Dear Southwest Region Educators and Staff:

What a busy time of year! I hope you are enjoying it. I always very much enjoy Annual Conference as a time to catch up with old friends. This year I have all of you new friends to visit with. I asked you to be sure to read this newsletter, because I wanted to ask you to take time to check in with me some time on Wednesday at Annual Conference. See you soon!

Best Regards,
Barb

University Outreach and Engagement Recognition Awards

Just a reminder that applications are being accepted for the University Outreach and Engagement Recognition Awards. University Outreach and Engagement Recognition Awards accepting applications

The Offices of Outreach and Engagement, International Affairs, Service-Learning, Student Life and Undergraduate Education have joined together to recognize faculty, staff, students and community partners with the University Outreach and Engagement Recognition Awards program. Awards will be given in the community engagement, international engagement, service-learning, staff, student, student group and community partner categories. A total of $21,000 will be awarded. Applications are due Feb. 16.

To submit an application: http://go.osu.edu/oeawards

Contact: 247-7795 or outreach@osu.edu
**Change Date for RIV Workshop – December 18**

A workshop on “How to Work with RIV” will be held on December 18, from 9 am – 3 pm at the Montgomery County Extension Office. Barb Brahm and Brian Raison will be on hand to discuss how to use RIV and where to place various entries.

Bring your laptop and programs/information to enter. Come and stay as long as you like. Lots of hands on time to work on your RIV report.

The workshop is free. Lunch is on your own. To register send an email to Carol Bottoms bottoms.6@osu.edu

Note: Additional sessions will be scheduled in 2015 if there is interest.

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**Thoughts to Ponder**

Your success, your very job itself, depends on your ability to energize and motivate your team members. It’s a critical component of effective leadership that deserves your constant attention and focus. Here are four specific tips and techniques you can use to get your folks energized and committed:

- **Provide "Freedom with Fences."** Giving individuals the room to maneuver in a clearly defined playing field (with timetables, budgets, goals, etc.) allows them to have clarity, confidence, and a greater sense of control within their area of responsibility.

- **"Send flowers to the living!"** Make sure you take the time to recognize the contributions of the people who are there day in and day out, plugging along doing a great job. Don't fall into the trap of taking them for granted ... missing opportunities to let them know how important they are to you and your organization.

- **ALWAYS GIVE THE "WHY."** A combined lesson from Human Nature 101 and Common Sense 101: There's a much better chance that people will be motivated and give their enthusiastic support if they understand the reason behind a goal, assignment, or decision.

- **BE QUICK ON THE RECOGNITION TRIGGER!** Recognition delayed all too often ends up being recognition denied. How often have we ALL intended to recognize someone's contribution but failed to do so because we "got busy and forgot"? So don't wait. Acknowledge good work as soon as you see it. The one knee-jerk reaction you shouldn't avoid is saying "Well done!"

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**Barb Brahm’s Schedule**

- December 8  Campus
- December 9-11 Annual Conference
- December 12  Bellville

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**Happy December Birthdays…**

- December 1  Jenan Rabi-Program Assistant, Hamilton County
- December 2  Sam Custer-Extension Educator, Darke County
- December 2  Drudy Yoakam-Office Associate, Union County
- December 3  Carol Bottoms-Information Associate, Northwest/Southwest Region Offices
- December 13  Rachel Stridsberg, Program Assistant, Montgomery/Clark County
- December 16  Amanda Raines-Program Assistant, Hardin County
- December 19  Jessica Bergman-Office Associate, Logan County
- December 21  Monica Jones-Office Assistant, Fayette County
- December 24  Pam Bennett-Educator/Director, Clark County
- December 24  Sheila Callicoat-Office Associate, Champaign County
- December 24  Carol Miller-Extension Educator, Clark County
- December 24  Joe Boggs-Extension Educator, Hamilton County

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**Lead Well, Lead Right,**

Eric Harvey & Your WalkTheTalk.com Team
Deadline for EEETs… *(Source: Debby Lewis)*

It’s that time of year and our office is getting lots of EEET questions. **The deadline to submit EEETs for this calendar year is Thursday, December 11** (your EEETs must be postmarked by that date). The Program Development and Evaluation (PDE) Unit will NOT process any EEETs postmarked after that date until 2015. This means any late EEETs will NOT be on the three-year EEET summary report that will be sent to county program faculty and staff in January 2015.

There are still options for getting completed EEETs to PDE:

- Bring your EEETs to Annual Conference on December 9, 10 or 11. There will be a box at the registration table where you may drop off your sealed envelopes of EEET forms.
- Mail your EEETs to:
  
  EEETs  
  Suite 25, Agricultural Administration Building  
  2120 Fyffe RD.  
  Columbus, Ohio 43210  
  ***MUST be postmarked by December 11, 2014!***

Please do NOT leave envelopes full of completed EEETs laying in Suite 25; we may not get them. We have a mailbox in Ag Admin Room 11 if a PDE staff member is not around for you to hand your forms to.

Please remember to include a cover sheet with each set of EEETs, one cover sheet for each instructor. All EEETs should be in SEALED ENVELOPES! Your form collector should sign his or her name on the seal. Please submit ALL EEETs in a TIMELY manner! All EEETs are entered BY HAND by PDE staff. If you volunteered to collect forms for a colleague, please send them to the PDE office immediately; your peer is depending on you.

Thank you and stay warm!

Debby
To encourage community engagement work targeting underserved populations, the OSU Area Health Education Center (AHEC) will offer up to 4 grants of $5,000 for proposals from Health Sciences, Social Work, and FAES/Extension faculty. Funding preference will be for faculty-lead projects which involve trainees in addressing important community health-related needs.

The project period is February 15, 2015 – June 30, 2016. The Request for Proposals and Application can be found at http://medicine.osu.edu/orgs/ahec/grantprogram/pages/index.aspx

Applications are due January 15, 2015.

For questions contact Terry “Chip” Bahn, EdD, terry.bahn@osumc.edu, 292-2508.

Important Event on December 11 with OSU President Drake

To All CFAES Faculty & Staff:

On Thursday, December 11, Ohio State University President Michael V. Drake will address the attendees at the OSU Extension Annual Conference. This is also the opportunity for him to address all faculty and staff of the college, regardless of office or work location. In addition to President Drake’s address, the college will also live stream Vice President & Dean, Bruce McPheron's presentation and OSU Extension Director Keith Smith's presentations.

Information on each is as follows:

President Drake, scheduled to speak at 9:00 a.m. - http://youtu.be/dseQOWam7nA
   Ask a question (email): cfaes_questions@osu.edu
   Ask a question (twitter): #ExtKeynote14
   Live audience: use the above or microphones will be available

Keith Smith, scheduled to speak at 12:00 p.m. http://youtu.be/7cBTgZjOYaM

Bruce McPheron, scheduled to speak at 2:15 p.m. http://youtu.be/xV8TueBb2Q8