The California 4-H Association is committed to improving our professional skills and development, exchanging new program ideas, methods, and techniques, while getting to know 4-H Youth Development Program colleagues across the state.

2014 Professional Development-Retreat

The Retreat is a three-day gathering intended to help 4-H staff network, strengthen their social capital, and learn about effective ways to be a successful 4-H professional. The retreat will emphasize sharing of promising practices, expertise, and experience between staff while inspiring, recharging, and gathering strength from those who have similar job functions.

Tentative Agenda

April 30
3:00-4:00pm Check-In
4:00–6:00pm Opening Activities; speaker: Dr. Rob Morgan
6:30-7:30pm Dinner
7:30-8:30pm Evening Festivities

May 1
8:00-8:30am Breakfast Buffet
8:30-10:00 Structured Session #1
10:00-10:30 Break
10:30-12:00 Structured Session #2
12:30-1:30pm Lunch
1:30-3:30pm Two sessions of roundtables
3:30-4:00pm Break
4:00-5:30pm Lightening sessions (5-min each; The prompt is: What advice would you give to yourself on your first day of the job knowing now what you know?)
5:30 Dinner Out on Your Own

May 2
8:00-8:30am Breakfast Buffet
8:00-8:45 CA4-HA Annual Business Meeting
9:00-10:30 Structured Session #3
10:45-11:00 Closing
11:30am Checkout
More About the Retreat

Opening Speaker: Dr. Rob Morgan
Dr. Rob Morgan is a clinical psychologist and Director of the Campus Behavioral Committee at CSU San Bernardino. He has a BS from Tulane University in Cellular Neuroscience an MA in Forensic Psychology from the University of Denver, and a Clinical Psychology Doctorate degree from Pepperdine University. Over the past 5 years he has specialized in working with campus staff, faculty, and students in health, wellness and safety, at UC Davis, and UC Berkeley. He has focused on work life balance, stress reduction, and what he likes to call “reality-focused interventions.”

Structured Sessions (You will have the opportunity to choose one of two sessions each time)

1. a) A Day in the Life of a 4-H Program Representative (Panel Discussion). Moderated by JoLynn Miller with Jacki Zediker, Sandy Sathrum, Melanie Curtis and Liz Dawley.
   
   b) Improving your Program(s) through Evaluation. Presented by Steven Worker. Make your programs and events better by using evaluation data!

   
   b) Planning for Growth and Sustainability: Program and Fund Development. Presented by Annette Leeland.

3. a) Time Saving Tech Tips. Presented by Russell Hill. Participants to bring their own computer, phone, or tablet.
   
   b) Crucial Conversations. Presented by Sandra Sathrum and Julie Frazell.

UC Cooperative Extension Day of Science and Service

May 8, 2014. Learn more at http://beascientist.ucanr.edu
Join the University of California Division of Agriculture and Natural Resources for a one-day science project on May 8. Tell us how you conserve water, where food is grown in your community, and how many pollinators you see around you. Take a walk, visit a park or enjoy the beauty of a garden. Paint a picture of California’s food and water resources by marking your responses on our online GIS maps! Free educational activities are available for grades K-12 around water conservation, gardening and nutrition, and pollinators.
SET Projects on the Horizon

If you are interested in participating in any of these projects, please connect with the respective contacts!

**Junk Drawer Energy** – a curriculum development project with the goal to engage youth in experimenting with renewable energy sources to generate electricity using common household items (similar to Junk Drawer Robotics) that will help build awareness of environmental issues. For more information, contact Steven Worker at smworker@ucanr.edu, Richard Mahacek at rlmahacek@ucanr.edu, or John Borba at jaborba@ucanr.edu.

**Science and Health through Garden-based Learning** – a project targeting underserved communities focusing on nutrition and science education by using the garden as a focal point. Teens facilitate activities with elementary school youth in afterschool programs. For more information, contact Steven Worker at smworker@ucanr.edu or Anne Iaccopucci at amiaccopucci@ucanr.edu.

**California Water** – a project using the *There’s No New Water!* curriculum to help 12-18 year old youth learn about water, science, and the environment and become empowered to make positive contributions in their communities through service learning. For more information, contact Steven Worker at smworker@ucanr.edu or Martin Smith at mhsmith@ucdavis.edu.

**Animal Welfare and Bio-Security Proficiencies** – a multi-faceted project to develop, test, and disseminate proficiencies for 4-H animal science projects to help 4-H members learn about and apply animal welfare and bio-security practices with their 4-H animals. For more information, please contact Sarah Watkins at spwatkins@ucanr.edu or Martin Smith at mhsmith@ucdavis.edu.

**Food Science curriculum** – Development of a 4-H food science curriculum emphasizing food science-related careers, food science-related skills and knowledge. For more information, contact Anne Iaccopucci at amiaccopucci@ucanr.edu or Steven Worker at smworker@ucanr.edu.

---

If we're growing, we're always going to be out of our comfort zone.

- John Maxwell
Updates from the Science Engineering and Technology (SET) Initiative

4-H Engineering and Technology Showcase
May 31, 2014, 9:00am - 4:00pm, UC Davis. Learn more and register at http://ucanr.edu/fieldday

Financially supported by Lockheed Martin

Share knowledge, interact with youth and adults, and engage people in new activities! The showcase will feature robotics, woodworking, rocketry, gis/gps, engines, computers, automotive, farm machinery, and more. Youth exhibiting are eligible for a "4-H engineering" pin. For more information, contact Steven Worker at smworker@ucanr.edu.

4-H Science Common Measures

http://www.4-h.org/about/youth-development-research/

The National 4-H Common Measures were developed by a group convened by National 4-H Council to assess indicators of scientific literacy, healthy living, citizenship, and youth development (but not the 6 C’s that California uses). Each measure is approximately four to ten pages long and available on the national website. The measures are being required for grants issued through 4-H National Headquarters and National 4-H Council. At the State 4-H Office, Kendra Lewis, Shannon Horrillo, Steven Worker, Kali Trzesniewski, and others have been testing the measures to assess their effectiveness, validity, and reliability. The measures overall appear to assess what they are intended to assess, but there are several methodological issues, such as cross-loading items and low variance. If you want to look at the measures or discuss them further, contact Kendra Lewis, 4-H Evaluation Coordinator at kelew@ucdavis.edu or for the science measure specifically, contact Steven Worker at smworker@ucanr.edu.

2014 Curricula Review Process Development Task Force

In an effort to better organize curriculum so staff and volunteers can find high-quality curriculum more easily, a Task Force was formed to i) develop a curricula review rubric/checklist; ii) develop a process for curriculum review; and iii) recommend an organizational structure to share curriculum on the state 4-H website. The Task Force is meeting in May, is co-chaired by Anne Iaccopucci and Steven Worker, and composed of Martin Smith, Jessica Linnell, Marcel Horowitz, John Borba, Sandy Sathrum, Sarah Watkins, Gemma Miner, and Lynn Schmitt-McQuitty. For more information, contact Anne Iaccopucci at amiaccopucci@ucanr.edu or Steven Worker at smworker@ucanr.edu.

4-H SET Needs Assessment

The 4-H SET Leadership Team is moving forward with a 4-H SET Initiative Needs Assessment by analyzing i) curriculum materials, ii) professional development models, iii) county capacity to support 4-H science, and iv) the interests, understandings, opinions, and barriers to 4-H SET. At the ANR HFC Program Team meeting in February, 4-H staff participated in focus groups and shared important information to this process. In addition, staff were invited to respond to an online survey. If you have not yet responded, please do so at: http://ucanr.edu/survey/survey.cfm?surveynumber=11884. Stay tuned in the coming months for more information on the future of the 4-H SET Initiative.
You may want to consider checking your schedule and making plans to attend this year's NAE4-HA Conference in Minneapolis, MN. Several California 4-H staff will be presenting workshops at this conference, including iThrive 3, 4-H Common Measures, TechXcite, Robotics and Science Literacy. This year’s event will be held October 26-30, 2014. For more information and conference details go to http://www.nae4ha.com/2014-annual-conference.

Effective Delegation Skills from Everyone Ready

Do you feel like you are treading water rather than making any real headway with your program. Not only is this frustrating, it eventually wears us thin and can lead to work dissatisfaction, increased stress and even health problems in extreme situations. Now more than ever, having a good knowledge of skills involved in delegating some of your daily tasks to others is a critical tool for leaders of all levels.

Whenever we develop a volunteer position we are delegating some portion of our organization’s work to a volunteer. This means that each staff member or leadership volunteer is confronted with the daily question of how to share tasks in the best way.

It is easy to give out work assignments — anyone can do it! What’s not easy is the ability to be able to delegate in an effective matter. Delegating in a non-effective manner is counterproductive. Not only does it reap poor results, it will also actually take up even more of your valuable time as you expend energy trying to resolve the problems that result from a dysfunctional delegations experience.

Delegation is a proactive approach to reassigning tasks and assignments in a coordinated and considered manner with clear, expected, and where possible, measurable outcomes.

There will always be parts of your role that only you can do, and these may well be the things you don’t enjoy. Giving others the jobs you simply don’t like is not delegating — it’s dumping!

- Delegation does not abdicate your responsibility for ensuring a task is done properly. If something goes wrong it will still be your head on the chopping block.
- Delegation is not about replacing workers, but rather about expanding and enhancing the available workforce and resources an organization already has.

While delegation is an important time management strategy, it should not be approached as a “be all and end all” solution. Effective delegation should always be considered in the context of how it fits as a part of other time management practices. Delegation has a ripple effect. You get needed help..others become more engaged in the project..the synergy of several perspectives elicits better ideas and services to clients grow..and so on. But delegation is also an approach/avoidance situation. Do benefits outweigh the barriers?
Effective Delegation — Continued

Benefits:

Effective delegation can benefit an organization at many levels:

- The person who is delegating gets extra available time.
- The person receiving the new tasks has the opportunity to build new skills or refine existing ones.
- The program itself gains cohesiveness through increased team building and gains efficiency through planning effective use of its resources.
- Clients of the program receive greater quality of services.
- More people are informed about how work is done and therefore the organization is not as dependent on a single staff or volunteer carrying all the information in his/her head.

On a personal level some of the direct benefits of being an effective delegator are:

- Less stress and frustration
- Allowing you to feel in control
- "growing" and developing others
- Having a greater sense of achievement
- More time for planning the "big picture" items

Barriers:

No one really denies the value of delegation, so why is it so rarely done? For one thing, initially it takes MORE time! Effective delegation often means that in order to save time, first in seeking a suitable person to whom to delegate and, second, in ensuring the allocated tasks are properly and appropriately handed over to the designated person.

There are other barriers, too, that affect our individual degree of comfort in sharing the work—especially when we are delegating to volunteers. They include:

- Many of us have a fear that, if we don’t do something ourselves, it won’t be done to the same standard as we would do it.
- Closely related is the disconcerting fear that someone else may do it better than we can. No matter what, it will definitely be done in some different ways.
- It’s a challenge to carve out pieces of the big job—finding ways that various people can share some of the work in manageable, time-limited chunks. This actually demands that we are organized and knowledgeable about the exact sequence of steps involved.
- We worry that volunteers might not follow through and we’ll be left at the last minute having to do it ourselves anyway.
- In light of the time needed to prepare to train someone else, it seems easier or faster to do it ourselves in the first place.

Successful Delegation will involve:

⇒ Taking account of the interests of all stakeholders, service recipients, the organization and volunteers
⇒ Trusting in the ability of others and providing training to ensure successful completion
⇒ A willingness by volunteers to accept the responsibilities that delegation brings
⇒ Deciding on what duties and responsibilities to delegate
⇒ Ensuring the volunteers know the task, the desired outcome, the limits of the task in terms of activities and funding, feedback, available resources, and what to expect from the volunteer manager
⇒ Monitoring the process, evaluating the outcome and incorporating insights into the future decisions

More information about Everyone Ready can be found at http://nextgeneration.4-h.org/volunteerism/
Welcome 2014 CA4-HA Members

We now have 43 active members of the California 4-H Association. We would like to welcome our recent members. (List only includes members that have joined since early January.)

0-3 Years of Service
- Tracy Celio, Program Representative, El Dorado County
- Jessica Guild, Program Representative, San Mateo and San Francisco Counties
- Jen Henkens, Program Representative, Sacramento County
- Lorin Hofmann-Lurz, Program Representative, Monterey County
- Anne Iaccopucci, Academic Coordinator, State 4-H Office
- Ariel Smoke, Program Representative, San Joaquin County
- Katherine Soule, Youth, Families and Communities Advisor, San Luis Obispo and Santa Barbara Counties

4-6 Years of Service
- Allison Keaney, Program Representative, Marin County

7-14 Years of Service
- Julie Frazell, Program Representative, Lake County
- Donna Wise, Program Representative, Mariposa County

15-25 Years of Service
- Melanie Curtis, Program Representative, Tuolumne County
- Liz Dawley, Program Representative, Colusa County
- Linda Edgington, Program Representative, Mendocino County
- Keith Nathaniel, Youth Development Advisor, Los Angeles County
- Nancy Starr, Program Support, El Dorado County

Officers
- President
  Steven Worker
  smworker@ucanr.edu
- President-Elect
  JoLynn Miller
  jlmiller@ucanr.edu
- Vice President-Membership
  Rita Boyes
  rjboyes@ucanr.edu
- Vice President-Recognition
  Gemma Miner
  gmminer@ucanr.edu
- Secretary/Newsletter Editor
  Jacki Zediker
  jkzediker@ucanr.edu
- Treasurer
  Charles Go
  cggo@ucanr.edu
- Past-President
  Russell Hill
  rdhill@ucanr.edu

Did You Know?
It’s not too late to join the California 4-H Association. We have many new professional development opportunities planned. Join today at: http://ucanr.edu/sites/CA4-HA/Membership/Application/

Save the Dates?
The CA4-HA Professional Development Webinar Series will continue on June 5, 2014. No webinar will be held in May as we focus on the CA4-HA retreat.

Next Webinar Dates:
- June 5: 10am-11am  TBD
- July 3: 10am-11am  TBD
- August 7: 10am-11am “Dealing with Difficult People” presented by Linda Manton

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its program or activities. Inquiries regarding ANR’s nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 28-1 Second Street, Davis, CA 95618, (530)750-1318