

Department Head Orientation



State Department Head Conference
March 10, 2008

Overview

- Introductions and welcome
- Evolution of the department head role and expectations
- Human resources
- Program development
- Budget and finance

Introductions

- Take a few minutes to visit with someone at your table that you do not know
- Share with your partner:
 - Name, Cooperative Extension experience, location
 - What you do to relieve stress and relax



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Evolution of the Department Head Role

- 1997-1998
 - Decentralized decision making
 - Model consistent with county government
 - Revised performance review practices



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Evolution of the Department Head Role

- 1999-2003
 - Buck hired
 - Comprehensive process for leadership development created
 - Department head website
 - Annual department head conferences
 - Managerial leadership curriculum



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Expectations

- Create work environments based on trust and personal responsibility
- Model Cooperative Extension core values
- Support office colleagues
- Encourage professional growth
- Create an inclusive office climate



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Expectations

- Program expectations
- Internal relations expectations
- Resource management expectations
- External relations expectations

Resources

- Administrative support
- Training and professional development
- Technical assistance and support services
- Role modeling
- Assistance with role/workload balance
- Feedback

Gaps

- What additional support do you need?
- How do you want to receive that support?
- Other questions or concerns?