Webster County MU Extension

Course Catalog

2015

A guide to University of Missouri Extension specialists and the programs they can offer in Webster County and surrounding counties

Webster County Extension Center
800 S. Marshall St.
Marshfield, MO 65706
Phone: 417-859-2044
Email: websterco@missouri.edu
Web: extension.missouri.edu/webster
Dear Reader:

Thank you for requesting or downloading this course catalog. This catalog contains educational programs that our specialists can easily present to groups in Webster County or to others that arrange for the program. Our scheduled programs appear on our website calendar at http://extension.missouri.edu/webster. Both programs listed there and in this catalog are official University of Missouri Extension programs.

MU Extension specialists featured on these pages cover multiple counties and can do educational programming in your community, at your business, to members of your organization, or as part of an event. The necessary contact information is provided so you can contact an instructor and make arrangements for hands-on, research-based programming that will meet your individual, group or community needs.

In Webster County, county appropriations are too limited to provide most of these programs for free, so access to most of them is on a “pay-their-own way” basis. This means user fees, sponsorships, grants or donations will be necessary to bring them into the county. If you would like to see this programming held in Webster County, I encourage you to contact me, so we can work out the funding arrangements to make them happen.

Sincerely,

Bob Schultheis
County Program Director, Webster County Extension
Natural Resource Engineering Specialist, University of Missouri Extension
Natural Resource Engineering Programs Available for Webster 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)

**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)

Last Revised: 2015-01-13

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.
Agronomy Programs Available for Webster County

Soil Fertility
- How to Take and Read a Soil Report
- Pasture Fertility - What to Fertilize With and When
- Fertilizing on a Budget

Pasture Management
- How plants grow
- How plants respond to grazing/mowing (Rest and Regrowth)
- Forage Quality
- Missouri Forage Species
- Maintaining Pasture Records/ How to use the Grazing Wedge
- Producing Quality Hay
- Drought Management
- Winter Pasture Management
- Renovating Pastures
- Tall Fescue Seed Production
- Managing Toxic, Endophyte-Infected Tall Fescue

Weed Control
- Identification and Control of Common Pasture Weeds (in Classroom or in Field)
- Poisonous Weeds
- Calibrating a Sprayer

Private Pesticide Applicator Training
- Rather than viewing the training video, I present the information from PowerPoint.
- Some counties like to have a short weed control presentation after the required training.

Monthly Newsletter
- Ted Probert, dairy specialist, Bob Schultheis, natural resource engineering specialist, and I produce a monthly newsletter addressing current topics, which is distributed to each county. The newsletter can be distributed within the county, or topics of particular interest can be sent to local new papers.

One-on-One Farm Visits

11/2014

Programs are taught by Sarah Kenyon, agronomy specialist, based in Texas County. Contact her at 417-967-4545 or by email at kenyons@missouri.edu to schedule.
Horticulture Programs and Workshops
Available for Webster County

Current issues – Workshops/presentations developed in response to issues of immediate importance to the SW region:
- GAPS and food safety issues for commercial fruit and vegetable growers
- Spotted wing drosophila – a new and troublesome fruit pest
- Invasive pests – prepare for the future

Commercial horticulture -- These workshops are available to foster local commercial production of vegetable and fruit crops. Individual topics are available, or several 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 culture, 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 with the program
- 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 in the home landscape
- Summer plant care in the home landscape
- Fall plant care in the home landscape
- Winter plant care in the home landscape

Individual consultation with the regional horticulture specialist is available by appointment for commercial horticulture clients only. There is no cost for individual consultation.

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 a workshop. Extension supplies the instructor and curriculum; you supply the location and marketing assistance.

Customized programs are also available with sufficient notice – tailor a program to meet the needs of interested groups in your community.
Beef Cattle Programs
Available For Webster County

- 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
- Matching Your Forage and Beef Cattle Resources

These programs are presented by Eldon Cole, regional livestock specialist, Mt. Vernon, MO. 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.

1/2015
Dairy Programs
Available For Webster County

- Forage Quality and Pasture Nutrition
- Optimizing Grazing Management
- Pasture-Based Dairy Genetics
- Forages for Southern Missouri Pastures
- Corn Silage Harvest and Storage
- Fencing for Managed Grazing Systems
- Water Systems for Managed Grazing
- Forage Quality and Hay Feeding for Cattle
- Forage Analysis and Use of Forage Test Results
- Developing a Forage System for Pasture-Based Dairies
- Bovine Reproductive Anatomy and Physiology
- Energy Conservation on Dairy Farms
- Getting Started with Artificial Insemination
- Understanding USDA Dairy Sire Summaries
- Using Expected Progeny Differences in Beef Cattle
- Crossbreeding Dairy Cattle
- By-Product Feeds in Cattle Rations
- Renovating Fungus Infected Fescue Pastures
- Making Round Bale Silage
- Measuring, Monitoring and Managing Pastures in Managed Grazing Systems
- Considerations when Using International Dairy Cattle Genetics

These programs are presented by:

Ted Probert
Regional Dairy Specialist
P.O. Box 458
Hartville, MO 65667
417-741-6134
probertt@missouri.edu

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.
Agriculture Business Programs Available for Webster 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 origianally for Regional Grazing Schools but very appropriate outside of the schools.

Economics of Hay
A presentation on the economics of producing or purchasing hay.

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

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4-H Youth Development Programs
Available for Webster County

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.

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 is 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 $80 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.

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**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:

- To present content learning about specific topics a novice board member will need to know
- 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 requirements, 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. With the colors of Blue, Gold, Green and Orange - 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 utilizes 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.

Workshops are taught by Karla Deaver, 4-H Youth Development Specialist, who may be reached at 417-466-3102 or deaverk@missouri.edu. Some workshops are team taught and are multiple sessions.

Customized training is available to meet your needs. Other programs are available upon request.
Human Development Programs
Available for Webster County

Stay Strong, Stay Healthy
Cost-$25/person
Missouri’s Stay Strong, Stay Healthy (SSH) 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.

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.

These workshops are taught by Renette Wardlow, Human Development Specialist
Phone: (417) 581-3558
E-mail: wardlowr@missouri.edu
MU Extension provides the instructor and curriculum; you supply the location, marketing assistance and travel funds. Customized training is available.

See more human development programs on the next page.
Personal/Professional/Workforce Development and Interpersonal Relations
- Communication and Conflict Resolution- including Anger Management
- Goal Setting & Decision Making
- How to Deal with Difficult Types of People
- How to Overcome Workplace Negativity
- Job-Seeking Skills: beginner & advanced
- Managing Change—Who Moved my Cheese?
- Stress Management & Managing Stress at Work
- Time Management
- Working with different Generations
- Grant Writing
- How to Present an Effective Presentation
- Issues in Self Confidence & Self Fulfillment
- Managing Emotions under Pressure

Citizen Engagement and Diversity
- Best Practices for Community Development
- Community Change
- Focus Group Training
- Building Diversified Community Coalitions
- Poverty & Economic Class in Missouri

Leadership Development
- Community Visioning Process Strategic Planning
- Leadership: Community Context, Temperament and Teamwork
- Spectrum Leadership Development

Healthy Families—Children, Parenting/Families, Teens and Aging
1. Childcare provider Programs for Young Children
   - Active Kids and Sensory Play
   - Activities for Learning Math
   - Art Appreciation for Young Children
   - Attention Deficit Hyperactivity Disorder
   - Backyard Science
   - Children's Learning Differences
   - Dealing with Children’s Anger and Yours
   - Eating Times—Food is more than Eating
   - Fighting Obesity through Active Play
   - Active Times-Quiet Times: Making Transitions Easier
   - Ages & Stages
   - Art & Science of Playing with Young Children
   - Avoiding Problem Behaviors: Teach Self-Control
   - Biting and Sharing
   - Building Relationships with Children & Youth Who Challenge Us
   - Childcare for Mixed Ages
   - Creating Special Moments with Infants & Toddlers
   - Dramatic Play
   - Every Child Counts: Building Community
   - Getting Parents Involved
   - How to Get Parents on Your Team
   - How to Work with Active Children
   - Improving Child Care Spaces
   - Improving Transition Times
   - Keeping Children Health & Safe
   - Learning Disabled Child & the Challenged Learner
   - Learning Disabilities: Social Skill
   - Math for every Age
   - Obese Kids: They are what they eat
   - Personnel Issues & Hiring New Childcare Staff
   - Problem Solving with Children
   - Sparking Kid's Curiosity
   - Toddlers: Terrible or Terrific
   - Using computers in Childcare
   - What Children need to Know to Start School
   - When is Behavior Ok? —Preventing Problem Behaviors
   - I am Moving I am Learning
   - Improving Skills in Observing Children
   - I Want, I Want, I Want...Building Good Consumers
   - Keeping Kids Safe on the Playground
   - Learning Disabilities: Discipline
   - Making Secure Attachments
   - Parents: Friends or Foes?
   - Pets in Childcare
   - Science for Young Thinkers
   - Separation & Loss
   - Teaching Respect in Early childhood Education
   - Ups & Downs of Outdoor Play
   - Using Puppets
   - What does Time mean to children?

2. Parenting/Family/Marriage Programs
   - Anger Management RETHINK model
   - Building Self Esteem in Children
   - Connecting for Baby
   - Positive Discipline: Getting Children to Mind without losing your own
   - Positive Parenting
   - Building Positive Marriages
   - Conflict management for the Family: Children, Teens & Adults
   - Families & Divorce
   - Grandparents & Relatives...Parenting Again
   - Surviving Holiday Stress

3. Teen Programs
   - Reduce the Risk of Pregnancy/STDs/Drugs
   - Character Counts

4. Senior or Aging Programs: Healthy Living Programs
   - Exercising & Enhancing Your Memory
   - Loss & Aging
   - Death & Dying Issues
   - Intimacy & Sexuality for Older Adults
   - Matter of Balance
   - Surviving Depression

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Nutrition and Health Education Programs
Available for Webster County

Chronic Disease Self Management

The Chronic Disease Self-Management Program (CDSMP) is a community-based program which assists participants in maintaining quality of life when faced with chronic medical conditions. The CDSMP is provided in two and a half hour sessions, once a week for six weeks, in community settings (e.g., senior centers, churches, libraries). People with different chronic health problems attend together. Workshops are facilitated by two trained leaders, one or both of whom deal with chronic diseases themselves. Subjects covered include: 1) techniques to deal with problems such as frustration, fatigue, pain and isolation, 2) appropriate exercise for maintaining and improving strength, flexibility, and endurance, 3) appropriate use of medications, 4) communicating effectively with family, friends, and health professionals, 5) nutrition, and, 6) how to evaluate new treatments. Classes are highly participative, where mutual support and success build the participants’ confidence in their ability to manage their health and maintain active and fulfilling lives.

Focus on Kids
Cost $30 per person

More than half of all marriages end in divorce, and the majority of these involve children. Conflict between parents, both before and after a divorce, is associated with many negative outcomes in children. The purpose of this workshop is to help parents learn how to nurture and support their children during and after their divorce. The program is one session, three hours in length.

Food Preservation

The food preservation program will answer consumer questions and teach safe food preservation techniques. Opportunities for food preservation programming happen sporadically throughout the state. Extension will deliver food preservation lessons based on safe food handling research.

A Matter of Balance

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.

These workshops are taught by Cammie Younger Nutrition and Health Education Specialist
Phone: (417) 967-4545

e-mail: youngerc@missouri.edu

MU Extension provides the instructor and curriculum; you supply the location, marketing assistance and travel funds. Customized training is available.
Family Financial Education Programs
Available for Webster County

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 Identify Theft.

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

Investor Education - Safe Guard 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.


Workshops are taught by Nellie Lamers, Family Financial Education Specialist, Forsyth, MO, 417-546-4431
Email: lamersm@missouri.edu

Programs/workshops can be customized to meet your community’s needs.
Business Development Classes
Available for Webster County

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.

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.

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.

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.

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.
Portable laptop computers available for ten participants May through December so book your county workshop NOW!

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.

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.

**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.

**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.

**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

**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.

**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.

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

Workshops are 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.

MU 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.
Housing and Environmental Design Education Programs
Available for Webster County

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

http://extension.missouri.edu/edninfo/airquality/index.htm

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

http://extension.missouri.edu/edninfo/crs/index.htm

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

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 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.
Presentations are available on the following topics:

Community Visioning, Sustainability & Smart Growth

Energy Efficiency & Renewable Energy

LEED & Performance based buildings

Building Technology
  • Why buildings leak, affect our health and sometimes fall down
  • Conventional, Emerging, Natural & Indigenous
  • ICF’s (Insulated Concrete Form) Design & Construction

PACE - Property Assessed Clean Energy (Energy Financing Districts)
Found out how the Missouri PACE Act of 2010 can help you and your community
See >> [www.mced.mo.gov](http://www.mced.mo.gov) and [http://www.youtube.com/watch?v=qgg9wYkjNAM](http://www.youtube.com/watch?v=qgg9wYkjNAM)

Low Cost, No Cost Energy Savers
Learn ways to save $20-50 per month on your utilities on a low budget
See >> [http://missourifamilies.org/housing/energy/index.htm](http://missourifamilies.org/housing/energy/index.htm)

Taking Shelter from the Storm:
Building a Safe Room for Your Home or Small Business
  • Disaster Resistant Building Design & Construction
  • Disaster Readiness & Preparation

Universal Design >> Environments for Aging-in-Place

CoHousing >> Multi-Generational - Senior - Eco Villages

Workshops and presentations are taught by Jeff Barber, Housing & Environmental Design Specialist, architect LEED AP, Springfield, MO, 417-343-5682, barberj@missouri.edu
Community Development Programs
Available for Webster County

Community Development empowers communities and their citizens to build capacity, learning and engagement with a focus on the quality of community life and building a stronger community. University of Missouri Extension can help through:

**PLANNING AND FACILITATION (these are usually multi-session)**

- **Strategic Planning**
  This facilitation technique helps communities and/or organizations through brainstorming, action planning, and moving through next steps
- **Meeting facilitation** (Community Health Needs Assessments, MAPP processes, community economic development and other types of community or organizational meetings)
- **Leadership development**
  EXCEL leadership program
- **Board development**
- **Vision to action**
  Is your community working with Jeff Barber and the Drury students? Let me join the process to help the community move to turn the vision into reality
- **Economic Development support**

**AVAILABLE ONE SESSION PROGRAMS**

- Successful Social Media for your Organization
- Understanding Financial Statements
- Basics of Writing a Business Plan
- Affordable Care Act for Businesses

Workshops are taught by Kathy Macomber
Community Development Specialist, Lamar, MO
Phone: 417-682-3579
Email: macomberk@missouri.edu

Programs/workshops can be customized to meet your community’s needs.

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REGULARLY SCHEDULED MEETINGS

4-H Leaders Council

Leaders of the Webster County 4-H Clubs meet to plan various 4-H activities and events. **Meetings are the first Thursday of each month at 7 p.m.** All meetings are held at the Webster County Extension Center, 800 S. Marshall St., Marshfield MO. Facilitator: Jeannie Moreno, youth program assistant, phone 417-859-2044 or email morenoja@missouri.edu

County Extension Council

The Webster County Extension Council works with local specialists to provide the county educational programs, manage finances of local MU Extension operations, provide personnel to carry out extension activities locally and organize the annual public election of council members. **Meetings are the fourth Thursday of each month from 12:00 to 1:30 p.m.** All meetings are held at the Webster County Extension Center, 800 S. Marshall St., Marshfield, MO. Facilitator: Bob Schultheis, county program director, phone 417-859-2044 or email schultheisr@missouri.edu

Webster County Master Gardener Association

Meetings are the third Thursday of each month, generally from 7 p.m. to 9 p.m. Most meetings are held at the Webster County Extension Center, 800 S. Marshall St., Marshfield, MO. Facilitator: Donna Eldridge, administrative assistant, phone 417-859-2044 or email websterco@missouri.edu

SERVICES BY APPOINTMENT

Private Pesticide Applicator Training

MU Extension provides private pesticide applicator training for producers wanting to be certified to purchase restricted-use pesticides, as required by the Missouri Department of Agriculture. Individuals must purchase or bring a copy of MU Extension publication M87, Private Pesticide Applicator Reference Manual, to the training. Manuals may be purchased at the extension center for $12. The training is free and is available by appointment during normal business hours. The certification is good for 5 years.

Distance Education Test Proctoring

Proctoring is available by appointment during normal business hours. There is no charge for proctoring for University of Missouri students. Cost for proctoring students with other colleges or universities, or for individuals needing certification associated with their business, is $10 per hour, with a $10 minimum.

Other Testing Services

- Food canner pressure gauge testing = Free
- Soil nutrient testing = $20 per sample
- Water testing for minerals = $15 per sample
- Forage nitrate testing = Free
- Forage nutrient testing = $19.50-$27 (varies by test)
- Manure nutrient analysis - $27 per sample

Meeting Room Rental

Our conference room is available for rent to local not-for-profit community groups. There is no fee for 4-H or Family Community Education (FCE) groups. Other not-for-profit groups will be charged a $25 rental fee per day, or portion thereof, with a maximum 30-day advanced booking. Contact Donna Eldridge at 417-859-2044 or by email at websterco@missouri.edu to reserve the room. Room capacity is 48 persons at tables or 60 persons in conference seating. A projection screen, TV with DVD player, and dry-erase board are provided, and Internet access is available by arrangement.