

Agent Planning Guide for Developing 4-Year County Plans of Work

County _____ Plan of Work Coordinator _____

Dates/Deadlines	Action Plan	Date Action Completed
March – May	Agents and County Extension Council (CEC) identify/recruit additional representatives from the general public to engage in needs assessment; Ensure representation of all geographic areas and socio-economic groups	_____
April – June	Asst. Directors work with teams of specialists to identify trends within program areas; Specialists provide resources to agents as needed	_____
September	District staff meetings include review of and training on program development/POW process and the role of CEC and Program Councils	_____
October – November	Agents share trends/issues identified by specialists with Program Councils and CEC	_____
November – January	County Extension Council and Program Councils meet to discuss emerging issues and needs (those not formerly identified) as well as those past issues that may not have been addressed previously; Those issues arising at the local level not labeled as state trends are submitted to District Directors as emerging needs (to be considered as upcoming state-level issues or future major areas of programming/MAPS)	_____
February – April	County Extension Councils continue meeting to review data that has been identified as current trends/issues by specialists; Set program priorities to determine what issues will be the county’s focus areas/Major Areas of Programming (MAPs)	_____
April – May	Developing the Plan of Work <ul style="list-style-type: none"> - Agents write the POW (Connect programs/ activities to MAPS; Determine what will be addressed throughout the 4-year plan) - Include a marketing plan for the POW (consider ways to involve CEC in helping promote programs, getting the word out, hosting an advertising campaign) - Evaluation conducted as an ongoing process of the POW 	_____
April 15	Begin entering MAP information in KERS Plan of Work template	_____
May 1	Draft of County POW submitted to District Director for review	_____
June 15	Final copy of Plan of Work approved by District Director	_____
June 30	Deadline to submit 4-Year Plan of Work into KERS	_____