

# Remote Work Ideas

## Remote Work Ideas

The purpose of this document is to provide agents with general recommendations on work that can continue to be done during the restrictions placed on communities as a result of Covid-19.

### All Agents:

- Continue to look for ways to build trust for yourself and for Texas A&M AgriLife Extension in your County or area of work.
- Engage in Agency COVID 19 updates (Virtually) and read e-messages. Posted on EDEN [texashelp.tamu.edu](https://texashelp.tamu.edu) on employee login.
- Email – catch up, clean up and organize into folders.
- Newspaper articles – write in advance.
- Facebook posts – write in advance and develop schedule for posting.
- Write thank you and congratulatory notes to youth, volunteers and community partners.
- Work as a staff to develop a plan to virtually celebrate National Volunteer Week, April 19-25, 2020.
- Share AgriLife Extension's social media posts (schedule sent out in 3-18-20 agency update) and educational resources.
- Update your vitae.
- Draft contingency plans for events in late spring that may need to be postponed or cancelled.
- Clean out files (refer to records retention guidelines) and any storage closets.
- Catch up, and stay up-to-date, on TEXAS Data reporting and Train Traq.
- Explore online professional development opportunities.
- Work with 4-H Agent/Coordinator to plan summer youth events pertaining to your subject matter area.
- Create a profile in 4HConnect if you have not done so already. You may need it to register for summer events.
- Conduct a virtual Program Area Committee meeting, include a specialist if possible
- Utilize Microsoft Teams or other communications tools to meet with neighboring agents to plan multi-county educational events for summer and fall.
- Work with Regional Program Leader and specialists to identify County, District and Regional virtual programs opportunities. Look for opportunities to join into already existing programs.
- Work to update/correct plans where educational deliveries may have been lost or eliminated.
- Work with Specialists to identify needs for online subject matter resources and refer these to appropriate Regional Program Leader.
- Work with RPL in developing issue teams (agent/specialist) to discuss online program opportunities and planning going forward.
- Work on Emergency Management Training Modules.

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- Contact Program Area Committee members to check on health status and ideas for the next program or committee meeting.
- Become familiar with options for online programming such as MS Teams.
- Learn how to use Qualtrics to evaluate program impacts and to survey stakeholders.
- Report all COVID 19 tasks to the Texas COVID 19 Pandemic report.

## **Unique to FCH/Health:**

- Work on plans for future summer programs for adult and youth audiences.
- Practice or develop new recipes (utilizing the guidelines on FCH website).
- Promote FCH-related online courses available.
- Check out the FCH agent-only website and listen to recorded trainings on the various programs available.
- Maintain engagement with Master Wellness volunteers and TEEA members via phone calls, emails, newsletters, video updates, etc.
- Complete an inventory of program supplies. Make a list of supplies needed for programs planned over the next 2-6 months.

## **Unique to 4-H Youth Development:**

- Work with district program teams, established by RPLs and 4-H Specialists, to develop and deliver online youth programs.
- Send regular updates to your club managers and 4-H families to keep them abreast of county activities.
- Maintain meeting schedule for county 4-H council and adult leader associations via online technology (Zoom, Teams, etc.).
- Create online club manager trainings, giving them relevant information and updates they need now (officer elections, chartering, summer program opportunities, etc.).
- Promote 4-H families to use time getting a jump-start on their 4-H record books.
- Promote summer camping programs available at the 4-H Conference Center.
- Work on plans and logistics for summer day camps you will be hosting.
- Identify presenters and invite speakers for day camp programs.
- Create flyers and promotional materials for summer programs.
- Get ahead on plans for your 4-H awards programs.
- Update award applications and confirm award criteria with families.
- Input group enrollment forms into 4-H CONNECT.
- Go ahead and plan your 4-H enrollment kick-off/enrollment event.
- Plan your first 4-H club manager training for the 2020-2021 4-H year.
- Develop communications and inventory supplies related to Steer and Heifer Validation and State Fair Validation.
- Research, prepare, submit applicable grant applications (Texas 4-H Foundation county grant program).
- Update or create a school outreach plan for August 2020.
- Create or update promotional pieces to be distributed to new youth program audiences.

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- Create and post social media challenge ideas for 4-Hers and others.
- Get a jump start on 4-H Youth Development plans for the new year.
- Develop a plan for National 4-H Week.
- Brainstorm ideas with council/leadership about service opportunities for OneDay 4-H.
- Update volunteer list with current information - volunteers who have taken the Child Protection Training within the last two years.
- Print current volunteer Child Protection Training certificates.
- Research opportunities for on-line newsletter and communication strategies.

## Unique to Agriculture and Natural Resources

- Connect with county officials, committee members and stakeholders to identify key Agriculture and Natural Resources issues in your county and relay that information to RPLs and Associate Department Heads.
- Make plans with cooperators for result demonstration work this summer and fall.
- Communicate with Specialists to coordinate education face-to-face events – some that may be rescheduled from this Spring.
- Develop Ag Newsletters with current issues as well information supporting In-depth programming efforts.
- Conduct multi-county conference calls or Team/Zoom meeting holding Q&A sessions on important ag-related issues.
- Direct stakeholders to online and distance pesticide CEU and Auxin trainings.
- Work with other agents and specialists to offer multi-county and district distance pesticide CEU and Auxin trainings.
- Research information pertaining to In-depth programming efforts.
- Conduct virtual youth clinics and ag club activities using existing existing web site and PPT.
- Look for online professional development specialists including taking courses in our Ag Learn D2L platform(<https://agrilifelearn.tamu.edu/>).