



4-H Agent Development: New Agent Steps to Success



Starting a career can be an exciting, but daunting task! There are many things to learn in your first years to create or maintain programming, grow professionally, and ensure equal opportunity. This guide is to help challenge you towards creating and maintaining professional goals and a successful extension career.

Inspire Agents to Do

Conferences

Each year, make sure to mark your calendar for annual conferences. Do it early to save the dates! Some include:

- October: Annual KSRE conference
- November: National 4-H Agent's Meeting
- January: 4-H Program Rally
- April: KAE4-HA Conference

New Agent Orientation

Along with conferences, it's imperative to put new agent orientation dates sent by KSRE administration on your calendar. Be sure to keep your evenings meeting free during these trainings. The evenings are a great time to build an agent network of support.

Starting Out

Get Involved

Members and volunteers new to 4-H can use this section to explore the basics of 4-H and projects. A great starting point, but also a great refresher for experienced 4-H members. www.kansas4-h.org/

Examples of Documents:

- New Family Guide
- Becoming a Volunteer
- Project Overviews

Learning More

4-H Club Corner

4-H club leaders and members can learn more about expanding their role here. Documents help guide club activities and management. www.kansas4-h.org/

Examples of Documents:

- 4-H Greet Sheet
- Club Leaders Toolbox
- Creative Roll Call Ideas
- Enhance a Club Meeting

Expanding Horizons

Events and Activities

4-H doesn't end at the club level, 4-H'ers can use this section to explore expanding their 4-H experience horizon. www.kansas4-h.org/

Links on this page:

- Camps
- Conferences and Events
- Fairs
- Global Citizenship
- National/Regional Events
- Volunteer Trainings

Mentoring

Work closely with your assigned mentors. They are there to help you! Along with that, seek out informal mentors in your area of expertise.

Self-Evaluation Before

Using the rating scale below, answer the following:

- 1 = not at all
- 2 = a little
- 3 = a lot

I know how to ...

Navigate Kansas4-H.org for resources 1 - 2 - 3

Network to strengthen my local unit programming 1 - 2 - 3

Apply the 4-H learning model 1 - 2 - 3

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First Year	2nd and 3rd Years	Leadership in KSRE	Professional Organizations
<ul style="list-style-type: none"> • Meet with your mentor. • Become proficient in PEARS. • Hold at least one Program Development Committee (PDC) meeting. • Join the 4-H Program Focus Team (PFT). • Review State 4-H Positive Youth Development and Signature Action Plans. • Attend a club meeting. • Get to know your community. • Attend a Statewide 4-H event. • Get to know 4-H partners, volunteers, and stakeholders. • Conduct and evaluate an educational program. 	<ul style="list-style-type: none"> • Develop a specific local action plan. • Initiate need-based programming. • Participate in a professional development workshop. • Learn about alternative funding and grants. • Take a grant writing workshop. • Continue to understand and implement Civil Rights compliance. • Hold at least one adult volunteer and/or club leader meeting. 	<ul style="list-style-type: none"> • Volunteer to assist at a Statewide 4-H event. • Offer to join a state task force or action team. • Mentor a new agent. • Serve on a committee or as an officer in a professional organization. • Propose and present a Conference break-out session. • Serve on a cross-disciplinary team. • Participate in after-hours conference networking opportunities. • Join a local youth-focused civic organization on behalf of KSRE. 	<p>Consider joining 4-H and Extension professional organizations. These help keep you connected and growing in your career.</p> <p>www.ksre.k-state.edu/employee_resources/Extension%20Professional%20Associations.html</p> <ul style="list-style-type: none"> • KAE4-HA Kansas Association of Extension 4-H Agents • NAE4-HYDP National Association of Extension 4-H Youth Development Professionals • JCEP Joint Council of Extension Professionals • ESP-Alpha Rho Epsilon Sigma Phi Kansas Extension Professionals' Organization

Tips and Tricks for Success

- Be familiar with the Kansas 4-H and local policy guides.
- Learn about and integrate 4-H Best Management Practices into programming.
- Visit other units' FB pages, websites, newsletters, etc. for inspiration and guidance.
- Visit another county's 4-H events to learn about other approaches.
- Volunteer for Regional Project Report judging to gain experience in quality record books.
- Don't be afraid to ask about acronyms!
- Learn about State 4-H resources and what staff can do to help you.
- You don't have to do it all yourself! Volunteers are the backbone of 4-H.
- Broaden programming efforts using multi-faceted methods and media to address various learning styles.

Take Care of Yourself

- Take intentional mental health breaks.
- Use professional scheduling, vacation, and sick time.
- Practice healthy living: Eat well, exercise, and laugh!
- Try new things! Some things may not go as planned. Learn from it.
- Attend professional development opportunities to re-energize.
- Leave work at work, set boundaries and turn your phone off.
- Share your peaks and valleys with a confidant.
- Reflect. You are making a difference!

Self-Evaluation After

Using the rating scale below, answer the following:

- 1 = not at all
- 2 = a little
- 3 = a lot

I know how to ...

- Navigate Kansas4-H.org for resources 1 - 2 - 3
- Network to strengthen my local unit programming 1 - 2 - 3
- Apply the 4-H learning model 1 - 2 - 3

Kansas Clover Classroom

Adapted from NW 4-H Advisory
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