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# Learning Strategies - Workplace / Professional Development

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# "PRICELESS MEMORIES" – PUTTING YOUR BEST FOOT FORWARD WHEN ATTENDING FORMAL EVENTS

Pat Brinkman\*, Nadine Fogt, Rose Fisher Merkowitz and Nicola Eyre

#### ABSTRACT:

Prom, homecoming, formals...rites of passage in a teenage girl's life. The "Priceless Memories" educational program offered informative sessions on topics pertaining to formal events. This collaboration was between Family and Consumer Sciences and 4-H Youth Development Agents with their 4-H fashion board members from two counties. Target audience included teen 4-H members and non-members from seven school districts. The afternoon started with a meal that included a table etiquette lesson. After the meal local business and extension professionals taught sessions on safe practices concerning tanning, skin care, make-up, hairstyles, selecting flowers, and accessorizing for formal occasions. One of the highlights was a forma wear fashion show by fashion board members modeling past 4-H projects or economical and stylish purchased gowns. Teen participants had the opportunity to trade, sell, or purchase gently used formals. Eighty mothers and daughters enjoyed the afternoon festivities according to the evaluations. Participants in this seminar will learn how to plan, organize and conduct the educational program using the eight essential elements of a youth program. Lesson plans, news releases, radio spots, and evaluation tools will be shared. "Priceless Memories" not only educated the participants on how to put their best foot forward for formal occasions, but also provided life skills they would use as an adult.

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# CREATING SANITY IN THE MIDST OF CHAOS-ACHIEVING WORK-LIFE QUALITY AND BALANCE

William A. Guillory Ph.D.\*

#### ABSTRACT:

This presentation will focus on three major themes--making a personal inventory of your work-life quality and balance; taking personal responsibility for the present state of your life as a prerequisite for creating positive change; and designing the "script of your life" to be congruent with your innermost values. After defining what is meant by work-life quality and balance, participants will initially engage in an exercise to assess their present "quality of life." Then, they will participate in a simulation exercise that creates a difficult choice for a professional opportunity and how the choice will impact their personal responsibilities and relationships. This exercise will lead to an open group discussion culminating in a new paradigm for reconciling work and personal responsibilities. The final activity is to have each participant rewrite the "script of their life" by defining the dominant activities that are congruent with their innermost values in the areas of self, family, work and service. The workshop will be highly interactive, experiential, and fun!

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#### APPRECIATING DIFFERENCE IN THE WORKPLACE

Jill Eversole Nolan Ph.D.\*, Lou Fourman, Bill Haynes, Don McFeeters and Jerry Thom

#### ABSTRACT:

Learn to manage diversity in the workplace by exploring organizational approaches that can insure all employees that "differences" are valued. All team members in a workplace need to:(1) understand that differences in the workplace exist; (2) learn to appreciate differences in the workplace; (3) acknowledge own stereotypes and assumptions; (4) learn to treat people equitably but not uniformly; and (5) encourage constructive communication about differences. How can Extension address the increasing range of diversity in the work place? Can we learn to understand the different ways in which people express themselves? Do we appreciate the experiences and learning styles of others? Issues of race, age, gender and sexual orientation have assumed paramount importance as a result of population shifts and the growing national awareness of differences. Ohio State University Extension has developed a video based vignette as a media for office teams to practice together different approaches to better understand diversity in the workplace. By appreciating differences among our co-workers, Extension employees can move to a new level of success in the workplace and a more engaging work environment.

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#### ORGANIZING FINANCIAL PAPERWORK FOR EASY ACCESS

Adrie J. Roberts\*

#### ABSTRACT:

This seminar will focus on sharing examples of methods of organizing your financial paperwork. Suggestions for how, where, and how long to store various documents will also be discussed. This workshop provides excellent resource ideas for agents looking for new ideas for their finance workshops. Actual organizational techniques will be shared from financial binders to bill organizers. Long-term evaluations from this workshop indict a high adaptation rate of recommended practices among participants. This workshop will available on video through USU Extension.

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