

## Ten Steps To Getting your Program Started.

Successful extension needs time, trust and continuity. Here are ten steps to help you start well.



	Step	What to do and why
<input type="checkbox"/>	1. Build an internal UC ANR network (of contacts and possible mentors)	Identify and contact (ask for help): <input type="checkbox"/> Advisors working in similar fields, <input type="checkbox"/> Specialists on campus in similar fields, <input type="checkbox"/> Strategic Initiative, Program Team, or WorkGroup leaders <input type="checkbox"/> Relevant Statewide Program or Institute Directors <input type="checkbox"/> Possible mentors both within your field of study and not.
<input type="checkbox"/>	2. Background search.	Review literature for your county(s) and area of proposed focus. Meet with county director(s) to gather additional information about the county and local officials. Contact people who have previously been active in your proposed region.
<input type="checkbox"/>	3. Contact local officials.	Meet with your supervisors, colleagues and work with them to identify key local county officials. Learn about any priorities and existing efforts and implementation plans for the region.
<input type="checkbox"/>	4. Contact local leaders.	Talk with local group leaders (public and private) to find out what is important to them for your area. Validate discussions with field and other visits.
<input type="checkbox"/>	5. Contact other active players.	Meet with others active in the region (e.g., NGOs, school groups, private sector, other university colleagues or Community Colleges, etc.). Find out who is doing what and what has been successful or not. You may find an opportunity to collaborate as well as getting good input into new projects.
<input type="checkbox"/>	6. Plan.	Plan activities that meet people's needs and local priorities. Consider the main actors who will influence outcome and success. Plan for short and long-term impact. Use short term gains to build relationships and confidence and to lay the foundation for long-term sustainability and capacity building. Refine and expand plans as you go.
<input type="checkbox"/>	7. Meet local groups regularly.	Aim to have regular routine contact (weekly, if possible) with the stakeholders and clients to build relationships and let them provide input into your plans. Listen, learn and get their buy-in to proposals. They can be a very good resource.
<input type="checkbox"/>	8. Build continuity.	Remember the importance of continuity of effort. Try to build continuity across organizations and groups that are already active.
<input type="checkbox"/>	9. Implement.	With local partners, start with a small priority activity (perhaps workshop) that has a tangible output.
<input type="checkbox"/>	10. Act quickly, commit slowly	<b>Remember: Get involved quickly, but commit gradually: Listen, learn and help as you can, but do not take on too much too early</b> (i.e., don't jump on every project that comes along when you still haven't identified your focus area(s)) – Build towards a focused Research & Extension direction for you – albeit you will likely “help” in various ways with other people's activities.