Women in agriculture from Lucas and Henry Counties discovered their Real Colors during the first session of Annie's Project on February 9. Teresa Johnson, 4-H Youth Development Educator from Defiance County, guided the session for a group of enthusiastic and energetic learners! Thanks to Amy Stone, ANR Educator in Lucas County, and Beth Scheckelhoff, ANR Field Specialist, for bringing this opportunity to the women in their communities!
A new issue of the Communiqué is now available online at http://extension.osu.edu/communique.

The topics include:
- Important W-2 Information – Ohio State Tax Reminder
- OSUE Promotion Guidelines Available and Other Updates
- Distinguished Staff Award Nominations – due February 9
- Distinguished Diversity Enhancement Award Nominations – due February 9
- Outreach and Engagement Grant Opportunities – Proposals due February 16
- University Outreach and Engagement Recognition Awards Applications due February 16
- Tri-State Diversity Conference Diversity Champion Award – Nominations due February 16
- The Changing Face of the Organization: Millennials in the Workplace – February 17 Workshop
- Emotional Vampires at Work – February 19 Workshop
- Strengths-Based Selling – February 24 Online Workshop
- Performance Management and Coaching – March 2 Workshop

Due to the short February month, the last day for reallocating all transactions is the 26th -- please strive to have everything entered and approved by the 25th so they can be completed in time. It’s best to enter each purchase as they are made so there isn’t a backlog at the end of the month -- leaving plenty of time if questions arise.

Don't miss the 11th Annual Tri-State Diversity Conference, February 19-20, 2015 at the Marriott, Greater Cincinnati Airport. This professional development opportunity is planned for community and classroom professionals who are interested in expanding their diversity competence. The Extension programs at Kentucky State University, University of Kentucky, Ohio State University and Purdue University collaborate to offer this award-winning conference that has become national in scope.

Cindy Torppa’s Schedule for February 9 - 13

Monday: Region Office
Tuesday: Ashland County
Wednesday: Allen County
Thursday: Admin. Cabinet
Friday: Virtual
#HealthyHeart . . .

Join OSU Extension’s Live Healthy Live Well Team for a Twitter Chat about Heart Health on Thursday, February 12, 2-3 p.m. Topics will include: Get Moving, The Healthy Fats, Halt the Salt, Get Enough Sleep, Eat More Vegetables and Fruits, Higher Fiber Foods and Your Heart, Take Time to Relax, and more! Participate by following the hashtag #HealthyHeart, and make sure your tweets include #HealthyHeart, too.

Ohio Ag. Council Scholarships . . .

The Ohio Ag Council is offering up to six $1,500 scholarships to assist students pursuing agricultural-related studies and to help promote agriculture and agri-business as a growing field of career opportunities. The application deadline for the 2015-2016 school year is February 27, 2015. Follow the link for more information and the application.

http://www.ohioagcouncil.org/news-events/scholarship-deadline/
The Business Office will be hosting training courses over the next few months. These are available for any CFAES or University employee that would like to attend.

Please note some courses have requested Pre-Requisite training. This pre-training is not mandatory, but the course will have more meaning if you do. If you have recently taken these trainings it is not necessary to take them again.

All of the courses below are offered free of charge.

**Registration Link:** [http://cfaesfinance.osu.edu/training/2015-business-office-training](http://cfaesfinance.osu.edu/training/2015-business-office-training)

**Questions?** Email Cindy Buxton [buxton.65@osu.edu](mailto:buxton.65@osu.edu)

### Course Summaries:

1. **Special Buying Considerations** - learn some of the advanced rules for purchasing items at the University. We will cover restricted items, key dollar amount thresholds and vendor setup issues.
   - **Method:** Online Course via Adobe Connect
   - **Date of Event:** March 24, 2015, 1:30-3:30pm
   - **Pre-Requisite Training:** Introduction to Buying Tools Slides and Video 1:45:19
   - **Last Date to Register:** March 16

2. **New Director or New Fiscal Employee Basic Training** - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (Repeated as In Person course below)
   - **Method:** Online Course via Adobe Connect
   - **Date:** April 8, 2015, 1:00 - 4:00pm
   - **Pre-Requisite Training:** None
   - **Last Date to Register:** March 31

3. **New Director or New Fiscal Employee Basic Training** - This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (This is the same training as above but offered in person with more in depth discussion of topics)
   - **Method:** In Person, Columbus Ohio, Location To Be Determined
   - **Date:** April 16, 2015, 9:00am - 4:00pm
   - **Pre-Requisite Training:** None
   - **Last Date to Register:** March 31
4. **Internal Audit Recommendations** - This course will cover some recent recommendations from internal audits conducted at the University.
   • Method: Online Course via Adobe Connect
   • Date: May 21, 2015, 1:30-3:30pm
   • Pre-Requisite Training: None
   • Last Date to Register: May 13

5. **County Budget Preparations** - This course will cover finding information to create calendar year budgets, including running advanced eReports and using historical budget templates.
   • Method: Online Course via Adobe Connect
   • Date: June 18, 2015, 1:30-3:30pm
   • Pre-Requisite Training: GL 6 eReports - OSU Carmen self-enrollment
     Accessing eReports Slides and Video 22:08
     Reading eReports Slides and Video 1:26:15

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**Outreach and Engagement Grants Applications Due February 16 . . .**

Proposals are due a week from today – Monday, February 16 by 4pm – for the 2015 Engagement Impact Grants, OSU CARES/OSU Extension Seed Grants and Service-Learning Grants. These grants support programs that expand innovative, creative, scholarly engagement to address compelling challenges and critical needs in communities. More than $300,000 is available across the three grant programs. For more information about the grant programs, go to [http://outreachgrants.osu.edu](http://outreachgrants.osu.edu).

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**Performance Management and Coaching Workshop . . .**

**Monday, March 2, 2015 - 9:00am to 3:30pm**
OSU Leadership Center, Columbus, OH

Performance management is a systematic process for improving and sustaining human performance throughout organizations. Much more than the “annual review”, performance management involves an integrated approach to planning, coaching and feedback, and performance review. Ideally, coaching and feedback should be a major focus of your effort as a supervisor. Effective coaching includes not only developing the desired behaviors in others around us, but also understanding the emotions that drive those behaviors. As a coach, you can make the difference between employees reaching their full potential or remaining stagnant in their roles. This workshop focused on coaching and performance management is a great place to develop and/or strengthening your skills as a supervisor. This training will provide a professional development opportunity for supervisors to develop skills towards supporting performance management as an important and positive part of the workplace.
Through group discussion and interactive activities, participants will:

1) explore key concepts related to performance management with a focus on conducting performance reviews and setting performance goals;
2) practice planning a performance discussion and writing performance goals for an employee
3) describe coaching competencies and specific techniques needed to successfully coach others; and
4) have an opportunity to ask questions and share ideas with colleagues.

**Facilitated by:** Graham Cochran and Jeff King

**Cost:** $140.00 per participant. To register and make payment, please go to [https://regonline.com/seriesleadership](https://regonline.com/seriesleadership).

**Please note,** if you are unable to attend you may send someone else in your place. Cancellations made prior to the day of the workshop will be refunded minus a $5 cancellation fee. No refunds will be made for no-shows/cancellations the day of the workshop.

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**Engagement Scholarship Consortium Conference Proposal Deadline: March 20 (Source: Ben Lewis) . . .**

Proposals are now being accepted for the 2015 Engagement Scholarship Consortium Conference. This is a great opportunity to share your engagement work at a national conference. This year’s conference will be held at Penn State, September 29-30, 2015.

The **deadline to submit a proposal is March 20**. For more information about submitting a proposal and to read about Ohio State’s participation at last year’s conference, visit [http://outreach.osu.edu/newslist-items/esc2015.html](http://outreach.osu.edu/newslist-items/esc2015.html). If you have any questions contact Ben Lewis at lewis.485@osu.edu.