



EXTENSION ACCELERATOR

A PARTNERSHIP PROGRAM FOR THE DEVELOPMENT OF
EARLY CAREER AGRICULTURAL EXTENSION
PROFESSIONALS

INFORMATION FOR APPLICANTS

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INTRODUCTION

Extension Accelerator is a pilot program to develop young Tasmanian agricultural professionals and build extension capability within the agrifood sector in partnership with industry

Extension Accelerator is partnership between:

- the Tasmanian Government, which is contributing \$144 000 to fund the program;
- the Tasmanian Institute of Agriculture, which is coordinating delivery of the program; and
- the employers of the participating graduates

Participants in the program will:

- Engage in interactive training workshops delivered by a range of training providers
- Participate in 'extension-in-practice' case studies
- Build a professional network with their peers
- Receive mentoring and coaching

This document provides details about the program and the eligibility and participation requirements for Program Partners and Program Participants.

Applications to the program should be made by the employer of the nominated participant.

If the application is successful, the employer becomes a Program Partner and their employee is a Program Participant.

Applications close on Wednesday 4 March 2020

Every effort has been made to ensure that the information in this document is correct at the time of printing. However, changes in program delivery may occur during the course of the program due to unforeseen circumstances.

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

The participation requirements will be detailed in a memorandum of understanding to be signed by Program Partners and Program Participants.

PROGRAM PARTICIPANTS

Participants in the program:

- Must be employed in the agri-food sector or by a business or organisation that provides support services to the sector
- Should work in a role that involves delivering extension to agricultural producers
- Should hold a bachelor degree in agricultural science, science, agribusiness or other relevant discipline
- Should be in the first or second year of work after graduating or in the first or second year of their career in agricultural extension

The Steering Committee may, at its discretion, accept applicants who only partially meet these requirements.

Participants are expected to:

- Attend and engage in all Program workshops, case-studies and activities
- Participate in a network with their peers between workshops
- Assume responsibility for some organisational and facilitation tasks in the course of the Program
- Provide meaningful feedback as requested by the Program Coordinator, including responding to surveys and completing feedback forms

ELIGIBILITY AND PARTICIPATION REQUIREMENTS CONTINUED

The participation requirements will be detailed in a memorandum of understanding to be signed by Program Partners and Program Participants.

PROGRAM PARTNERS

Program Partners must:

- Have an employee who may be eligible and agree to participate in program
- Provide a safe and supportive workplace for the participant
- Release the participant during paid working hours to participate in program activities and encourage the participant's full engagement in the program
- Provide a workplace mentor for the participant for the duration of the program (see the information overleaf about mentoring)
- Provide for the mentor to attend and participate in the introductory day of the program. If the employer or supervisor is not the nominated mentor, they are also encouraged (but not required) to attend the introductory day
- Prepare and present a case study for the program, in consultation with the Program Coordinator (refer to the section on Extension-in-Practice Case Studies for further details)
- Arrange and agree with their employee responsibility for costs not covered by program funding, including travel, accommodation and some meals
- Provide meaningful feedback as requested by the Program Coordinator, including responding to surveys

MENTORING

Successful mentoring relationships often form serendipitously and do not always develop between mentors and mentees who are 'assigned' to each other. This program seeks to provide mentoring support through at least two avenues for the duration of the program. The first of these is a mentor within their workplace – this may or may not be their employer or supervisor. It is up to the Program Partner and participant to identify and nominate a suitable workplace mentor for the duration of the program. The workplace mentor will need to attend the introductory day of the program along with the participant.

Mentoring from someone outside the workplace is also valuable. The Program Coordinator will provide some mentoring and will 'check in' with the participants on a regular basis. Toward the end of the program, participants will be encouraged to reflect on what they would like to achieve in the future and consider the kind of mentoring relationship that might support them beyond the completion of the program.

COSTS OF THE PILOT PROGRAM

Funding from the Tasmanian Government will cover the costs of program coordination, the delivery of training and workshops, some catering during training (see below), and the

provision of training resources such as templates, tools and handbooks. The Tasmanian Institute of Agriculture is also making a significant in-kind contribution to the pilot program.

The program funding does not cover the cost of travel and accommodation where required. Face to face training will be held in Launceston, except for extension in practice case studies which will be at a range of locations (to be advised).

Travel and accommodation is the responsibility of participants and/or their employers (Program Partners). Lunch will be provided with most training workshops but not on days in the field for extension case studies. Dinner will be provided on the evening of the first training workshop. Participants and/or their employers are responsible for all other meals.

Program Partners will also contribute extension in practice case studies to the program.

If the pilot gives rise to a regular program being offered in the future, it is likely that Program Partners and Program Participants would be required to make a cash contribution to the costs of the program. This pilot is a unique opportunity to participate without charge.

PROGRAM COORDINATION

Extension Accelerator will be coordinated by the Tasmanian Institute of Agriculture.

DR ALISON HALL, PROGRAM COORDINATOR

Alison Hall has extensive experience in dairy development and extension with the Tasmanian Institute of Agriculture.

Alison holds a PhD from the Tasmanian Institute of Agriculture (TIA), at the University of Tasmania. Alison's Ph.D. research focused on understanding the social factors that influence farmer decision-making processes behind adoption and implementation of recommended pasture management practices, use of pasture measurement tools, and farmer engagement in extension activities.



Alison will be a key contact for Program Participants, providing mentoring support, preparing and delivering some of the program content, coordinating the delivery of case studies by Program Partners and as well as jointly facilitating most sessions.

PROGRAM CONTENT

Participants in the Extension Accelerator program will:

1. Develop a network with their peers
2. Engage in a mentoring relationship
3. Attend 2-3 days of face to face interaction each quarter for 18 months
4. Receive coaching and learn to coach others
5. Engage in regular catch-ups with the group and the Program Coordinator between face-to-face sessions to reflect on learning and development

FACE TO FACE SESSIONS

Face to face sessions comprise:

- interactive training and development workshops; and
- extension case studies.

WHEN

Two to three face to face sessions will be held each quarter. These will be held between March 2020 and the end of September 2021, with no sessions scheduled in December or January.

The dates for workshops are nearing finalisation and applicants will be notified as soon as they are available. The extension case studies will held in late 2020 and 2021 (see section on 'Extension-in-practice' Case Studies for further details).

WHERE

Training and development workshops will be held at the Government Offices, 171 Westbury Road, Prospect.

The location for delivery of Extension Case Studies will be advised when scheduled.

TRAINING AND DEVELOPMENT WORKSHOPS

Topics	Facilitators
<ul style="list-style-type: none"> • Understanding yourself and others – personality types and role/influence of core values Using the Enneagram personality typing system, learn about the underlying motivations of yourself and others, which drive our preferences, our choices, our communication styles and our leadership styles. Learn about 'immunity to change' and develop a personal mission statement. The enneagram framework underpins other development topics. • Working in teams <ul style="list-style-type: none"> ○ Creating trust – care and competence, deep listening ○ Healthy conflict – Social Styles, Conscious Communication (based on Non Violent Communication) ○ Building commitment – healthy decision making processes ○ Taking accountability – Conscious Leadership ○ Paying attention to results – goal setting, agreements and feedback • Leadership styles • Client skills including: <ul style="list-style-type: none"> ○ Coaching skills ○ Cultural considerations ○ Appropriate assertion • Negotiation skills and Conflict management • Time management 	<p>Steve Willing Growth in Mind</p> <p>Alison Hall Program Coordinator, TIA</p>

Topics	Facilitators
<p>Extension Overview</p> <ul style="list-style-type: none"> The right mode for the right situation - perspectives from a TIA extension specialists and an extension specialist from the private sector. <p>Extension Monitoring and Evaluation</p> <ul style="list-style-type: none"> Best practice for public and private extension delivery 	<p>Private sector extension consultant (TBA)</p> <p>Alison Hall Program Coordinator, and other TIA extension specialists (TBA)</p>
<p>Written Communication</p> <ul style="list-style-type: none"> Find the critical balance between successfully telling complex stories and keeping your message simple and accessible. This one-day workshop will offer the opportunity to refine your communications by receiving constructive and positive feedback on examples of your own written work. 	<p>Cat Nicholls Hot Tin Roof Communications</p>
<p>Project Management Essentials</p> <ul style="list-style-type: none"> The Project Management Essentials is a two-day program that covers the project management processes that align with all project management methodologies. It is delivered in such a way that it introduces concepts to those new to project management but also provides a valuable refresher to those who have project management experience already. 	<p>Kath Wilson Wilson Blue</p>
<p>Mental health</p> <ul style="list-style-type: none"> Learn about the risk factors, signs and symptoms and skills to aid prevention of mental health issues 	<p>John Clark Rural Alive and Well</p>

WORKSHOP FACILITATORS

STEVE WILLING - GROWTH IN MIND

Steve is a facilitator and certified coach with experience in the fields of leadership, purpose, career development, performance, personal issues and conflict. His training is backed by evidence based in neuroscience. His specialty is 'vertical development' - building the capacity, influence and effectiveness to equip people and organisations to thrive amongst the increasing complexity and uncertainty that we live in.

Steve has spent 25 years facilitating leadership and personal development. He has worked in outdoor leadership, Organisational Development with the Tasmanian Fire Service, CSIRO and in his consulting business. Before that, he was an Extension Officer with the Queensland Department of Primary Industries.

Steve holds a Graduate Business Qualification in Leadership and Management, a Bachelor of Agriculture, and a Graduate Diploma in Agricultural Economics. Steve's accreditations include Coaching Stages of Adult Development, Integrative Enneagram assessment, Genos Emotional Intelligence, Leadership Circle and Coaching.

CAT NICHOLLS – HOT TIN ROOF COMMUNICATIONS

Hot Tin Roof Communications can help you find the critical balance between successfully telling complex stories and keeping your message simple and accessible.

Their winning mix of experience, skills and practical insight will ensure your communication challenges are tackled with ease, understanding and expertise.

For years they have been working alongside agricultural research organisations and industry to manage and deliver meaningful and persuasive publications, technical material, communication strategies, and educational and training resources.

KATH WILSON FAIPM BA MBA GAICD – WILSON BLUE

Kath Wilson is a project and change management specialist with over 20 years' experience in delivering projects for the government, not-for-profit and private sectors. Kath is also a highly engaging trainer and facilitator, using her varied professional background and her ability to share stories to bring theory to life. Kath and her husband Craig operate **Wilson Blue**, a Tasmanian-based consulting firm offering project and change management services from strategic advice to on-site management of projects ranging from construction through to system implementations, business process improvements and tailored training.

Kath is committed to lifelong learning, and holds a Bachelor of Arts and an MBA from the University of Tasmania, a Certificate IV in Training and Assessment, and an Advanced

Diploma in Project Management. She is a Graduate of the Australian Institute of Company Directors and a Fellow of the Australian Institute of Project Management.

JOHN CLARK – RURAL ALIVE AND WELL

John grew up on a family sheep and cattle farm in Victoria. He moved to Melbourne to complete university, which led him to work in the Pulp and Paper Industry, and in turn brought about a move to Tasmania. After the demise of the industry in the North West, John switched to the community services sector for eight years. In this role, John experienced a serious burnout and after some time in recovery, commenced work with Anglicare as a Family Mental Health Outreach Worker supporting families who were affected by mental illness.

John currently leads Rural Alive and Well's Training Team. He is a qualified Mental Health First Aid Trainer, a volunteer speaker for Beyond Blue and Suicide Prevention Australia and is passionate about reducing stigma around mental illness, suicide and encouraging others to get help either for themselves, their families or their mates.

“EXTENSION-IN-PRACTICE” CASE STUDY GUIDELINES

As part of the Extension Accelerator program, Program Partners¹ will be required to develop and deliver an “extension-in-practice” case study that is suitable for program participants to engage in as part of their training.

Ideally, the case study would be something that your organisation is going to deliver (e.g. a field day, discussion group meeting, training session, newsletter, etc.) in the course of normal business activities. There is flexibility in how the case study might be delivered to the program’s participants.

It is anticipated that the employee from the respective organisation participating in the Extension Accelerator program (the Program Participant) would assist in the planning and delivery of the extension activity.

This information sheet provides further information about the case study.

OBJECTIVES OF THE CASE STUDY

The objectives of the “extension-in-practice” case studies are to:

- expose and engage Program Participants in a range of real-life extension activities (i.e. extension in practice), highlighting the different types of extension techniques and activities utilised within the agricultural sector
- enable Program Participants to engage with and learn from extension professionals outside of their own organisation
- provide an opportunity for Program Participants to put into practice knowledge and skills developed through the Extension Accelerator program
- provide real examples for Program Participants to reflect on and learn from as a group

WHAT CAN BE PRESENTED AS A CASE STUDY?

In terms of the extension case study, this could include any activity or program that has the objective of increasing **awareness**, **knowledge** and/or **skills** to enable people to make a positive change to their agricultural practices and/or business to improve profitability and sustainability.

The program would like to include a wide range of examples, with a strong focus on building the knowledge and skills of agricultural producers and support the implementation of practice change. The following are some examples of different types of activities that might be suitable for the case study. This list is not exhaustive, and you are encouraged to discuss other forms of extension activities you utilise with the Program Coordinator.

Awareness raising: Your organisation might hold regular grower meetings, produce a monthly newsletter or have an online forum to keep people up to date on seasonal issues,

¹ The Program Partner is the employer of a person participating in the program activities (Program Participant)

what leading producers are doing differently and identify resources or training available to help people to build their knowledge and skills to improve.

Knowledge building: Your organisation might hold field days, field walks, workshops or benchmarking groups that increase the knowledge of producers and help them to identify where they can improve and what skills they require to implement the changes they need to make to achieve best practice.

Skill development: Your organisation might run targeted training or coaching activities that enable producers to develop and practice skills that will make them more capable of implementing best practice agricultural, environmental, people and/or financial management.

WHAT ARE THE KEY STEPS IN DEVELOPING THE CASE STUDY?

- The Program Partner, Program Participant and Program Coordinator will discuss and agree on an appropriate extension activity that can be utilised as a case study. Ideally, the activity will be something that be delivered by the organisation in the course of as part of their normal business activities and the Program Participant can have a role in the organisation or delivery of the activity.
- In conjunction with the extension activity project manager², the Program Participant will complete the case study template (attached) and supply it to the Program Coordinator before the activity is held, preferably in the planning stage of the activity to maximise the learning outcomes for the participant. The Program Coordinator will advise when this needs to be completed.
- The Program Coordinator will make the case study available to Program Participants before the activity is held and facilitate discussion within the group.

HOW WILL THE CASE STUDY BE PRESENTED?

- The number of participants in the program, the range of types of extension case studies, and whether the case study is suitable for participants to attend will be taken into account by the Program Coordinator in deciding how each case study will be presented.
- If the extension activity is suitable and scheduling permits, Program Participants will attend the extension activity.
- Alternatively, the extension activity project manager and their respective Program Participant will deliver a separate discussion session with the group, describing the activity, the extension theory implemented, learnings from it, next steps etc. (this mode of delivery may be selected because the activity is not suitable for participants to attend or in order to enable all case studies to be presented within the timeframes of the program).
- Following the case study presentation, the Program Coordinator will facilitate discussion to reflect on the activity and the involved Program Participant will have the opportunity to highlight their key learnings.

² The extension activity project manager is the person responsible for delivering the extension by the Program Partner organisation.

WHEN WILL CASE STUDIES BE SCHEDULED?

- Extension-in-practice case studies will be held in the second half of the program between February 2021 and September 2021.
- Scheduling will be determined by the Program Coordinator in consultation with the Program Partners and Program Participants, after case study proposals have been received and considered.
- Program Partners and Program Participants will receive sufficient advance notice of when case studies are scheduled.
- The Program Coordinator will schedule the case studies with the aim of enabling participants to experience a range of extension activities in real time, with the remaining case studies presented separate from the activity undertaken.
- More than one case study may be presented on a given day.

PROGRAM PARTNER INVOLVEMENT

The purpose of the case studies is to expose Program Participants to different types of extension early in their careers to help accelerate their development and value to the agricultural sector.

We recognise and appreciate the contribution of time and intellectual property by each Program Partner in the development and delivery of the case study. Case study content will be respected and will not be made available outside of the Program Participants and other Program Partners. If an extension activity is considered sensitive for some reason, it may be best to choose another option.

Further information will be provided on the introductory day of the Program. If you have any concerns regarding the case studies, please contact AgriGrowth Tasmania or the Program Coordinator to discuss.

“EXTENSION-IN-PRACTICE” CASE STUDY TEMPLATE

This template is to be completed by the Program Partner and their respective Program Participant during the planning stages of the extension activity. It will be provided to all Program Participants to give context for the extension activity and enable informed discussion/reflection pre and post activity delivery.

Activity coordinator details	
Program Partner organisation	
Extension Accelerator participant	Name
	Role in this extension activity
	Contact details
Extension activity project manager	Name
	Role in this extension activity
	Contact details
Summary of activity details	
<i>A summary of key activity information to give people an overview of what the activity will be</i>	
Activity name	
Activity summary Approx. 150-200 words summarising the activity	
Background i.e. is this a regular activity, a new activity, part of a bigger program of extension activities, addressing a key problem? etc.	
Activity type e.g. workshop, field day, demonstration site, webinar, coaching session, forum, newsletter, etc.	
Outline of key topics & presenters	
Location	

Date of activity (if applicable)	
Expected number of participants	
Target audience (e.g. a specific industry, demographic, an existing group, industry in general)	
Partner/sponsor organisations and their role in the activity	
Other information	
Behind the scenes activity planning	
<i>This is to provide Program Participants with background to why the activity is being held and the strategy, planning and experience to make it a success.</i>	
Activity design	
Activity objectives i.e. the objectives of this extension activity are to...	<ul style="list-style-type: none"> • • •
Which of the following is this activity aiming to achieve? <ul style="list-style-type: none"> • awareness raising • knowledge building • skill development • practice change and how does this extension format / activity enable this to be achieved?	
Learning outcomes of the activity These can be in dot point form and are specific and clear statements of what the participants are expected to learn	
Other outcomes If applicable	
Tools and resources that will be utilised by this extension activity e.g. cost of production spreadsheet, pasture ruler, fact sheets	

<p>Does this activity encourage or provide a pathway for people to take the next step and increase their knowledge, develop their skills or support them to implement a practice change?</p>	
<p>Learnings or tips from the activity project manager i.e. are there certain things you do to make this extension activity successful?</p>	
<p>Activity logistics and project management</p>	
<p>Planning timeline Outline key tasks and timing</p>	
<p>Communications plan / recruitment plan to get people to attend How will you communicate with people to get participation in the event? Will any information be provided to participants before the activity? Will there be any follow up after the event?</p>	
<p>Risk assessment What risks have been identified that may impact success? How are they going to be managed?</p>	
<p>Monitoring and evaluation What monitoring and evaluation is being implemented for this activity, how and why?</p>	
<p>Funding How will the activity be funded?</p>	



Department of Primary Industries, Parks, Water and Environment

GPO Box 44
Hobart TAS 7001

P: 1300 292 292

E: FarmPoint@dpiuwe.tas.gov.au

www.dpiuwe.tas.gov.au