and Vision of Extension

Dr. Shelly Nickols-Richardson, Assistant Dean and Director of Extension
Presentation on how Extension began.

Inclusive Excellence in Extension

Camaya Wallace-Bechard, Diversity, Equity, Inclusion, and Access Assistant Director, facilitates staff discussions about bias, assumptions, and belonging. She also shares information about Civil rights reporting, so staff develop value for that work early on.

Clifton Strengths

Instructor from UI Leadership Academy

According to a study conducted by Clifton Strengths, employees who strongly agree they can apply their strengths every day at work are more likely to stay with the organization. Learning about our strengths and focusing on how we can use them in our work builds confidence in our abilities. By focusing on our strengths and not our weaknesses, we can apply those strengths to our work in Extension.

Customer Service

Jennifer Russell, Extension CED Educator, leads new staff through topics of discussion around customer service with consideration for generational differences.

Your Place in Extension

Led by Elisha Hughes, Professional and Training Development, this session provides new staff with a comprehensive overview of how Extension operates and is organized. Starting with a bird's-eye view of the organization's structure, Elisha will guide participants through the various levels of Extension, ultimately focusing on the vital work carried out at the Unit office level. This presentation will help new team members understand how their roles fit into the bigger picture, fostering a sense of purpose and connection.

Real Colors

Internal Trainers

Real Colors is a steppingstone to enhancing company culture, increasing productivity, reducing conflicts, and increasing employee engagement and retention.

Your Future in Extension

Elisha Hughes, Professional and Training Development

The session reflects on our roles within Extension and how they contribute to making a meaningful impact in our communities. Through inspiring examples, participants will gain insights into the power of collaboration, illustrated by stories of successful teamwork. The discussion will also delve into how our work aligns with personal values, fostering a deeper sense of purpose when doing GOOD in the world. We'll wrap up by exploring career aspirations, opportunities for continued learning, and the benefits of the tuition waiver program.

Campus Tour

Amanda Taylor, Associate Director for Workforce Development, takes the group on a bus tour around campus town, a walking tour of the quads to see landmarks, cards, and shopping in the istore. Staff report that they feel more connected to campus because of the tour.