



The Prairie Professional

A Newsletter for KAE4-HA Members

April 2006

Good morning friends,

Here is a saying I have used a few times recently that has gotten a reaction almost every time:

“Everyone who passes through this door brings joy, some by entering and some by leaving.

We all know folks we are happy to see because they make us feel good (about things and about ourselves) and other folks we are not so happy to see, because we know (from previous experience), after interacting with them we feel “uneasy” or even “queasy”.

As various self improvement writers and speakers remind us, the only person we can change is ourselves. So, while we probably cannot change those who bring joy by leaving, we can choose to interact with them less, and not buy into the gloom and doom, gossip and/or negative thinking. If you find yourself being drawn into the gossip, negative and/or gloom and doom, make the conscious choice to avoid being drawn down by those who live there.

If you suspect you are one of those who people are happy to see leaving, you can change yourself. I am sure there are many who would love to help you change. To get the ball rolling, just cut down on the negative, gloom and doom and/or gossip you share with others. As interactions become more positive, others will reinforce your new attitude.

Now for the good news and to get to the point of this special edition of the Prairie Professional.

MESSAGE FROM THE PRESIDENT

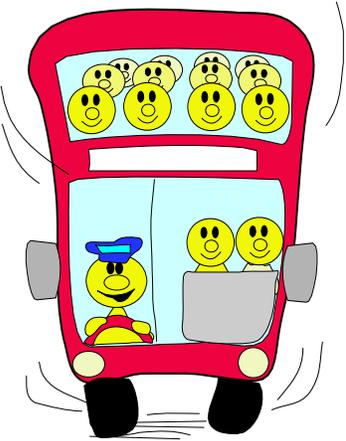


Rod Buchele

Jim Collins in his book Good To Great, talks about the companies going from good to great working with their personnel to “Get the right persons on the bus, in the right seat”. That is have the right folks on the team and in the right role for the person and for the team.

I would like to ask you to help the 4-H Youth Development Department to do that with the two open specialist positions listed later in this issue of the Prairie Professional. Please review both positions and if you meet the qualifications and see “the right seat on the bus” for yourself, please apply.

If you know of others in our organization who you think should be in one of those seats on our bus, please encourage them to apply. If you know of others out side our system, and think they should be on our bus, please send them the information about our positions and urge them to apply. It is in all of our best interests to have “the right people, in the right seats on the bus”.



Employment Special Issue

Editor's Note:

This special issue of the Prairie Professional focuses on employment and related skills. Please take time to read the two 4-H position announcements and share them with anyone who might be interested.

Continuing this issue's focus on job-seeking skills are several resume and interview “how to” lists that have been reprinted from the JobWeb internet site. You may wish to share these resources with graduating 4-H members or other job-seekers in your county.

If you or someone you know needs more information about job hunting skills and techniques, check out the career building resources on the following websites:

<http://www.jobweb.com/resources/default.htm>

<http://www.montana.edu/~wwwcp/tips.html>

<http://www.msstate.edu/dept/Coop/interview.html>

<http://www.louisville.edu/admin/humanr/applicant/tips.htm>



10 Steps to a Successful Interview



Resume Checkup

- * Use body language to show interest.
- * Smile, nod, give nonverbal feedback to the interviewer.
- * Ask about the next step in the process.
- * Thank the interviewer.
- * Write a thank-you letter to anyone you have spoken to.
- * Arrive on time.
- * Introduce yourself in a courteous manner.
- * Read company materials while you wait.
- * Have a firm handshake.
- * Listen.

Content:

Simple grammatical errors can spoil an otherwise great resume.

- * Run a spell check before anyone sees your resume.
- * Get a friend to do a grammar review.
- * Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

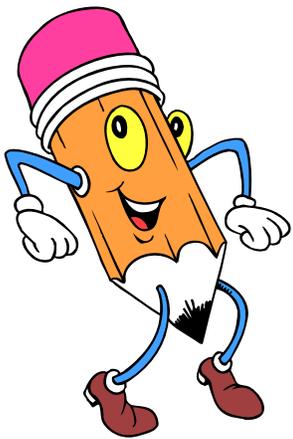
Design:

These tips will make your resume easier to read and/or scan into an employer's data base.

- * Use white or off-white paper.
- * Use 8-1/2- x 11-inch paper.
- * Print on one side of the paper.
- * Use a font size of 10 to 14 points.
- * Use non-decorative typefaces.
- * Choose one typeface and stick to it.
- * Avoid italics, script, and underlined words.
- * Do not use horizontal or vertical lines, graphics, or shading.
- * Do not fold or staple your resume.
- * If you must mail your resume, put it in a large envelope.

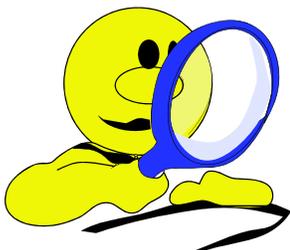
Use action words to describe your experience and accomplishments.

Resume Action Words



achieved	acquired	adapted	addressed
administered	analyzed	anticipated	assembled
assisted	audited	budgeted	calculated
centralized	changed	collaborated	composed
condensed	conducted	constructed	contracted
converted	coordinated	created	cultivated
demonstrated	designed	developed	devised
discovered	doubled	drafted	edited
eliminated	enforced	established	evaluated
expanded	explained	forecasted	formed
founded	generated	guided	hired
implemented	improved	informed	insured
interpreted	interviewed	launched	maintained
managed	marketed	minimized	motivated
negotiated	obtained	operated	organized
originated	oversaw	performed	planned
prevented	produced	programmed	promoted
provided	publicized	published	recruited
reorganized	reported	researched	resolved
reviewed	selected	separated	set up
simplified	solved	surveyed	staffed
supervise	taught	tested	trained
used			

Facts to Gather Before Interviewing



- * Key people in the organization
- * Major products or services
- * Size in terms of sales and employees
- * Locations other than your community
- * Organizational structure of the company
- * Major competitors
- * View of the company by clients, suppliers, and competition
- * Latest news reports on the company or on local or national news that affects the company



POSITION: Extension Specialist, 4-H Youth Development (Learning Environments) 1.0 Extension; Rank and title open depending on applicants education, experience, and interest.

LOCATION: Department of 4-H Youth Development, 201 Umberger Hall, Kansas State University, Manhattan, KS 66506; <http://4-h.k-state.edu/>.

POSITION SUMMARY: The Extension 4-H Specialist for Learning Environments is primarily responsible for supporting local extension units in creating and sustaining 4-H opportunities through its primary delivery methods (i.e. 4-H clubs/groups, after school, school enrichment, and camps).

The successful candidate will have demonstrated ability to communicate effectively with audiences at the county/district, university, state and national levels; a familiarity with a variety of socio-economic audiences, and appreciation for ethnically diverse rural and urban populations, and an understanding of the land grant university mission.

DATE AVAILABLE: Review of applications will begin May 15, 2006, and will continue until the position is filled. This position is available beginning July 1, 2006.

RESPONSIBILITIES:

Provide leadership for staff and volunteers in designing, delivering, and expanding youth development Extension education programs in 4-H clubs/groups, after school sites, school enrichment programs and camp settings. Work closely with local Extension agents, 4-H specialists, and university faculty to achieve this objective.

Demonstrate visionary leadership by keeping well versed in contemporary relevant learning and teaching methods.

Provide statewide leadership for a comprehensive plan for recruitment and retention of 4-H members in local Extension programs.

Implement and provide oversight for best risk management practices in Kansas 4-H learning environments.

Provide program leadership for selected state events, activities and/or teams.

Serve as a team member of the 4-H Youth Development state and area staff in its efforts to facilitate a comprehensive, dynamic 4-H Youth Development program.

*State
Extension
Specialist,
4-H Youth
Development*

QUALIFICATIONS

Required:

- * Instructor (M.S., ABD, Ed.D. or Ph.D., Non-Tenure Track) or, Assistant Professor (Ed.D. or Ph.D., Tenure Track) Ed.D. or Ph.D. in youth development subject matter or closely related field
- * A master's degree from an accredited university in education, youth development, family studies, social sciences, leadership, community development, agriculture or a closely related field.
- * A minimum three years of experience in youth development or a closely related field.
- * Ability to communicate effectively with individuals and groups, including oral, written and appropriate utilization of technology.
- * Ability to work with diverse and multi-cultural audiences.
- * All of the above minimum required qualifications for Instructor level.

Preferred:

- * A minimum of three years of experience in the 4-H youth development movement.
- * Evidence of ability to design and develop, implement and evaluate programs.
- * Evidence of ability to identify and articulate relationships between program activities and outcomes.
- * Evidence of ability to build teams, solve problems, and manage conflict.
- * Evidence of ability to adapt to situations and programmatic needs.
- * Evidence of ability to model and practice experiential learning.
- * Evidence of ability to organize, manage and communicate effectively within a large, de-centralized organization.
- * Evidence of ability to successfully write grant proposals and manage grants.

RESPONSIBLE TO: Program Leader and Department Head, 4-H Youth Development

For further information, please contact:

Search Committee Chair-
Dr. Gary W. Gerhard
4-H Youth Development
201 Umberger Hall, KSU
Manhattan, KS 66506-3404
(785) 532-0747 (direct line)
ggerhard@ksu.edu

Program Leader and Department Head-
Dr. Pat McNally
4-H Youth Development
201 Umberger Hall, KSU
Manhattan, KS 66506-3404
(785) 532-5800
Pmcnally@ksu.edu



Northwest Area 4-H Specialist

POSITION: Extension Specialist, 4-H Youth Development for KS State University, located in NW KS, covering 26 counties.

RESPONSIBILITIES: provide leadership for school aged youth, 4-H club program and volunteers in the area of youth development (YD); develop relationships with youth serving agencies; provide communication between state and county 4-H staff; create in-service trainings. Regular travel is involved.

REQUIREMENTS: M.S., Ph.D. or Ed.D with significant coursework in YD and programming or related subjects in academic training. An understanding of YD principles; demonstrated ability in: experiential learning, working with youth and volunteers, communicating effectively both orally and in writing and successful grant writing.

Review of applications will begin on May 15, 2006, continuing until the position is filled. Position becomes available July 1, 2006.

For detailed position description and instructions for applying call (785) 462-6281 or check website: www.oznet.ksu.edu. K-State is an EOE/AA.

Whether you are 100% 4-H or not...whether you prefer livestock shows or afterschool programs...whether you prefer to be late or early, now is the time to register for the spring KAE4-HA meeting and professional development.

The early, lowest cost registration deadline is approaching next week so do it now. The brochure and registration is attached so you don't even have to get online.

The professional development will be something we all can find application with and, of course, we all need to maintain that support system/network that keeps us sane...so be there!

Look for registration materials in your electronic mailbox or contact Beth Hecht for more information!

Beth Hecht
Extension Agent, 4-H Youth Development
K-State Research & Extension, Leavenworth County
500 Eisenhower Road, Suite 103
Leavenworth, KS 66048 913-250-2300
Bhecht@ksu.edu
<http://www.oznet.ksu.edu/leavenworth>



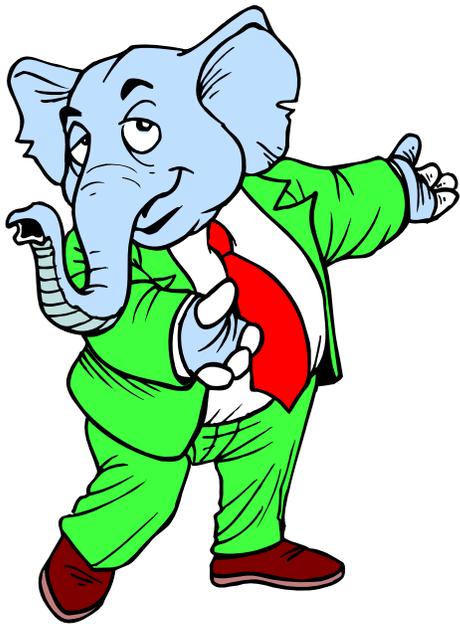
KAE4-HA Spring Meeting

May 17 & 18, 2006
Lawrence, Kansas



Look and Listen

By Dr. John C. Maxwell
Leadership Wired
May 2005



LOOK AND LISTEN

<http://www.injoy.com/leadershipwired/>

The main boardroom at my office is an odd shape. The large conference table in the room was designed for the space, which means that it's also an odd shape.

Architecturally speaking, the table is a beautiful piece of furniture. The craftsmanship that went into it is readily apparent. And I suppose it makes good use of the space in the room. But the first time I saw it, I knew immediately that a leader didn't build it.

Let me explain. When I sit in a meeting where important conversations are taking place and decisions are being made, I want to see every one of the people visually. I want them in front of me. I want to see their eyes. I want to watch their actions. I want to read their body language. At this table, I can't do that.

If I look to the left when seated at the table, I see the back of somebody's head. That drives me absolutely crazy in meetings because I can't see that person's facial expressions. The design of the table makes it impossible for me to engage in an activity that is critical to successful leadership: observation.

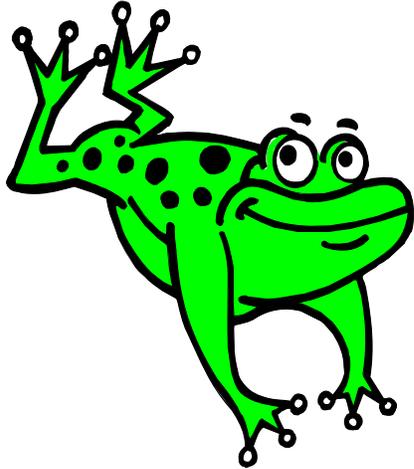
In the landmark business tome *In Search of Excellence*, Tom Peters and Robert Waterman addressed this when they wrote about "management by walking around." Their point was that the best managers don't lead by staying holed up in their offices. They walk around. They see what's happening. They take the temperature of their organizations by observing their people at work.

This is what legendary basketball coach John Wooden did to help his players improve their shooting percentages. "I observed [as they practiced], I watched them," he said. "And when I found their spot, I went out there and drew a circle and said, 'This is where you shoot from; this is where you make your shots.' "

Wooden wasn't "leading" as he did this. He wasn't casting a vision or implementing a strategy. He was simply watching. But what he observed enabled him to help his players achieve their full potential, which is what leadership is all about.

When it comes to bringing out the best in others, observation goes hand in hand with another key leadership function: listening. To illustrate this, I'm going to draw from the experience of Captain Michael Abrashoff, former commander of the highly acclaimed USS

Benfold. In his excellent book, *It's Your Ship*, Abrashoff tells how listening "aggressively" helped him transform the worst ship in the Pacific fleet into the top ship in the entire Navy.



"It didn't take me long," he writes, "to realize that my young crew was smart, talented, and full of good ideas that frequently came to nothing because no one in charge had ever listened to them. I decided that my job was to listen aggressively and to pick up every good idea the crew had for improving the ship's operation.

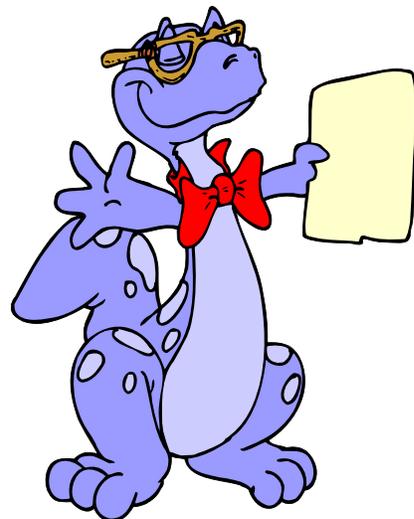
"Some traditionalists might consider this heresy, but it actually is just common sense," Abrashoff continues. "After all, the people who do the nuts-and-bolts work on the ship constantly see things that the officers don't. It seemed to me only prudent for the captain to work hard at seeing the ship through the crew's eyes."

I love that last statement. Great leaders are unique because they have the ability to see farther and broader and bigger than their people. At the same time, however, they also have the ability to see through the eyes of their people. I've often said that the best leaders have two sets of eyes—they have leaders' eyes and they have followers' eyes. And you develop followers' eyes by doing exactly what I've been writing about—observing and listening aggressively.

You may have never seen or heard the words *listen* and *aggressive* used together. I hadn't before I read Abrashoff's book. I've heard of aggressive talkers and aggressive doers, but never aggressive listeners. And yet, it's a fitting way to describe the kind of listening that enhances productivity and builds a culture of empowerment.

When you listen aggressively, you're actively engaged in the conversation. You're not just hearing words; you're reading all the signs I wish I could see when I'm sitting at our odd-shaped conference table—body language, facial expressions, etc. As a result, you absorb far more than you would if you were distracted or in a hurry. You also send a strong message that you value the person with whom you're communicating.

Buckminster Fuller, the 20th century inventor, mathematician and futurist, once noted that, "By doing nothing more than observing and acting upon the obvious, a person can change the world." Your goal might not be to change the entire world, but you can make a positive impact in your area of influence by closely observing and aggressively listening to your people.



**Leap
Forward**

*Submitted by Phyllis Kriesel
Cherokee County Extension 4-H Agent*