FSNEP/EFNEP
Resource Guide for
State Nutrition Coordinators
Core Competencies

The national *Core Competencies for State Coordinators*, https://nifa.usda.gov/resource/core-competencies-efnep-snap-ed , developed in 2001, defines core competencies needed to be a successful state coordinator. One of the goals of the project was to assist state coordinators in identifying current strengths and areas for future professional development. This guide identifies resources that address the core competencies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B1: Expanded Food and Nutrition Education Program from
http://www.reeusda.gov/f4hn/efnep/efnep.htm
Food Stamp Nutrition Education Program from https://nifa.usda.gov/
resource/core-competencies-efnep-snap-ed
B1 & B5: Food Stamp Nutrition Connections from
http://www.nal.usda.gov/fnic/foodstamp/program_facts.html

B1:   Census data: www.census.gov

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

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

B1. Child Trends Data Bank: http://childtrendsdatabank.org

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

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

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

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

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

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

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

B5: Working with culturally diverse audiences:
http://oregonstate.edu/dept/ehe/nu_diverse.htm

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

B7: EFNEP cost benefit analysis:
http://www.extension.iastate.edu/Publications/PM1865.pdf

C. Create an environment in which staff can thrive
   C1. Develop and modify a staffing pattern
   C2. Create and modify position descriptions
   C3. Oversee recruitment and hiring of staff
   C4. Ensure organizational orientation
   C5. Facilitate initial staff training
   C6. Facilitate staff development
   C7. Provide for performance management (counseling, coaching, termination, legal issues)
   C8. Continually recognize and reward staff
   C9. Coach and be coached

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

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

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

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

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

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

C5: Iowa State FNP: Personnel information
http://www.extension.iastate.edu/efnep/personnel.html

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

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

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

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

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

D. Practice stewardship of all resources

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

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

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

E. Promote synergistic collaborations

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

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

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

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

F. Communicate program value with passion

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

F1: Iowa State EFNEP marketing for decision makers:
http://www.extension.iastate.edu/Publications/EFNEP234.pdf

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

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

F6: Missouri school recruiting brochure:
http://outreach.missouri.edu/fnep/showmenutrition.pdf

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

F7: Iowa State FNP data and evaluation information:
http://www.extension.iastate.edu/efnep/data.html

G. Subject matter Competency

Food Stamp Nutrition Connections:
National Ag Library and Food and Nutrition Service:
http://www.nal.usda.gov/fnic/foodstamp/

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

Food and Drug Administration- Center for Food Safety and Applied Nutrition:
http://vm.cfsan.fda.gov/list.html

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

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

Tufts Nutrition Navigator -A Rating Guide to Nutrition Websites:
http://navigator.tufts.edu/

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

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

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

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