

ANR Cooperative Extension Risk Assessment Best Practices

Staff – Training

A. Training of Support Staff

1. Build the knowledge base at the regional offices by providing training on process and policy and training county office managers accordingly
2. Review training history and past experience with equipment before hiring paraprofessionals and interns
3. Provide adequate safety training to field assistants and support staff to prevent injury
4. Include responsibility for safety training in job descriptions of those with management responsibilities
5. Provide staff recognition and awards on safety issues

B. Training of UCCE Academic Staff

1. Train academic staff in personnel policy, performance management, supervisory management and any other areas of concern prior to start of work
2. Update administrative policies and train academic and administrative staff in new and revised policies and procedures
3. Hold the Statewide Conference, and Regional and County Meetings
4. Update and distributing Statewide Administrative Handbooks (i.e., 4-H Youth, Master Gardener)
5. Require academic staff to attend administrative meetings where important information is being shared
6. Provide training to management on human resources policy information
7. Develop distance learning tools to deliver training
8. Require a formal orientation program with an administrative component for new hires
9. Make training mandatory for all new academic/administrative staff
10. Emphasize accountability to academics who supervise employees
11. Provide an effective avenue for communication of local training needs to administrators
12. Provide stress management training to academic/administrative staff
13. Create official ANR training components, starting with five most important areas
14. Provide training in different locations throughout the State, including Statewide Conference and regional/county meetings
15. Develop a mentoring program for new managers/administrators
16. Provide consistent and updated training to academic/administrative staff in all areas that are relevant to their job responsibilities
17. Develop list of “core competencies” for managers and provide information where to obtain training for each of these competencies