May 1, 2014

Dear business owner or human resources director:

If you regularly offer programs for your employees, either as part of ongoing professional development or as an employee incentive plan, let me recommend an affordable and local resource for research-based educational programming that you may not be aware of or have overlooked in the past: University of Missouri Extension.

University of Missouri Extension has an office in Greene County inside the Springfield-Greene County Botanical Center at 2400 S. Scenic Ave., Springfield. Extension specialists from Greene County (and the adjoining counties) can provide outstanding educational programs to Springfield area businesses and organizations. Our programs can meet your individual needs on a variety of subjects and our fees are reduced in comparison to other available options.

If you have needs for employee trainings or programs I suggest you review the attached pages that outline the various courses that can be taught at your place of business. If you prefer to get your employees away from the building for a training, we can accommodate most meeting needs at the Botanical Center at no additional cost (depending on room availability).

Please take a few minutes to look at the attached program pages and feel free to contact the specialist directly to arrange a program for your organization or employees. If you need other types of assistance, please contact me directly using the information provided in the letterhead.

Sincerely,

[Signature]

David L. Burton
Civic Communication Specialist and County Program Director
University of Missouri Extension

PS: MU Extension specialists have been providing local educational programs since 1914 on topics related to agriculture, nutrition, gardening, 4-H youth, livestock, small business development, human and community development and other topics related to research at the University of Missouri.
Supervisory/Leadership Certificate Series

This professional series from University of Missouri Extension will address key topics essential to successful supervisors and leaders in businesses, non-profits or government agencies. The classes are taught by a team of MU Extension specialists from southwest Missouri. For a set price this entire program can be brought to your organization for your staff. Or, individual programs can be brought to your staff for full day sessions. You might also register for a public program being offered locally or a session in Columbia, Mo., offered by the Missouri Training Institute. Specialists to contact about this series are: Amy Patillo 417-256-2391, Kathy Macomber 417-682-3579, Chrystal Irons 417-546-4431, Nellie Lamers 417-546-4431, Ted Probert 417-741-6134, Sarah Kenyon 417-967-4545 or David Burton 417-881-8909.

SESSIONS OFFERED

Day 1: Building Effective Relationships with the team members is one of the best strategies to ensure team performance and prevent conflicts. By focusing on relationships, a supervisor gains trust and respect. This full day session will examine personality differences, generational differences, and how to proactively build trust.

Day 2: Your Legal Responsibilities as a supervisor can be difficult. Supervisors are charged with motivating and directing the workforce but they must protect the organization from liability. This session will explore the legal responsibilities of the supervisory role by examining best practice solutions to discrimination, sexual harassment and the progressive discipline process.

Day 2: Communicating Successfully in today’s fast-paced business environment. Successful communication requires more than speaking loudly enough for others to hear. This session will sharpen both your written and verbal communication skills to maximize understanding and minimize confusion among those you communicate with.

Day 3: Leading High-Performance Teams will address the interpersonal and organizational advantages of working together. Attendees will participate in some experiential learning exercises that illustrate what it takes to lead others through the challenges of team development. Finally, learn how to set team boundaries and communicate team expectations to increase the commitment and performance of your employees.

Day 3: Guiding Conflict Resolution in the workplace where even healthy differences can escalate into conflict. Addressing conflict quickly and effectively is a crucial supervisory skill. This session enables participants to recognize the signs that conflict exists, assess each conflict situation and serve as a catalyst to encourage those involved to achieve resolution.

Day 4: Coaching Employees is central to performance management. By creating the appropriate climate and context to empower individuals and teams, great coaches are able to achieve results. The workshop will provide the coaching tools needed to motivate, delegate and diagnose performance problems; provide performance feedback; and facilitate the problem-solving process for employees.
Workshops Available for Your Business or Organization

Business Writing
Today’s fast-paced, technology-rich business environment requires excellent writing skills. Whether it is emails, reports, memos, or letters to customers, poorly written communication can lead to confusion, conflict, and rework. Workshop highlights:
- Learn how to appeal to the needs and motivations of your audience.
- Review the building blocks of improved grammar and sentence structure.
- Learn how to keep it simple, concise, and specific.
- Identify common errors and learn how to correct them.
- Punctuate messages correctly.
- Review tips to edit and revise your writing.
This workshop is designed to help you become a more precise, skilled business writer.

Simple Social Media & Marketing
Three seminars in one program designed to give your employees or volunteers a working knowledge of these topics. This program includes:
WORD OF MOUTH MARKETING: An overview of this marketing concept and ideas on how to put this powerful tool to work for you!
SOCIAL MEDIA BASICS: Learn the basics of social media and how to put this powerful tool to use for you and your business or organization.
SOCIAL MEDIA FOR DISASTER RESPONSE: Presentation is based on Greene County Extension publication of the same name. Learn best practices based of experience learned in Joplin (2011) and Branson (2012). Purchase the book on Amazon.com.
3 hour workshop
Includes book
Cost $30 per person or host for $500

Creative Writing Retreat/Seminar
This retreat is for anyone who wants to be more creative whether you like journal writing, poetry, fiction, non-fiction or news writing. No prior writing experience is needed.
4 hour workshop
40 page booklet included
Cost $50 per person or host for $500

Newswriting for the Non-Journalist, Community Leaders and Volunteers
Do you want to step-up your chances of getting good media coverage for your organization or events? Of course you do. We've all had experiences of seeing good releases go down the tubes and we wonder why. This booklet is meant to help you, as a layperson, to maximize your chances of getting material picked up by the media. In this workshop you will learn a few things about the main elements that comprise good and effective news releases and media relations.

These workshops are taught by David Burton, Civic Communication Specialist.

Contact him by telephone at (417) 881-8909 or by email at buriond@mssouri.edu to schedule a workshop. Extension provides the instructor and curriculum; you supply the location, marketing assistance and travel funds. Customized training is available.

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Purchase book on Amazon.com or at https://www.createspace.com/4372261
4 hour workshop
50-page workbook included
Cost $50 per person or host for $500

University of Missouri Extension provides equal opportunity to all participants in extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a protected veteran.
Creating an Oral History

Learn how to organize and record a professional oral history for family members or individuals with a shared experience. Materials on oral histories and the MU Extension publication, "A History of Me" are provided to participants. Arrange sample oral histories to make this program more hands-on. An informational booklet from Greene County Extension is also available for purchase on http://www.distribly.com.

4 hour workshop
Cost $75 per person or host for $750

Finding Your Civic Voice

This civic engagement effort uses materials that deal with timely topics to generate excitement and discussion among participants with the ultimate goal being to find common ground for addressing a challenge or issue. Available topics include:

- Immigration in America
- A Nation in Debt: Can We Pay Our Bills?
- Reclaiming the Public’s Role in Democracy
- How to Restore Public Trust in News Media

3 hour workshop
Discussion booklet included
Cost $75 per person or host for $750

Learning from One-Room Schools in the Ozarks/Missouri

Join David Burton, author of "A History of Rural Schools in Greene County, Mo." and "Driving Tour of One-Room Schools in the Ozarks" as he uses a photo presentation of one-room schools to detail the qualities that helped country schools fulfill their mission despite a lack of amenities and the lessons we can learn from them today. Books can be purchased on Amazon.com

1 hour session available for $50
Half-day workshop (with 2 interviews)
Cost to host is $600

Understanding Media Ethics / When the Media Call

This program is designed to give your employees or volunteers a working knowledge of media ethics. The end result is improved relations and partnerships with the media in your area. The program includes:

YOU ARE THE EDITOR: Examine the media ethics with examples from the Ozarks.
JOURNALISM IN MAYBERRY: Learn what makes community journalism effective with discussion of "Opie's Newspaper."
WORKING WITH THE MEDIA: Learn to approach media relations in a strategic fashion and set media relations goals.
WHEN THE MEDIA CALL: When the call comes, remember you aren’t just having a conversation with the reporter. Think beyond the reporter to the people who need this information.

4 hour workshop
Handouts included
Cost $50 per person or host for $750

Record/Transcribe Oral History of Former One-Room School Students and Teachers

This can make a fantastic family gift. Schedule an appointment with Greene County Extension and we will conduct, record and transcribe a researched and professional hour-long interview of any former one-room school student or teacher. Receive a CD of the recording and transcript. A copy will also be filed with the Missouri State Historical Society. These are conducted as scheduled appointments only for $250 per interview.

1 hour interview
Cost $250 by appointment
As a full-day event & workshop
Cost is $2000 for up to 6 interviews

Southwest Region News Service

Subscribe to our weekly regional Extension news service. Learn more online at http://extension.missouri.edu/greene/news.aspx

SERVICES AS AN UNBIASED MEETING FACILITATOR OR MODERATOR AVAILABLE UPON REQUEST.
Cost is $40 per hour
HOME - Home Ownership Made Easier
http://extension.missouri.edu/edninfo/home/index.htm

Target Audiences:
Habitat for Humanity
USDA home lending applicants (former FHA loans)
Referrals from Missouri Housing Partnership (MHP)
1st time or re-entering homebuyers

HomeWorks
http://extension.missouri.edu/edninfo/homeworks/index.htm

Target Audiences:
Habitat for Humanity - Continuing Education
1st time or re-entering homebuyers
Homeowners interested in Healthy Homes & Energy Efficiency
Potential realtor continuing education

Healthy Indoor Air for America’s Homes
http://extension.missouri.edu/edninfo/airquality/index.htm

Target Audiences:
Habitat for Humanity - Continuing Education
Persons interested in Healthy Homes

COMMUNITY
Revitalization and Sustainability
http://extension.missouri.edu/edninfo/crs/index.htm

Target Audiences:
Communities in need of Vision-to-Action
Support for Community Entrepreneurship & Economic Development

Affordable Housing Through Community Partnership
http://extension.missouri.edu/edninfo/affordablehousing/index.htm

Target Audiences:
Communities in need of integrated solutions
CBDO’s (Community Based Development Organizations)
Neighborhood Associations

UNIVERSITY OF MISSOURI Extension
Live. And Learn.
Hip Pocket Talks available on the following topics:

Sustainability

Smart Growth
Alternative / Renewable Energy
Energy Efficiency
Low Cost, No Cost Energy Savers
LEED & Performance based buildings

Building Technology - Conventional, Emerging, Natural & Indigenous
ICF’s (Insulated Concrete Form) Design & Construction
Disaster Resistant Building Design & Construction

RentSmart - Landlord / Tenant Training

Disaster Readiness & Preparation

Universal Design - Aging-in-Place

CoHousing
  • Multi-Generational
  • Senior
  • Eco Villages

Increasing public value for sustainable human environments and global impact

Community Development - Building capacity for Sustainable Change

Ozark Green Building Coalition

PACE - Property Assessed Clean Energy (Energy Financing Districts)

Project CoRE (Construction – Rehabilitation – Education)
Horticulture Programs - 2014

Current issues – Workshops/presentations developed in response to issues of immediate importance to the SW region:

- GAPS & food safety issues for commercial fruit and vegetable growers
- Spotted wing drosophila – a new and troublesome fruit pest
- Invasive pests – get prepared

Commercial horticulture - These workshops are available to foster local commercial production of vegetable and fruit crops. Individual topics are available, or topics can be combined into comprehensive, multi-topic workshops. Cost varies with the desired program. The workshops are focused on issues of interest to prospective or established commercial growers. Current topics include:

- Getting started in commercial produce production (site selection, general, irrigation planning)
- Commercial fruit production (apple, peach, blueberry, bramble, strawberry, grape, elderberry, pawpaw, persimmon)
- Commercial vegetable production (tomato, sweet corn, pepper, cucurbits, herbs)
- High tunnel crop production
- Marketing 1-2-3 for local growers
- Pest management for commercial fruit and vegetable production

Green industry – Presentations to meet the needs of those involved in commercial grounds maintenance. Cost varies.

- Integrated pest management for the professional
- Introduction to turf
- Sustainable golf course management

Home horticulture - These workshops are on a variety of topics of interest to home gardeners. Typically 1 hour in length, the programs are suitable for community groups, garden clubs, youth groups, or others with an interest in gardening. Cost varies with the program, and programs should be scheduled well in advance for speaker availability. Current topics include:

- Home berry production
- Home tree fruit production
- Home vegetable production
- Home lawn care
- Raised bed gardening
- Edible landscaping
- Daylilies for the home garden
- Bulbs in the home landscape
- Mulching
- Soil amendments
- Plant propagation
- Basics of pruning
- Pruning fruit plants
- Spring plant care: home landscape
- Summer plant care: home landscape
- Fall plant care: home landscape
- Winter plant care: home landscape

Individual consultation with the regional horticulture specialist is available by appointment (at no cost) for commercial horticulture clients only.

Workshops are taught by Patrick Byers, regional horticulture specialist, with assistance from Kelly McGowan, horticulture educator. Contact Byers at 417-881-8909 or ByersPL@missouri.edu to schedule. Extension supplies the instructor and curriculum; you supply location and marketing assistance. Customized programs are available with sufficient notice.

UNIVERSITY OF MISSOURI Extension
Employee Presentation Programs: (approximately one hour in length; $50/group)
- Nutrition and Aging: Prevention of Chronic Diseases
- Protecting the Aging Brain
- Cancer Prevention 101
- Eye Health and Prevention of Macular Degeneration
- Health Promoting Phytochemicals
- Whole Food Matters (comparing whole vs processed foods)
- Diabetes Basics and the Glycemic Index – a method to control blood glucose
- Health Implications of Omega 3 Fatty Acids
- Benefits and Concerns of the Industrialized Food System
- Health Implications of Industrialized Food vs Local Food
- Hunger and Food Security
- Strengths and Limitations of Local Food Systems

MU Extension Nutrition and Health Programs:
- Stay Strong Stay Healthy (Fee: $40)  A strength training program for people above the age of 40. Meets for 1.5 hours weekly for 10 weeks to complete a series of eight exercises with a warm-up and cool down. Balance and flexibility are measured before and after the series. It is rare for a person to not see improvement in strength, flexibility or balance after taking this class.
- Chronic Disease Self-Management (Free – paid for by grant)
  o A six-week course for anyone with any type of chronic condition. Classes build quality of life, success at achieving health goals, and confidence for the participants. Participants meet once per week for 2 hours. Topics include dealing with difficult emotions, nutrition, physical activity, pain and fatigue management, communication and working with your physician. Participants set and report on goals each week. The program was developed by Stanford University.
  o Six-month outcome findings for this program:
    ▪ Improvement of health outcomes and reduction of health care utilization
    ▪ Decreased activity limitations and depression symptoms
    ▪ Improved communication with health care provider
    ▪ Improvements in quality of life, fatigue, and sleep problems
    ▪ Improvements in pain and shortness of breath
    ▪ Significant improvement in ER visits and hospitalization
    ▪ Significant savings of health care costs
• **Health Insurance Education Initiative (Free-paid for by grant)**
  o This program helps county residents to make informed health insurance decisions. The training increases knowledge and skills about health insurance, improved health-literacy, and assists participants in complying with the new law (Affordable Care Act).
  o The program can be delivered in various lengths, including 1 hour, 1.5 and 2 hour workshops.
  o Participants gain:
    - Awareness – who is eligible for what, how to obtain insurance, etc.
    - General health insurance literacy information
    - Unbiased education for informed health insurance decision-making
    - Education on how to use the health plan purchased
    - Connection to resources specific to Missourians
  o This program is coordinated with *Cover Missouri* and *Southwest Missouri Partnership*, which includes Navigators and Certified Application Counselors to provide coordinated programing to reach Missouri residents.

**Contact**
Pam Duitsman, Ph.D.
Nutrition & Health Education Specialist
Greene County MU Extension Center
2400 S Scenic Avenue, Springfield, MO 65807
417-881-8909
duitsmanp@missouri.edu
Natural Resource Engineering Programs Available for your County

Programs are 0.5 to 1.5 hours in length and are suitable for farmers, homeowners, schools, community groups, youth groups, or others with an interest in natural resources, wellness and safety. MU Extension provides the curriculum. You supply the location, marketing help, and funds for the instructor’s teaching time, travel expense and handout resources. Programs should be scheduled well in advance for speaker availability. Topic areas and subject matter include:

Engineering, Environmental Quality & Natural Resources
- Agriculture to Suburban Hot Spots (covers environmental risks of converting agricultural land to rural residential)
- Groundwater Flow and Enviroscape® models (demonstrates groundwater movement in the Ozarks and how surface activities affect water contamination)
- Karst Topography: Springs, Cave and Sinkholes (covers geology, underground water movement and ways to protect groundwater from pollution)
- Pesticide Disposal Options
- Pond Construction & Aquatic Plant Management (sizing, building, sealing and managing ponds)
- Septic System Operation & Maintenance
- Sewage System Installer Training (for contractors, lenders and realtors)
- Water and Your Health (covers diseases associated with poor-quality water)
- Water Quality and Your Well (how to test and prevent drinking water contamination)
- Water Quality for Food Production (minimizing risk to consumers)

Livestock and Forage Production Systems
- Design Concepts for Cattle Handling Facilities
- Forage Sampling
- Hay Harvest, Storage & Feeding Management
- Improving Hay Feeding Efficiency
- Livestock Fencing & Watering Systems
- Chicken Housing for the Backyard
- Sizing Beef Cattle Watering Systems
- Soil Sampling

Horticulture & Crop Management
- Basic Gardening and Food Preservation (for low-income residents)
- Building & Operating Your Own Composter
- Drip Irrigation (for fruits and vegetables)
- Drip Irrigation System Design & Maintenance
- Evaluating a Site for Vegetable/Fruit Production
- Hobby Greenhouses
- Landscape Design for Energy Efficiency
- Pesticide Application Equipment Calibration
- Tree Care from Ice Damage
- Water Management Around the Home

Energy Management & Indoor Air Quality
- Alternative Fuels for Energy Production
- Economics of Biomass Fuels
- Energy Efficiency & Fuel Conservation for Home & Farm
- Ethanol from Switchgrass
- Greenhouse Energy Conservation
- Indoor Air Quality and Home Pesticide Safety
- Mold Control & Indoor Air Quality
- No-Cost / Low-Cost Energy Conservation (for farm and home)

Health & Wellness
- Gardens for Every Body (adapting gardening tools for limited-mobility use)
- Indoor Air Quality and Asthma: Tips to Reduce Asthma “Triggers” in the Home
- Introduction to the AgrAbility Program
- Radon, Carbon Monoxide, Dust Mites & Termite Management

Safety & Disaster Preparedness
- All-Terrain-Vehicle Safety
- Chain Saw Safety & Tree Pruning
- Disaster Preparedness (for farm and home)
- Drinking Water Safety
- Earthquake Preparedness
- Farm Animal Safety
- Home Heating Safety
- Lawn Mower Safety
- Pesticide Application Safety
- Tractor & Farm Equipment Safety
- Tractor and Mower Safety (for utility and road maintenance departments)

Programs are taught by Bob Schultheis, natural resource engineering specialist. Contact him at 417-859-2044 or by email at schultheisr@missouri.edu to schedule.

Customized programs tailored to meet the needs of a specific group are also available with sufficient notice. Individual consultation by phone, email or office visit is available at no cost.

University of Missouri Extension provides equal opportunity to all participants in extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a protected veteran.
Making Money Count Sessions
- Making Decisions and Communicating About Money
- Creating a Spending Plan (Budgeting)
- Credit Issues
- Consumer Skills and Contracts
- Record Keeping and Taxes
- Banking Services
- Insurance
- Saving and Investing

Money Management Choices in Tough Economic Times - A basic money management workshop on budgeting, credit, and sound money management choices for living with less. Financial Strategies for Unemployed Seminar – Take Control of Your Finances.

Taxpayer Education - MO Tax Educational programs inform taxpayers and families about the Earned Income Tax Credit and help low income families with budgets and financial education.

When Creditors are Predators – Participants learn to understand predatory lending, how to protect against predatory lenders and find alternatives.

ID Theft - Protecting Your Privacy – A seminar on what you can do to protect your financial, medical and telecommunications privacy including what you should know to protect yourself from Financial Fraud and Identity Theft.

America/Missouri Saves - Learn easy ways to save and build wealth to achieve your financial goals.

Investor Education - Safeguard Your Savings - The Basics of Saving and Investing workshop is designed to help youth and adults take charge of their personal finances and plan for their financial future. Investor education includes saving and investment options, financial/investment plans, selecting financial advisors and investor protection.

Prepare to Care - A program designed for employers and family members to create a caregiving plan for aging parent or family members. The program addresses a five step process and care giving information resources.


Please contact the Taney County Extension office, 417-546-4431, if you need programs/materials in alternative formats.
Agronomy Programs
Available for your County

Forage Management
- Keys to Profitable Forages
- Methods of Forage Establishment
- Alternative Forages
- Warm Season Grasses for Ozark Farms
- Eradicating Fescue
- Spring Forage Development
- Fall Forage Development

Pasture Management
_Grazing schools are offered on a fee basis in conjunction with local USDA/Soil & Water Districts_
- Practical Pasture Management
- Pasture Forages for SW Missouri
- Pasture Fertility Management
- Pasture Renovation
- Fescue Endophyte Management
- Extending the Grazing Season
- Fall and Winter Grazing

Stored Forage Management
_Hay production schools are available on a fee basis. They include six hours of instruction._
- Forage Testing and Test Interpretation
- Improving Hay Quality
- Forages for Hay Production
- Hay Production Economics
- Buying and Selling Hay
- Alfalfa Management
- Roundup Ready Alfalfa
- The Basics of Round Bale Silage
- Hay Fertility Management
- Tips for Buying Hay

Forage Fertility Management
- Liming Ozark Soils
- Improve Your Soil Testing Skills
- Dealing with High Priced Fertilizer
- Using Poultry Litter for Fertilizer

Forage Weed Management
- Pasture Weed and Brush Control
- Thistle Control
- Noxious Weeds in SW Missouri
- Johnsongrass: The Good, The Bad and the Ugly

Crop Production
- Strategies for Successful Corn Production
- Crop Pest Management
- Corn Weed Management

Environmental Quality Programs
_Private pesticide applicator training is available at the cost of materials._
- Pesticide Applicator Training (3 hr)
- Poultry Litter Management
- Environmental Pesticide Safety
- Personal Safety when using Pesticides
- Calibration of Sprayers

Master Gardener Training Topics(2-3 hr)
- Soils and Plant Nutrition
- Lawn Establishment and Management
- Lawn and Garden Weed Control
- Home Pesticide Use (45 min.)
- Plant Growth
- Plant Diseases

Home Horticulture Programs
- Low-Maintenance Gardening
- Putting the Lawn and Garden to Bed
- Improving Garden Soil
- Tree and Shrub Recovery Following Ice

Most of these programs are available in workshop and seminar settings and can be taught in 30 minutes to 1.5 hours. Programs are taught by Tim Schnakenberg, Regional Agronomy Specialist, based in Galena, Missouri. Contact Tim at 417-357-6812 or by email at schnakenbergc@missouri.edu.

2/2014

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Beef Cattle Programs Available For Your County – 2013

- Show-Me-Select Beef Heifer Development and Marketing
- Missouri Steer Feedout – historical data and benefits to producers
- Quality Beef By the Numbers
- Fescue toxicosis – management to minimize problems when grazing fescue
- On-farm beef cow-calf evaluation for both seedstock and commercial producers
- Understanding beef grades
- Understanding feeder cattle grades
- Bull Breeding Soundness Clinic Review
- Forage toxicity – poisonous weeds, nitrates and prussic acid
- Beef Cattle Nutrition
- Beef Crossbreeding Plans
- Understanding and using expected progeny difference (EPD’s)
- Marketing Feeder Cattle – What Sells Best?
- Adding Value to Feeder Cattle
- Animal Identification Within The Herd
- Reducing Theft risk – includes branding
- Beef Cattle Management Tips
- Understanding A Forage Analysis
- Mineral Supplementation For Beef

These programs are presented by Eldon Cole, regional livestock specialist, Mt. Vernon. Contact at 417-466-3102 or colee@missouri.edu

Most of the above items are designed to be presented in a one hour or less time frame. Individual contacts and costs can be arranged.
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Workshops taught by Karla Deaver, 4-H Youth Development Specialist
Tel: 417-466-3102 or email: deaverk@missouri.edu.
Some workshops are team taught and are multiple sessions.
Customized training is available to meet your needs.

4-H - 4-H is the youth volunteer education program of University of Missouri Extension, University of Missouri and Lincoln University. It is a family-community effort, supplementing and complementing the mission of the home, church, and school for the development of youth. 4-H is an informal education program that is community-based and locally determined. It is primarily group focused and family oriented, and while operated by volunteers it is coordinated by University of Missouri Extension faculty.

Show-Me Quality Assurance – Designed for 4-H and FFA youth, The Show Me Quality Assurance (SMQA) Program emphasizes good management practices in the handling and use of animal health products, and encourages producers to review their approach to their herds’ health programs. By completing this two hour program, producers demonstrate their commitment to animal production. The entire industry benefits from widespread producer commitment to the program. The program, if put into practice by the majority of U.S. producers, will help the industry protect or even expand its market. This will be accomplished by reducing the risk of incidents that could destroy consumer confidence. This workshop is free of charge and is approximately 2 hours in length.

Show-Me Character - is a framework that teaches young people to make sound moral judgments. It also encourages all adults to become more involved in helping youth develop positive character traits. Our communities benefit when youths and adults understand the importance of being involved and caring citizens and “doing the right thing” by incorporating the Six Pillars of Character in their daily lives. For over 100 years, 4-H has encouraged young people to show good character in all they do – to be respectful, to be responsible, to follow the rules – and they have done just that. Character education is a top priority in all 4-H programming. Based on the CHARACTER COUNTS® Coalition Six Pillars of Character Missouri’s 4-H families are encouraged to “Show Me Character,” not only while involved in 4-H programs, but as an essential part of daily life.

Character Critters - Character education has been identified as a key need for our citizens in America. Many believe that providing character education for all our children at home, in school and in our communities can help our nation. In keeping with this growing recognition that character education is critically needed for our young children and youth, Character Critters was developed by the LSU AgCenter for preschool and kindergarten children. Twelve sessions, 15-20 minutes in length are included in this comprehensive character education program.
Hatching Chicks in the Classroom - This course is designed to provide elementary students with knowledge on the chicken's egg, its importance to man, and its role in reproduction of the species through classroom incubation and embryonic development projects. Cost is $15 per dozen eggs requested. Suggestions on how to use classroom incubation and embryonic development projects to enhance programs in science, language arts, mathematics, social studies, and art will be offered to classroom teachers.

Youth Dairy Programs — Programs offered annually in this area are Missouri Dairy Cow Camp, Missouri Dairy Judging Camp, State 4-H Dairy Judging Contest and work with the State 4-H Dairy Judging Team. Camp fees are $90 for each camp. Youth learn many life skills in these camps, as well as sharpen their skills in fitting, showing, judging, and caring for dairy animals.

Step Up to Leadership - developed by University of Missouri Extension in cooperation with the Missouri Association for Community Action, Inc. Step Up to Leadership intertwines two learning goals: 1) To present content learning about specific topics a novice board member will need to know; 2) To provide a learning environment where participants can develop self-awareness and enhance their understanding about human nature and relationships. Sessions include learning about self, teamwork, diversity, board membership, parliamentary procedure, dealing with conflict, public speaking, fund-raising and becoming involved in the community.

Building Strong Families - this program helps families find their strengths, build on those strengths, and learn skills to create stronger families, improve relationships, and increase communication. The program covers 13 topics and uses hands-on activities to involve participants. Topics include: Family Strengths, Communicating, managing stress, child self-care, food and fitness, kids and self-esteem, balancing responsibilities, working, positive discipline, money matters, setting goals consumer beware and healthy home.

True Colors - True Colors is a model of personality identification that is easy to understand, remember and apply. True Colors distills the elaborate concepts of personality theory into a user-friendly, practical tool used to foster healthy productive relationships. Workshops can be conducted in as little as one hour to multi-session learning opportunities, for youth and adults.

Whole-Brain Thinking Workshops - This program uses the Herrmann Brain Dominance Instrument, a quick, easy-to-take survey that registers and interprets thinking preferences. For some, taking the HBDI® suddenly identifies a lifetime pattern of personal and professional choices. For others, it sends signals as to which area of interpersonal growth cries out for development. And yet others find that HBDI® results lend insight to the inner workings of past and current relationships with family members and friends. Workshops can be tailored to the needs of the individual or group but there is a fee to receive the full profile.
Agriculture Business Programs
Available for your County

Annie’s Project
A six-session short course designed to meet the educational and social needs of farm women. Instructional modules address production, financial management, marketing, legal issues and human resources issues. This is a for-fee event.

Ag. Risk Management Short Course
A short course designed to provide participants with basic tools to manage legal, financial, and marketing risk issues in their operation. It may be offered as individual sessions (up to 3 hours each): Business Organization, Human Resources, Liability, Leases & Contracts, Farm Business Records and Accounting, Understanding Financial Statements, Analyzing Investment Opportunities and Working with Your Creditors, Basic Futures and Options Markets, Using Outlook Information. This is a for-fee event.

Legal Concerns for Rural Landowners
Individual seminars or series addressing common legal issues faced by rural landowners: leases, fencing, regulations.

Business Planning for Agriculture
A seminar on the basics of developing a business plan for agricultural operations.

Enterprise Budgeting
A seminar on developing budgets and their use as a financial management tool.

Grazing Economics
A presentation on the economics of management intensive grazing. Prepared originally for Regional Grazing Schools but very appropriate outside of the schools.

Economics of Hay
A presentation on the economics of producing or purchasing hay, then storing it and feeding it.

Growing for Market
A presentation on the economic and management issues when considering growing horticultural crops for market.

Agricultural Land Values and Rental Rates
A presentation on ag. land values and rental rates in Missouri.

Controlling Input Costs
A presentation on what producers can do to help them control ever-increasing costs of production.

Understanding Farm Financial Statements
A presentation on financial statements basics and using them to better manage the farm operation.

Farm Records and Accounting
A presentation on record keeping basics and record keeping systems available.

Developing a Farm Lease
A presentation on farm lease basics.

Hay Storage Economics
A presentation on how to figure what is affordable for hay storage options.

These workshops are taught by Dr. Gordon Carriker, Agriculture Business Specialist.

Phone: (417) 581-3558

e-mail: carrikerg@missouri.edu

Extension provides the location, marketing assistance and travel funds. Customized training is available.

This page contains a list of various agriculture business programs available for different counties in Missouri, including courses on Annie's Project, Ag. Risk Management Short Course, Legal Concerns for Rural Landowners, Business Planning for Agriculture, Enterprise Budgeting, Grazing Economics, and Economics of Hay. Each course addresses different aspects of agricultural business, such as management, financial planning, and resource usage. The programs are taught by Dr. Gordon Carriker, and additional resources and assistance are provided for participants. The University of Missouri Extension focuses on providing equal opportunity to all participants in extension programs and activities, ensuring discrimination based on race, color, religion, sex, sexual orientation, national origin, age, disability or status of a protected veteran is avoided.
HIP POCKET BUSINESS DEVELOPMENT CLASSES

What the Affordable Care Act Means for Businesses
Learn how the new healthcare law, the Affordable Care Act, will affect Missouri businesses. This workshop addresses both federal and state provisions that will impact businesses, owners and their employees. Learn what you need to know for businesses to comply with the ACA, how to help your employees comply and what new opportunities may be available to small businesses.
Costs: Free to the public – supported by grant funding through 2014

Starting a Business: The First Steps
Learn the critical first steps you’ll take as you prepare to start your own business. Designed specifically for those who are thinking about starting a business, participants will have an opportunity to assess their strengths and weaknesses, learn about the importance of planning, discuss legal and regulatory requirements, and identify sources of financing. Each participant will receive a Start-Up manual.
Costs: $45 per person or $450 for conference presentation

The Basics of Writing a Business Plan
A well-written business plan is a critical requirement of most lenders, and this workshop will focus on the necessary elements of a business plan. Practical examples and forms will be used to help participants develop a useful business plan. Learn how the business plan elements can serve to filter out poor ideas and how it can serve as a “selling” tool. Discover how the business plan can facilitate implementation of a new business strategy.
Costs: $45 per person or $450 for conference presentation

Successful Social Media Marketing
This hands-on workshop is for those who are new or just beginning to explore social media opportunities. Internet accessibility for facilitator required.
- How to navigate through free social media tools
- Why so many businesses and organizations are using them
- How to build a Facebook page (personal & professional) and how to use the Facebook functions
- How to create account in LinkedIn, Twitter, and other free social media tools
- How blogging can market your business
- Setting up a social media strategy that maximizes the value of your business
If you’ve wondered how to dive into social media, and whether and how it can benefit your business, this workshop is for you. We’ll explore popular social media sites, set up your accounts, and look at case studies of businesses profiting from free social media tools.

Costs: $50 per person or $500 for conference presentation

Introduction to QuickBooks®
During this two-session workshop, learn how to use this popular Windows based computerized bookkeeping package that provides accounts receivable, accounts payable, and inventory functions. The participants will receive an overview of the QuickBooks Centers to gain an understanding of how the program processes information. Procedures to properly account for your business transactions and construct your business financial reports will also be covered. Registration fee includes comprehensive QuickBooks manual on CD. Portable laptop computers available for up to nine participants May through December.

Costs: $150 per person or $2200 for conference presentation, maximum 20 participants per class

Understanding Financial Statements
The first in a series of three courses, Understanding Financial Statements is designed for business owners, managers, accountants, bankers, and consultants who need to know how to turn financial statements into useful management tools. During this course, participants will be able to identify key business information that is captured on an Income Statement and Balance Sheet. They will learn to calculate several useful ratios, and understand what those ratios indicate in terms of business productivity and success. Participants will leave this session with a greater understanding of how to read and interpret financial documents, and use that information to drive business decisions.

Costs: $150 per person or $1500 for conference presentation, $425 per person for 3 workshop series, $4000 for conference series

How to Control Cash Flow
The second in a series of three courses, “How to Control Cash Flow,” participants will take a close look at where cash comes from, where it’s used in day-to-day business, and learn to identify and correct cash flow problems.

Costs: $150 per person or $1500 for conference presentation, $425 per person for 3 workshop series, $4000 for conference series

Predicting Future Cash Needs
The third in a series of three courses, “Predicting Future Cash Needs”, participants will learn to estimate future sources and uses of cash. They will also learn how to analyze those predictions to make more informed decisions. Participants will leave this session feeling more comfortable about decisions related to preparing for growth, realistic loan and financing requests, how much cash they can safely take out of the business, and making affordable purchases for the business.

Costs: $150 per person or $1500 for conference presentation, $425 per person for 3 workshop series, $4000 for conference series
Strategic Planning Tic-Tac-Toe
This workshop is designed to provide small business owners and managers with a simple tool to help them develop a strategic plan for their business. A template will be provided to help you create an easy visual strategic plan to measure and layout a course of action for a particular part of your business.
Costs: $45 per person or $450 for conference presentation

Financial Management for Child Care Providers
Specialized training program designed for licensed child care providers to fulfill the Core Competency Area VII: Program Planning and Development requirement. We will discover ways to improve your bottom line discussing:
- Current Challenges & Opportunities in the Child Care Industry
- Financial Record Keeping
- Identifying Costs/Expenses
- Areas of Revenue Generation
- Financial Analysis and Planning
- Risk Management
Costs: $50 per person or $500 for conference presentation

Employment: Careers & Advancement
Specialized training targeted toward those looking to enter the job market and/or begin the search for a new career. Materials will be presented from a business owner’s perspective. Topics will include:
- Understanding the current job market environment
- What employers are looking for in an employee
- Prepare a winning resume and cover letter
- Make an impression on your customers or potential employer
- How to prepare for an interview
- Plan your search for a successful business or career
- Listen to business owner/manager share their business experiences.
Costs: $50 per person or $500 for conference presentation

FastTrac NewVenture
Designed specifically for entrepreneurs in the early stages of business development, FastTrac NewVenture not only helps you uncover the answers, it also helps you determine the questions to ask. Save time and money by testing the feasibility of your business concept before you launch. Form relationships with people who can prove to you that starting or growing your own business doesn't mean going it alone.
Costs: $550 per person

Listening to Your Business
Designed specifically for entrepreneurs, this workshop will help you answer the question “Where do I want my business to go, and how do I make it happen?” This workshop will help you evaluate and measure your business strategies. In this workshop you will:
- Identify a strategic vision for your business
- Determine an appropriate plan of action
- Prioritize and formalize transition steps
- Develop a transition plan to grow your business

Costs: $130 per person or $1800 for conference presentation, maximum 20 participants per class

One-on-one consulting with a business development specialist is available
By appointment at no cost to businesses
(Funded in part by the US Small Business Administration, the State of Missouri, and local hosts)

Chrystal Irons
Business Development Specialist
University of Missouri Extension
122 Felkins Ave
P.O. Box 598
Forsyth, MO 65653
Phone: 417-546-4431
Fax: 417-546-4457
www.missouribusiness.net
www.extension.missouri.edu

Workshops taught by Chrystal Irons, Business Development Specialist, Small Business and Technology Development Center.
Contact 417-546-4431 or ironsc@missouri.edu to schedule a workshop at your location. Extension provides the instructor and curriculum; you supply location and marketing assistance. Custom training available . . . tailor a program to meet your community's needs or promote customized training to a large employer in your community.
Human Development Programs
Available in your County

Stay Strong, Stay Healthy
Cost - $25/person
Missouri’s Stay Strong, Stay Healthy (SSSH) program is designed to increase aging adults’ access to a safe, structured, and effective strength training program. Over the 10 weeks, participants learn exercises to improve their strength, flexibility and balance. At each session, a prescribed set of 8 upper and lower body strengthening exercises are done along with warm-up and cool-down stretches. Participants are made to feel comfortable regardless of their current fitness level so they can safely participate and gradually build the strength beneficial to health.

Building Strong Families
Cost - $10/person
University of Missouri Extension’s Building Strong Families Program for child care providers. Helps individuals find their strengths, build on those strengths, and learn skills to improve relationships and increase communication.

Building Better Child Care
Cost - $15/person/session
Missouri’s "Build Better Child Care" program improves child care quality via research-based educational workshops that focus on developmentally – appropriate strategies for getting along with children and arranging learning environments.

Tackling the Tough Skills
Cost - $20/person
Tackling the Tough Skills is a program on building life skills. The curriculum includes sections on attitude, responsibility, communication, decision making and problem solving and preparing for the workplace.

These workshops are taught by Renette Wardlow
Human Development Specialist
Phone: (417) 581-3558
e-mail: wardlowr@missouri.edu

Extension provides the instructor and curriculum; you supply the location, marketing assistance and travel funds. Customized training is available.

Basic Parenting
Cost - $10/person
The goal of Basic Parenting is to nurture in parents the capacity to engage in mindful parenting and decision making in six areas: care for self, understand, nurture, guide, motivate, and advocate. Our goal is to create a program that is responsive to the neediest audience while simultaneously providing value to any parent regardless of educational level or degree of child rearing difficulty. Basic Parenting is simple because it deals with fundamentals. Simplicity can have a powerful elegance that makes a lifetime impression.

A Matter of Balance
Cost - $25/person
A Matter of Balance is a holistic program focused on preventing falls among adults and seniors. Missouri's population is aging. Citizens have identified aging and living independently as priorities for educational programming. The University of Missouri Health Sciences and research states that falls are the most common reason for adult emergency room visits. If falls can be prevented, adults can save thousands of dollars in healthcare expenses.

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