

University of California Cooperative Extension
Community Agency Learning
CAL Series



How to Improve Your Youth Program

WHO IS CAL FOR?

- » Afterschool Program Workers
- » Community Center Staff
- » Recreational Program Staff
- » Teachers
- » Teen Teachers or Youth Staff
- » Program Directors and Administrators
- » Youth Program Board of Directors
- » Funders
- » Parents
- » Volunteers

What Participants Say About CAL:

“Excellent presentation to enhance teaching style & techniques. Keep up the great job!”

“I thoroughly enjoyed everything. What great training.”

“It was great fun to work as a team.”

“Liked the participation activities.”

“You guys are very easy to swallow. You kept us awake with your variety. The time flew by.”

“Informative & fun. Thank you so much!”

The Community Agency Learning (CAL) Series is an array of workshops on youth development topics for staff of community agencies and organizations. These highly interactive workshops link research-based information with practice. Participants are involved as partners in the learning process.



Trainers for the CAL Series are academic staff specializing in youth development with the University of California Cooperative Extension.

Our mission is to link University research with communities. Trainers have graduate degrees, expertise in subject matter areas and extensive experience working collaboratively with community agencies and organizations.

WHAT DOES CAL SERIES OFFER?

- » 2–3 hour workshops at your site
- » Research-based information
- » Interactive activities & practical tips
- » Handouts & background information
- » Ongoing technical assistance
- » Certificate of Participation

WORKSHOPS

Foundations of Successful Programs

1. Secrets of Successful Youth Programs
2. Fostering Intercultural Understanding
3. Ages and Stages: Let's Start Where They Are
4. Effective Ways of Teaching Adults: Put an End to Talking Heads
5. Make the Most of Every Meeting
6. Establishing an Effective Volunteer Force
7. Building Better Communities Through Teen Leadership
8. Successful Youth-Adult Partnerships
9. Cultivating Developmental Assets in Kids
10. Service-Learning: What Is It and Why Do It?
11. Conflict Management: How to “Agree to Disagree”

Nuts and Bolts of Program Management

12. Designing Your Own Curriculum
13. Managing Groups of Kids: A Positive Approach
14. Working With Challenging Children
15. The Nuts and Bolts of Service-Learning
16. Strategies for Working with Teens
17. Teens as Teachers
18. How to Become a Great Teen Teacher (workshop for teenagers)
19. Program Evaluation: Outcomes and Indicators

Curriculum Ideas

20. How to Choose Curricula
21. Fostering Language Literacy
22. How to Read Aloud Without Putting Them to Sleep (workshop for teenagers)
23. One Book at a Time: Teens Engaging Young Readers
24. Hands-on Science
25. Nutrition Education
26. TWIGS – A Gardening and Nutrition Experience

For more information...



FOUNDATIONS OF SUCCESSFUL PROGRAMS

1. Secrets of Successful Youth Programs

What makes one program successful while another fails? Examine the key principles of successful community-based programs. Compare experiences and share the secrets of your successes.

Faye C.H. Lee, Rebecca Carver



2. Fostering Intercultural Understanding

The world is shrinking due to global economies, immigration and frequent travel between countries. Learn why and how to prepare our children to communicate and work effectively with people from different cultures.

Ann Brosnahan, Faye C.H. Lee



3. Ages and Stages: Let's Start Where They Are

One size does NOT fit all when working with youth. Understanding what to expect of children at different ages and implications for planning is critical to program success. Through games and small group work, learn about typical behavior at various ages.

Charles Go, Shelley Murdock

4. Effective Ways of Teaching Adults: Put an End to Talking Heads

When teaching adults, fun, interesting, and hands-on methods (not lectures!) are most effective. Learn how to create interactive and fun activities to teach any subject to various adult audiences.

Fe Moncloa, Shelley Murdock



5. Make the Most of Every Meeting

Say goodbye to bad meetings. Learn and practice essential skills in order to plan and conduct effective meetings. Feel comfortable in assuming the roles of meeting planner, facilitator, recorder, and team builder.

Fe Moncloa, Carole Paterson
Available in Spanish



6. Establishing an Effective Volunteer Force

Volunteers are the backbone of many youth development programs. Explore effective ways of recruiting and supporting volunteers. Group activities and materials focus on motivation and recognition.

Jane Chin Young, Marilyn Johns

7. Building Better Communities Through Teen Leadership

Involving teens in authentic community leadership roles is a key to building a civil society. Using the nationwide National Issues Forums process, open doors for young people to discuss and take action on issues that are relevant to them.

Carole Paterson, Ann Brosnahan, Shelley Murdock



8. Successful Youth-Adult Partnerships

While giving youth meaningful roles in the creation and delivery of their program is a key to success, working in true partnership with young people is easier said than done. Explore the barriers and benefits when adults and youth truly work in partnership.

Marianne Bird



9. Cultivating Developmental Assets in Kids

All children can overcome risk factors when we focus on strengthening positive assets in their lives. Learn about fostering resiliency and building assets.

Faye C.H. Lee, Shelley Murdock, Carole Paterson

10. Service-Learning: What Is It and Why Do It?

What is service-learning? Why add it to your program? Learn the basic elements of good service-learning programs and the benefits for young people.

Marianne Bird, Fe Moncloa, Shelley Murdock, Carole Paterson



11. Conflict Management: How to "Agree to Disagree"

Conflict is natural and a surety. Through communication activities, increase your understanding of how conflicts arise and how to manage and resolve them.

Marilyn Johns, Fe Moncloa
Available in Spanish

NUTS AND BOLTS OF PROGRAM MANAGEMENT

12. Designing Your Own Curriculum

Keep them coming back with fun AND meaningful activities. Learn how to apply the principles of developmental stages, motivation and learning theory into your program. You will leave with a draft of your curriculum.

Faye C.H. Lee, Charles Go, Shelley Murdock



13. Managing Groups of Kids: A Positive Approach

Managing groups of children requires planning and thinking on your feet. Learn strategies for effectively working with groups of children, including setting limits, communicating effectively and manipulating the environment.

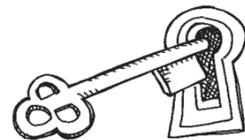
Charles Go, Faye C.H. Lee, Shelley Murdock



14. Working With Challenging Children

Children with ADD and ADHD are increasingly enrolling in youth programs. Many adults do not feel equipped to work with these children. Learn how to create an environment where all children can succeed.

Faye C.H. Lee, Shelley Murdock



15. The Nuts and Bolts of Service-Learning

Want to add service-learning to your program? Discover how to coach the entire process, beginning with including youth in the planning, selection of an appropriate project, and making community connections.

Marianne Bird, Fe Moncloa, Shelley Murdock, Carole Paterson

16. Strategies for Working with Teens

Effective programs for teens recognize and celebrate their energy, creativity and emerging maturity. Youth program staff will better understand the developmental needs of teens and how to work more effectively with them.

Charles Go, Shelley Murdock

17. Teens as Teachers

Teens can be great teachers and are admired by their young charges! Teens benefit in many ways from teaching too. Discover strategies for effectively preparing and supporting teens to become cross-age teachers.

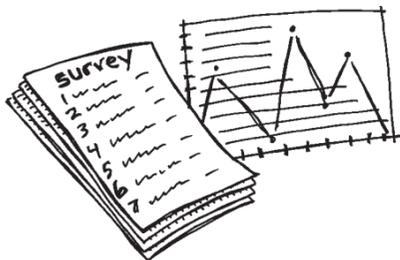
Faye C.H. Lee, Shelley Murdock, Carole Paterson, Marianne Bird



18. How to Become a Great Teen Teacher (workshop for teenagers)

Younger children thrive when taught by teens. Learn how to effectively work with younger kids including: getting and keeping their attention, leading games, and teaching them fun activities.

Marianne Bird, Faye C.H. Lee, Shelley Murdock, Carole Paterson

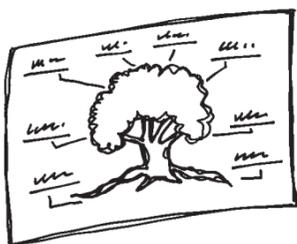


19. Program Evaluation: Outcomes and Indicators

Youth development professionals are increasingly required to demonstrate program effectiveness. Explore advantages, limitations, and appropriateness of surveys, interviews, and observations. Draft an evaluation plan for use in your program.

Faye C.H. Lee, Rebecca Carver

CURRICULUM



20. How to Choose Curricula

Select appropriate curricula to support and develop the academic goals of your program. Review an array of existing curricula and learn how to select and adapt curricula to fit your program.

Ann Brosnahan, Rebecca Carver



21. Fostering Language Literacy in All Your Activities

Reinforce academic building blocks in your out-of-school program through fun, hands-on-activities to improve memory, attention, and visualization—strategies that all good readers use. These activities are especially helpful for children with learning difficulties but useful and fun for every learner.

Ann Brosnahan, Faye C.H. Lee, Shelley Murdock

22. How to Read Aloud Without Putting Them to Sleep (workshop for teenagers)

Reading aloud to younger children is fun and a good way to help them increase their love of reading. It takes practice and some “know-how” to be effective. Learn tips and tricks to successful reading aloud.

Ann Brosnahan, Shelley Murdock

23. One Book at a Time: Teens Engaging Young Readers

Teens make great reading teachers for young children. This new curriculum, based on five popular books available in English and Spanish, helps foster a love of reading among children while strengthening the literacy skills of teens.

Ann Brosnahan, Shelley Murdock



24. Hands-on Science

Discovery science is a great way to have fun and develop thinking skills. The 4-H YES (for 5 - 8 year olds) and the 4-H SERIES (for 9 - 11 year olds) curriculum are designed for teens to teach younger children. Find out how common materials, such as garden snails and household trash can develop science sleuths.

Marianne Bird, Ann Brosnahan, Fe Moncloa, Shelley Murdock, Carole Paterson

25. Nutrition Education

Good nutrition is essential for good health. Today's children are bombarded with junk food commercials, fast food availability and conflicting nutrition messages. Various hands-on nutrition education programs and curricula are available.

Nutrition program staff



26. TWIGS - A Gardening and Nutrition Experience

Teams with Intergenerational Support (TWIGS) is a unique, hands-on approach to nutrition education and gardening. Become acquainted with this 30-lesson gardening and nutrition curriculum suitable for kindergarten to sixth graders.

Marilyn Johns

CAL Series Trainers

Marianne Bird, M.S.

(916) 875-6811

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Marianne's interest in youth development was born at summer camp. Her professional background is in program development and non-profit management.

Ann Brosnahan, M.Ed.

(209) 468-9498

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Ann specializes in emergent, adolescent, and family literacy as well as diversity education.

Rebecca Carver, Ph.D.

(530) 666-8143

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Rebecca's areas of expertise include experiential education, urban youth organizations, and program evaluation.

Jane Chin Young, M.A.

(415) 499-4207

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Jane's youth development experience includes working with low-income urban youth, promoting multicultural education and organizing clubs.

Charles Go, Ph.D.

(510)639-1273

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Charles' areas of interest are fostering self-sufficiency and youth risk and violence prevention, especially in diverse and immigrant communities.

Marilyn Johns, M.P.A.

(650) 726-9059

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Marilyn specializes in volunteer program management and supporting formal education through non-formal enrichment.

Faye C.H. Lee, Ed.D.

(650) 871-7559

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Faye specializes in issues of low-income and ethnic minority urban youth and families. Her research interests include integrated health and human services, cross-age teaching, early college readiness.

Fe Moncloa, M.A.

(408) 299-2630 ext. 1006

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Fe uses non-formal education to support community development efforts. The focus of her work is within the context of low-income Latino urban populations.

Shelley Murdock, M.Ed.

(925) 646-6127

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Shelley specializes in adult learning theory, service-learning and cross-age teaching. She particularly enjoys working with and educating about adolescent development.

Carole Paterson, M.Ed.

(707) 421-6790

capaterson@ucdavis.edu

Carole uses experiential education to design and deliver training programs for youth and adults in the areas of leadership, science education, and citizenship development.

What Are the Agency's Obligations?

- » Meeting space
- » A minimum of twelve participants (twenty-five to thirty participants is ideal so you may want to invite other agencies to join you)

» Payment for expenses at the following rate per workshop

- 12 - 15 participants \$20 per person
- 16 - 30 participants \$15 per person
- 31 - 40 participants \$10 per person

Some of the curricular workshops will also have a materials fee. All the details will be discussed when you talk with your trainer.

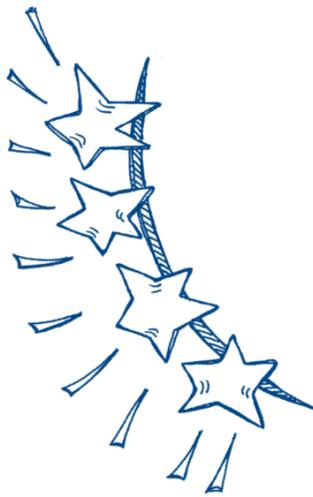
First come, first served, schedule your workshop as soon as possible.

Is Training and Technical Assistance Available in Other Topic Areas?

Yes, we will consider training in areas not listed in this brochure. We are affiliated with the Department of Human and Community Development at UC Davis and can access additional support from our campus faculty.

See this brochure on the web for the latest changes:
<http://groups.ucanr.org/outschare/>

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University of California
 Cooperative Extension
 75 Santa Barbara Rd., 2nd Floor
 Pleasant Hill, CA 94523

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WORKSHOP INFORMATION
 ENCLOSED



CAL workshops are primarily offered in Alameda, Contra Costa, Martin, Sacramento, San Joaquin, San Francisco, San Mateo, Santa Clara, Solano, and Yolo Counties. For other locations, contact the trainer directly.

How Does an Agency Register?

Copy this form. Complete and fax it to Shelley Murdock (925)646-6708. Within one week of receiving your fax, a trainer will call you to discuss and schedule your workshop.

CLIP AND FAX (OR MAIL) TODAY!

Note: For agencies without fax machines, mail this form to Shelley Murdock, UCCE, 75 Santa Barbara Rd., 2nd Floor, Pleasant Hill, CA 94523. Allow two weeks for a response.

Contact Person _____

Agency _____

County _____

Agency Address _____

City _____

Zip Code _____

Phone () _____ Fax () _____

Email Address _____

Workshop Title _____

Preferred Date & Time (e.g. Tuesday AM in Sept.) _____

Preferred Trainer (if any) _____

Number of Participants _____