

Administrative News from Glen:

I am pleased that Dr. Mary Kay Wardlaw has agreed to take on a new role within our Extension administrative team. Her move from Director of the CNP program will be a loss for the Cent\$ible Nutrition Program and for the Family and Consumer Sciences Department. However, in the role of Associate Director, her leadership for UW Extension and more specifically field programs will have big benefits for the organization. Mary Kay will start in the Associate Director position in late July. She will oversee Extension's field programs on the east side of the state.

We recently received confirmation of a gift from the Ellbogen Foundation for an endowment to provide seed funding for innovative local/community-based programming in any of the five Extension initiatives. When fully funded, it will provide approximately \$28,000 per year to fund new, innovative and high impact Extension programming. Please join me in offering a special thanks to Dean Galey and Dr. Crane for leading and supporting this development effort. You will hear more about this endowment program in the fall.

Safe Travels, Glen

Personnel News:

We are pleased to announce that we have successfully completed the search for the 4-H Extension Educator position in Sheridan County. **Elizabeth "Liz" Shaffer**, a recent graduate of UW's College of Agriculture and Natural Resources, will start the position June 30th. Liz is 10-year 4-H member from Sublette County. She served two summers as intern in her home county and then one summer working in the State 4-H Office. Her experience and passion for the 4-H program will be a great addition to the **Sheridan County Extension Team**. We are excited to welcome Liz to UWE.

Wind River Reservation, 4-H and Youth Development Educator – Position #6141, based in Ethete. This is a non-extended term position. This was a failed search.

Carbon County, NFS – Position #1281, based in Rawlins. This is an extended term track, Assistant UEE position. The search will be extended through August 29, 2014.

Teton County, 4-H/Youth Development Educator – Position #4440, based in Jackson. This is a non-extended term position. Screening will begin August 29, 2014.

Staff Development/Federal Relations News from Susan:

Professional Development News

In-Depth Training – 2014 will be held **November 3–6, 2014**. Please block these dates on your calendars now. Initiative teams and CNP will be working on training topics. UW Extension will use the Hilton Garden Inn and UW Conference Center for the training in Laramie. Initiative Team representatives serving on the planning committee include: Tom Foulke (CDE), Stacy Madden (4-H), Jossy Ibarra and Kentz Willis (NFS), Windy Kelly (SMRR), and Kellie Chichester and Chris Hilgert (PSAS). Mindy Meuli will represent CNP. Plans are progressing well. Watch for more details later in the summer.

UW Extension – New Employee Training will be held **September 8–11, 2014** in Laramie. All new employees hired since October 1, 2013 should reserve these dates.

ESCAPE – Extension Secretaries Conference, a Professional Event – will be held in Thermopolis, September 23-26, 2014.

Civil Rights Tip

Five counties including: Campbell, Hot Springs, Johnson, Park, Teton, and the Wind River Indian Reservation will be reviewed in 2014. Members of the State Civil Rights Team include: Bridger Feuz, Scott Hininger, Mary Louise Wood, and we welcome three new advisors: Brian Sebade, Diane Saenz, and Mae Smith. Reviews will take place in the fall. The purpose of county civil rights reviews is to provide training on documentation required for civil rights compliance.

Reporting Tip

Impact Statements – impact statements are success stories written for Extension Stakeholders and the general public. They should be brief – 600 to 800 words, non-technical in terminology. In writing a brief impact statement, include a short section on how the need was determined; what did you do; were there partners or others involved; and finally, the largest section should describe the impact or results to the client. Headings for impact statements include:

Title:

Situation:

Impact:

Contact information: (include name, title, county or area assigned, phone, and e-mail address)

There are helpful guides on the UW Extension Website, these provide information, and they **are not** templates. https://www.uwyo.edu/employee_resources/forms/ces-forms.asp

Customer Service Tip

5 Ways to Motivate Yourself (and Everyone around You)

To be seen as a leader at work, you'll need the drive to consistently deliver superior results, the energy reserves to give your colleagues a boost when they have a tough day, and the mental agility to be at the top of your game when you interact with colleagues and the public.

Here are five research-backed ways to keep yourself at peak performance.

1. Arrive at Work in a Good Mood

A positive mood lifts your brain's dopamine levels, resulting in improved cognitive performance. So, build a mood-lifter into your routine before you travel to work, whether it's listening to music, talk with your children over breakfast, calling a friend for a virtual coffee chat, and enjoy the resulting boost in brainpower as you arrive at your desk.

2. Manage Your Energy, Not Your Time

When McKinsey & Company studied the characteristics that drive and sustain top female leaders, energy management was discovered to be a common element of their success. Those leaders understood exactly what drained and sustained them, and I recommend you do the same. Keep a log of your energetic peaks and valleys for at least a week, and from those insights, build a new routine. By paying close attention, you may learn to avoid the carb-heavy lunches that make you sleepy by 2 PM or to connect with a chatty team member early in the day, when you still have the energy to wrangle his or her whimsy.

3. Expand Your Capacity like Athletes

Once you know your energy sources, you can “expand your capacity like elite athletes do,” approaching a typical workday like an interval training workout by arranging tasks into bursts of intense activity interspersed with breaks or lower-intensity activities.

4. Be an Energizer

And once you have all that energy, don't be stingy with it. Sharing it with others will motivate your team and boost your performance, too. Just remember, being an energizer is a more subtle skill than

being a cheerleading extrovert. How exactly do you do that? Simply making eye contact establishes an emotional connection with the person you're speaking with. Want someone to know he or she has your undivided attention? Put away your cell phone, lean toward him or her, and make eye contact.

5. Understand Your Goal Orientation

People with mastery orientation are motivated by the challenge of learning something new, while people with performance orientation do better when striving for excellence by using their existing skills. Which type are you? Whichever it is, tailor your goals and how you achieve them to suit the style that best motivates you.

Now you can begin lifting up others as you climb. Ask yourself: How will you motivate those around you?

Adapted from: Jo Miller, May 14, 2014 <http://womensleadershipcoaching.com/>

Cent\$ible Nutrition Program News from Mindy Meuli:

Initial training was completed in May for our new employees, Sandra Biller in Albany County, Dasa Moore and Michelle Hans in Natrona County, and Debbie Russell in Laramie County. Our new employees are all year-round educators and are excited to get started with CNP programming. The counties that have year-round employees are: Sheridan, Natrona, Carbon, Albany, Washakie/Hot Springs, and Laramie.

Cent\$ible Nutrition Program 10-month educator's last day before summer break will be June 13th. They will return to work on August 14th. We hope everyone has a great summer!

We wish Mary Kay well in her new position as Associate Director. We will miss her CNP expertise however, we look forward to her continued leadership in her new Extension role.