

**FSNEP/EFNEP
Resource Guide for
State Nutrition Coordinators
Core Competencies**

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National Program Leaders/Coordinators, and state FSNEP and EFNEP Coordinators

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The national *Core Competencies for State Coordinators*, <http://www.csrees-fsnep.org/corecomp/>, developed in 2001, defines core competencies needed to be a successful state coordinator. One of the goals of the project was to assist state coordinators in identifying current strengths and areas for future professional development. This guide identifies resources that address the core competencies.

The Resource Guide lists the core competencies and identifies materials which can be reviewed for further skill development. The list is just a beginning. It contains resources recommended by the Core Competencies Committee and National Program Leaders/Coordinators. On the website, you will have the opportunity to suggest and expand the list by recommending your favorite resources.

The original list of resources was completed in March 2003. We encourage Food Stamp Nutrition Education Coordinators/state contacts to contribute to this list by recommending your favorite resources that address skill development in the core competency areas. To contribute to this list, please go to the FSNEP website, click on Information for Extension/Land Grant University Coordinators, then, click on Resource Guide for Core Competencies. Or: http://www.csreesfsnep.org/corecomp_res_intro.cfm. At the bottom of the webpage, click on Comment/Updates. This page requests your personal information; you are then taken to a comments page. On the Comment/Update page, please enter the information for the resource you are recommending including author, title, year of publication, and media (book, video, cd, etc.). If you are recommending a website, include the name of the website and the web address. Also, please indicate the core competency the resource addresses.

If you are looking for resources, check the website periodically to view new resources that are being suggested by our peers.

A. Practice Shared Principled Leadership

- A1. Coach and be coached.
- A2. Interpret/set/apply policy and procedure.
- A3. Guide strategic planning.
- A4. Model professional integrity.
- A5. Pursue continuous professional development.
- A6. Maintain cutting edge awareness in core competency areas.
- A7. Create opportunities, challenge status quo
- A8. Facilitate team building
- A9. Facilitate organizational change for program and organization success
- A10. Promote telling our stories
- A11. Interface with academic organizations and community systems.
- A12. Facilitate and model teamwork
- A13. Keep current in the use of technology

Lipman-Blumen, Jean, (2000) *The Connective Edge: Leading in an Interdependent World*, Oxford University Press.

Patterson, Kerry, Grenny, Joseph, McMillan, Ron, Switzler, Al. (2002) *Crucial Conversations Tools for Talking when Stakes are High*, New York, McGraw-Hill.

Buckingham, Marcus, Coffman, Curt (1999) *First, Break All the Rules*, New York, Simon and Schuster

Benton, D.A. (1992) Lions Don't Need to Roar, New York, Warner Books, Inc

Benton, D.A. (1996) *How to Think Like a CEO: The 22 Vital Traits You Need to be the Person at the Top*, Time-Warner Audio Books.

Covey, Stephen R. (1990) *The 7 Habits of Highly Effective People*, Simon and Schuster.

Harari, Oren. (2002) *The Leadership Secrets of Colin Powell*, McGraw-Hill, NY.

Association of Leadership Educators website: <http://www.aces.uiuc.edu/~ALE/> and related links too many resources or www.leadershipeducators.org

National Clearinghouse for leader programs website:
<http://www.nclp.umd.edu/issueinfo1.asp>

Ohio State University Leadership Center website: <http://leadershipcenter.osu.edu/> Click on Publications: Leadership Moments, Making Meetings Manageable, Too Much To Do...Too Little Time.

Center for Creative leadership <http://www.ccl.org/index.shtml>

National Extension Leadership Development Program (NELD)
http://outreach.missouri.edu/pdo/Leadership/National_NELD.htm

Collins, Jim. (2001) *Good to Great: Why Some Companies Make the Leap ...and Others Don't*, HarperCollins.

Collins, James C. and Porras Jerry I. (Contributor) (1994) *Built to Last*, HarperCollins.

A1: Wadsworth, Emily M. (2002) *Giving Much, Gaining More*, Purdue University Press.

A3: Pfeiffer, J. William (1986) *Strategic Planning; Selected Reading*, University Associates, Inc.

A5: The Joint Council of Extension Professionals from <http://www.jcep.org>

A5: Society of Nutrition Education (SNE) from www.sne.org

A5: American Dietetics Association (ADA) from www.eatright.org

A8: Zenger, Musselwhite, Hurson, & Perrin (1994), *Leading Teams: Mastering the New Role* Irwin Professional Publishing, Inc

A 8: UW Extension: Building a team <http://www.uwex.edu/ces/wnep/p5/index.html>

A10: Reporting results Telling Your Story:
<http://www.uwex.edu/ces/wnep/p7/index.html>

A10: Utah: <http://extension.usu.edu/coop/food/efnep/index.htm> overview, success stories

A 10: Texas: <http://enp.tamu.edu/> overview, program impacts

A10: Wyoming: <http://uwadmnweb.uwyo.edu/centsible/index.html> success stories.

B. Provide leadership for statewide programming

- B1. Ensure program guidelines are followed
- B2. Coordinate program planning including asset mapping and needs assessment
- B3. Integrate research into educational programs
- B4. Oversee curriculum identification and development
- B5. Facilitate culturally sensitive program implementation for behavior change
- B6. Coordinate program evaluation
- B7. Conduct and/or participate in applied research
- B8. Utilize evaluation results for program enhancement
- B9. Recognize participant achievement
- B10. Ensure compliance

The Cooperative State Research, Education, and Extension Service from <http://www.reeusda.gov/>

“The Extension System: A Vision for the 21st Century-Extension Committee on Organization and Policy (ECOP)” from <http://www.nasulgc.org/publications/Agriculture/Ext%20Sys%20Vision.pdf>

National Association of State Universities and Land Grant Colleges (2002) from <http://www.nasulgc.org>

Missouri FNEP website: <http://outreach.missouri.edu/fnep/admin.htm>

B1: USDA Food and Nutrition Service from <http://www.fns.usda.gov/fns/>

B1: Expanded Food and Nutrition Education Program from <http://www.reeusda.gov/f4hn/efnep/efnep.htm>
Food Stamp Nutrition Education Program from <http://www.csrees-fsneq.org/>

B1 & B5: Food Stamp Nutrition Connections from http://www.nal.usda.gov/fnic/foodstamp/program_facts.html

B1: Census data: www.census.gov

B1. Healthy People 2010: <http://www.healthypeople.gov/>

B1. Annie E Casey Foundation: <http://www.aecf.org/kidscount>

B1. Child Trends Data Bank: <http://childtrendsatabank.org>

B1. National Center for Health Statistics: <http://www.cdc.gov/nchs>

B4: Nutrition curriculum materials: <http://www.extension.iastate.edu/efnep/curriculum.html>

B4: Curriculum development: http://rutgers.njfsnep.org/curr_dev.htm

B4: Montana: www.montana.edu/nep click on Newsletters

B5: Kavanagh, Kennedy (1992) *Promoting Cultural Diversity: Strategies for Health Care Professionals*, Sage Publications.

B9: Blanchard, Kenneth (1993) *Raving Fans: A Revolutionary Approach to Customer Service*, William Morrow and Co.

B5: This website is for educators interested in information, resources, tips and skill-building so that they can more effectively work with low income, culturally diverse audiences and develop nutrition education programs:

<http://oregonstate.edu/dept/ehe/nutrition.htm>

B5: Working with culturally diverse audiences:

http://oregonstate.edu/dept/ehe/nu_diverse.htm

B5: Low income audiences: http://oregonstate.edu/dept/ehe/nu_lowincome.htm

B7: EFNEP cost benefit analysis:

<http://www.extension.iastate.edu/Publications/PM1865.pdf>

C. Create an environment in which staff can thrive

C1. Develop and modify a staffing pattern

C2. Create and modify position descriptions

C3. Oversee recruitment and hiring of staff

C4. Ensure organizational orientation

C5. Facilitate initial staff training

C6. Facilitate staff development

C7. Provide for performance management (counseling, coaching, termination, legal issues)

C8. Continually recognize and reward staff

C9. Coach and be coached

Norris, Joye A., Baker, Susan S., *Maximizing Paraprofessional Potential*, Krieger Publishing Company, 1-800-724-0025, ISBN: 1-57524-027-0.

ISBN: 1-57524-027-0

Goleman, Daniel (1998) *Working with Emotional Intelligence*, Bantam Press.

Johnson, Spencer (2001) *Who Moved My Cheese?* Putnam Publishing Group.

Blanchard, Kenneth, Johnson, Spencer (1982), *The One Minute Manager*, William Morrow and Co.

C3: Hiring: <http://www.uwex.edu/ces/wnep/p5/p5hirng.html>

C5: Training: <http://www.uwex.edu/ces/wnep/p5/p5trng.html>

C5: Iowa State FNP: Personnel information

<http://www.extension.iastate.edu/efnep/personnel.html>

C5: WY: <http://uwadmnweb.uwyo.edu/centsible/index.html> employee/training materials

C5: Kentucky: Guidelines for EFNEP assistants paraprofessional resources:
<http://www.ca.uky.edu/agcollege/fcs/efnep/Guidelines/index.htm>

C6: “Guideline for Professional Development in Extension” and “The Implications of Increased Alternative Revenue in the Cooperative Extension System” from
<http://podc.unl.edu>

C7: Annual Educator performance review:
<http://www.uwex.edu/ces/wnep/p5/p5prev.html>

C7: Audrey Nelson, Audrey (2002), *Dealing With Difficult People and Victors Without Victims*, compact discs, Boulder, CO <http://www.audreynelson.com>.

D. Practice stewardship of all resources

- D1. Develop operational systems for financial management
- D2. Develop budgets
- D3. Maintain budgetary communication throughout all levels
- D4. Oversee the monitoring of budgets
- D5. Ensure compliance and financial accountability and reporting
- D6. Authorize expenditures
- D7. Provide technical assistance
- D8. Seek and secure additional resources

Iowa State FNP: Financial information
<http://www.extension.iastate.edu/efnep/financial.html>

D5: OMB Circulars A-21 and A-87, US Office of Budget Management

E. Promote synergistic collaborations

- E1. Establish relationships with partners with similar goals and visions
- E2. Facilitate growth of relationships
- E3. Demonstrate the benefits of shared vision
- E4. Celebrate, recognize, reward collaboration

E1: Network Partners: http://rutgers.njfsnep.org/net_part.htm

E1: USDA Food and Nutrition Service- info on Food programs:
<http://www.fns.usda.gov/fns/>

E1: <http://www.ers.usda.gov/Briefing/FoodNutritionAssistance/> USDA-Economic Research Service- briefing room on food and nutrition assistance programs

F. Communicate program value with passion

- F1. Communicate success internally and externally
- F2. Advocate for the audience we serve
- F3. Increase awareness of needs and assets
- F4. Create loyalty
- F5. Tailor messages
- F6. Oversee development of marketing tools
- F7. Communicate program impact

F1: Iowa State EFNEP marketing for decision makers:

<http://www.extension.iastate.edu/Publications/EFNEP234.pdf>

F6: Mountain Plains Region FSNEP State Coordinators (2000) *Marketing Toolbox for Nutrition Educators Serving People with Limited Financial Resources*.

F6: Missouri FNEP marketing: <http://outreach.missouri.edu/fnep/marketing.htm>

F6: Missouri school recruiting brochure:

<http://outreach.missouri.edu/fnep/showmenutrition.pdf>

F6: Recruitment brochure: http://www.agls.uidaho.edu/enp/docs/ENP_Brochure02.pdf

F7: Iowa State FNP data and evaluation information:

<http://www.extension.iastate.edu/efnep/data.html>

G. Subject matter Competency

Food Stamp Nutrition Connections:

National Ag Library and Food and Nutrition Service:

<http://www.nal.usda.gov/fnic/foodstamp/>

Food and Nutrition Information Center USDA: <http://www.nal.usda.gov/fnic/>

Food and Drug Administration- Center for Food Safety and Applied Nutrition:

<http://vm.cfsan.fda.gov/list.html>

Cornell Cooperative Extension Food and Nutrition: <http://www.cce.cornell.edu/food/>

USDA Center for Nutrition Policy and Promotion: <http://www.usda.gov/cnpp/>

Tufts Nutrition Navigator -A Rating Guide to Nutrition Websites:

<http://navigator.tufts.edu/>

ADA Complete Guide to Food and Nutrition book: <http://www.eatright.org/adafood.html>

American Dietetics Association: <http://www.eatright.org/>

Extension Food Safety Education Database:
<http://www.msue.msu.edu/msue/imp/modfs/masterfs.html>

A list of Extension Food and nutrition resources:
<http://www.msue.msu.edu/iac/agnic/lgrntlst/foodfood.html>

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