

CORE TRAINING FOR NEW AGENTS

All new agents are required to complete at least 35 hours of core in-service trainings. Core in-services include topics pertinent to agent success at the county level. Core in-service trainings also count toward career ladder promotion. Agents can register for these trainings through the in-service catalog located in KERS. The majority of these trainings will be offered in clusters during the months of February, May and October of each year. A list of core in-service trainings can be found below (see chart).

Core In-service Topics	Credit Hours	Presenters/Trainers
Advisory Councils	3	Kim Henken
Client Protections/Risk Management	3	Ken Culp
Digital Literacy (formerly known as Working with the Media)	3	Hayley Pierce
Effective Communication (& Conflict Management)	3	Nicole Breazeale, Dan Kahl
Evaluation (of Extension Programs)	3	Lola Adedokun
Emergency Preparedness	1	Jeff Young
Extension Reporting	3	Natasha Lucas, Ken Jones
Facilitation Skills	3	Melissa Bond, Melody Nall
Fiscal Management	3	Becky Amsler, Ryan Martin, Other Business officers
Hiring & Managing Support Staff	3	Stacy Miller
Introduction to SNAP-Ed Programs (Core Eligible)	3	Caroline Durr, Leslie McCammish
Leadership Development	3	Dan Kahl
Logic Models	2	Lola Adedokun
Marketing/Branding Extension	3	Hayley Pierce
Mental Health First Aid Training (Adults)	8	Kerry Ashurst, Tyrone Atkinson
Plan of Work	3	Ken Jones
Program Development	3	Ken Jones
Teaching Methods	3	Sally Mineer
Thriving on Access: Strategies to Expand Reach in Community Programming	3	Kendriana Price
Understanding Extension Policies	1	Daniel Wilson
Urban Program Delivery	2	Jeff Young
Volunteerism	3	Ken Culp
Working With Elected Officials	3	Melody Nall/Melissa Bond (Melody normally includes Nick Carter)
Bridging Generations (new)	3	Kim Henken

Things to Note:

1. A session titled “***Core In-Service Week***” is placed in the KERS catalog 3-6 months in advance (to promote the upcoming block of Core In-Service Training sessions).
 - a. During this time (at least 2 months in advance, before the actual *Core In-Service Week* occurs), a decision is made on which trainings will be offered.
 - b. New agents are informed to sign up for the *Core In-Service Week*; that way, once the individual training sessions are confirmed, the mailing list (of those registered for *Core In-Service Week*) can be used to correspond with agents so that they will be aware of the sessions offered.
 - c. Specialists are identified and contacted to inquire of their availability to offer trainings.
 - d. Once trainings are confirmed, the individual trainings are posted in the KERS catalog. Typically, two trainings are offered each day over a 3-day period.
2. Agents pick and choose individual trainings that they plan on attending. They can, but are not required to attend the entire week. The primary goal is to have Core Training complete before it is time to apply for Level II of the Career Ladder. Most agents can obtain the 35 hours within a year or less.
3. Agents will not automatically be given credit just for attending the week of Core Training. The sessions count individually as credit toward the 35 hours required.
4. There are no substitutions for the Core In-Service sessions. Only sessions approved by UK Extension Administration are regarded as Core In-Services.
5. A sign-in sheet is circulated at the end of each training session. Agents must sign the sheet if credit is to be given. Also, no partial credit is given. If an agent arrives late or leaves early, they will not receive credit for the session.
6. Multiple versions of core training documentation are maintained:
 - a. Sign-in sheet from each training session
 - b. Documentation of posted attendance in KERS (posted by the Regional Extension Director)
 - c. An Excel master file that contains all new agents and the sessions they have completed can be found in Microsoft Teams.
7. Agents are asked to email their Regional Extension Director when they have completed Core Training. Once this is verified, an email and a Core Training completion certificate are sent to the agent and the AED by the regional office.

Revised February 2025

Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, physical or mental disability or reprisal or retaliation for prior civil rights activity. Reasonable accommodation of disability may be available with prior notice. Program information may be made available in languages other than English. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
Lexington, KY 40506

