



WNEP Coordinator Core Competency Assessment

March, 2004

	One of my strengths	Doing OK on this	Need to develop this more	Definitely need to develop this	Doesn't apply right now
A. Plan overall program and direction					
A1. Assess community needs and strengths					
A2. Ensure that program stays within funder's guidelines					
A3. Achieve and maintain up-to-date knowledge of subject content					
A4. Plan program activities to meet desired outcomes					
A5. Recognize future trends and possible resources to expand programs					
A7. Develop program outcomes based on knowledge of behavior change and the learning process					
B. Provide Leadership					
B1. Mentor peers					
B2. Participate in UWEX staff meetings					
B3. Actively participate in Ag/Ext committee meetings					
B4. Serve on committees outside local UWEX					
B5. Achieve and maintain knowledge of UWEX policies and procedures					
B6. Facilitate collaborative planning with nutrition staff, family living unit and county office					

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C. Manage administrative processes					
C1. Organize budget and statistical filing system					
C2. Utilize computer technology to write narrative and statistical reports and budget					
C3. Organize subject matter content filing system					
C4. Utilize E-mail for communication					
C5. Complete administrative tasks by deadlines					
C6. Identify sources and means of reducing stress					
D. Measure program impact					
D1. Use statistics and evaluation data to improve program					
D2. Write reports for stakeholders					
D3. Analyze data/records					
D4. Design evaluation strategy and/or tool					
D5. Collect and record data					
E. Secure and Manage Financial Resources					
E1. Write narrative and develop budget for grant applications and contracts					
E2. Ensure that staff has resources to achieve program goals					
E3. Seek new/alternate sources of revenue					
E4. Monitor budget expenditures					

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F. Design and provide learning activities and events					
F1. Provide a variety of delivery methods					
F2. Provide direct teaching					
F3. Identify and acquire resources to provide lessons					
F4. Assess impact					
F5. Design activities based on learning styles and audience needs					
F6. Identify and develop staff teaching skills					
G. Establish relationships with states and local agencies and groups					
G1. Network with community groups					
G2. Problem-solve with groups					
G3. Negotiate roles and activities					
G4. Facilitate meetings					
G5. Carry out program commitments					
H. Create public awareness of programs and issues					
H1. Report to all stakeholders: county extension committees, other agencies, food stamp distribution agency, etc. H2. Establish relationship with local media					
H3. Participate in activities that create awareness of poverty and food scarcity					

	One of my strengths	Doing OK on this	Need to develop this more	Definitely need to develop this	Doesn't apply right now
I. Hire, train, support and supervise staff					
I1. Hire staff					
I2. Create a team					
I3. Provide on-going support to maximize staff success and meet local and state standards					
I4. Assist educators in developing and reaching goals					
I5. Provide initial training and orientation for new employees					
I6. Provide on-going professional development and training					
I7. Conduct program/unit meetings					
I8. Conduct performance reviews					

Self-Assessment for New Supervisors

Adapted from Leadership presentation, Don Schutt, WNEP Manager Supervisor Course, January 13, 2004

	One of my strengths	Doing OK on this	Need to develop this more	Definitely need to develop this	Doesn't apply right now
1. <i>Influence</i> : Persuades others to accept a desired point of view; gains support and commitment from others; effects change in others' behavior.					
2. <i>Facilitation</i> : Leads meetings or group efforts without directing the outcome; creates an environment of openness and trust; leads groups to decisions in which all participants feel a sense of ownership.					
3. <i>Planning and Organizing</i> : Develops comprehensive project plans; monitors progress against goals; assigns clear responsibilities; breaks work down into manageable portions.					
4. <i>Analysis</i> : Gathers relevant information; considers broad range of issues and factors; perceives relationships among diverse information; uses logic effectively.					
5. <i>Decision Making</i> : Makes timely and effective decisions.					
6. <i>Delegating</i> : Effectively assigns tasks to others while maintaining responsibility for results; considers skill level of employee and challenge level of assignment.					
7. <i>Follow-up and commitment</i> : Follows plans through to closure; persists despite obstacles; keeps one's word.					
8. <i>Communication</i> : Speaks clearly and expresses self well in groups; conveys ideas in terms the listener can understand.					
9. <i>Listening</i> : Demonstrates attentive listening; conveys understanding to others.					

