

# In-service Training Guidelines

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It is an expectation of WSU Extension Educators to routinely offer updates or in-service trainings based on their expertise to other Extension educators. These guidelines were designed to assist you in maximizing the participation and the effectiveness of your training. If you need assistance in planning and implementation of in-service training please contact me at 509.358.7871 or [jlindstr@wsu.edu](mailto:jlindstr@wsu.edu).

- Consider the in-service training as a method of expanding your program. In-service trainings are often the impetus for program development and implementation teams. The other faculty can be both an audience and a partner in implementing your program. Utilize their input in the training planning stages. Access the skills of the target audience and engage the audience in the planning and delivery of the training.
- Broaden the scope of the training. There may very well be opportunities to include discussions regarding reaching difficult to reach audiences (diversity) and documenting program impacts (program evaluation) in subject matter training. Talk to the WSU Extension program leader on how these pieces can be successfully included with your training.
- Incorporate innovative teaching methods into your training. Teach the way you envision others teaching the information. Actively engage your audience during the training. Be a role model for other educators. (delete this sentence.. you have already said above...Assess the teaching skills of the target audience and assist them in learning how to be more effective teachers.)
- Incorporate “fun” into the trainings. There are many methods to implement training – study tours and hands on trainings are just two examples. One of the most successful noxious weed in-service trainings included a pack trip, in which Extension educators studied noxious weed control educational programs in the backcountry on horseback. In-service trainings do not have to be confined to a classroom or even around a table. Be as creative as you can be – you will have a better turnout and WSU Extension educators may learn more and will emulate your training methods. This may very well benefit our constituents with higher quality program on the county level.
- Actively engage in cross discipline training. In-service trainings can center on interdisciplinary team building that may lead to funding from internal and external sources.
- Market your program. Advertise to all of WSU Extension and actively recruit from your target audience. A few simple steps will help you broaden your audience. Add the in-service training to the [All Extension Calendar](#). Send an email to all appropriate subject matter lists serves and the All Extension list serve. Send a notice to the Professional Development Department so that the in-service can be advertised in the Professional Development electronic newsletter. Consider advertising the training to colleagues in neighboring states. The advantage about

advertising broadly is that you may pick up other Extension educators that you didn't realize would have an interest in the subject matter by cross marketing the in-service to all of Extension.

- Evaluate the in-service training. Think of evaluation for two distinct results. First the quality of the training itself. It will help in the personal assessment of your teaching skills which will assist you in your long term program delivery. This type of evaluation leads to an assessment of the effectiveness of the training as conducted.

Second, evaluate for program impact. How was the information used? Did the WSU Extension educators use the information to teach others? How was their behavior changed? Was there an economic impact to the training that you provided? This information should be used in your annual report of impacts.

There are several methods you may use in program evaluation. Surveys are just one method. A small focus group, interviews with participants, and personal observation are other methods that may have better application to your training. Remember, the county Extension educator may be a resource for your program evaluation. Many have years of experience in evaluation. A quality program evaluation is a valuable teaching method for those Extension educators that are just beginning their career.

- Incorporate content evaluation criteria base upon the programming goals and strategic initiatives of WSU Extension's strategic framework. Have a firm understanding of how your program corresponds to these parameters. County based educators are responsible for seeking ways to meet their constituents' needs and concurrently meet WSU Extension's goals and initiatives. All WSU Extension programs are planned to adhere to WSU Extension's strategic framework.