



# Career Development



## CHSA Conference and Les Brown by Ginny Layland

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Born in an abandoned building on a cement floor in Miami, Les and his twin brother were adopted when they were six weeks old by Mamie Brown. She was a single woman who had a third grade education and very little financial means, but a big heart. As a child, Les' inattention to school work, his restless energy, and the failure of his teachers to recognize his potential resulted in him being labeled as a mentally retarded learner. That label and stigma stayed with him, damaging his self-esteem to such an extent that it took years for him to overcome these obstacles. Les had no formal education beyond high school, but with persistence and determination he has initiated and continued a process of self-education which has distinguished him as an authority on harnessing human potential. His passion to learn and his hunger to realize greatness in himself and others has helped him achieve greatness. He has risen from a DJ to a Broadcast Manager; from community activist to community leader; from growing up in poverty to accumulating wealth; from political commentator to a three-term legislator and from a banquet master of ceremonies to a premier keynote speaker! Let me share some of his wisdom with you:

"I must be willing to do things today that others won't do to have things tomorrow that others won't have."

"Productivity is 85% Attitude and 15% Aptitude."

"What I do today, makes a difference tomorrow."

"Upgrade the quality of your thinking and you will upgrade the quality of your life!"

### Special points of interest:

- ✓ Accounting Professional Development
- ✓ Negativity Training
- ✓ Career Development Resource Library
- ✓ AB 212 Awards
- ✓ Upcoming Events
- ✓ Les Brown at the CHSA Conference
- ✓ What is a GED Test?
- ✓ IT Training



## Accounting Professional Development by Susan Alexander

For the past year, the Accounting Department has been working on a project that will be a big improvement for The entire Partnership. With the backing of Head Start, we have purchased a new accounting system that will be implemented early in March. We have been working with consultants in the decision-making process for the initial set up of the system. During the last two weeks in January, department staff attended trainings on general navigation through the system and how their piece of the puzzle works. During the month of February we have been spending time practicing on the new system to reinforce knowledge gained during training.

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## AB 212 Retention Project

We have just received the results of Phase I of this year's AB 212 Retention and Recognition Project for The Partnership staff at state subsidized centers. We had a total of eighty-two staff that received incentive awards for education and/or recognition. The amount that these staff members will receive is \$66,100.00. Throughout Kern County, there were five hundred and eighty-one awards for a total of \$302,750.00. Seventeen organizations in Kern County participated in this project. We had an increase of seventeen awards over the previous year.

The goal of this project is to promote continuing staff education and retain staff at State subsidized centers. Phase II of this project will begin at the end of March and utilize the remaining funding for Year Two of the project. Applications will be distributed to the State child development centers when they become available with a due date back to the CDO of April 30th. In order to be eligible for the Education Incentive during Phase II, the staff members will need to be currently enrolled in college.

Funding for Year Three of the Recognition and Retention Project has been approved and will be available for 2004. Feel free to call the CDO with any question at 336-5236 x 585.

## Information Technology Training

The Information Technology Department is very proactive in providing computer training to The Partnership staff. These training sessions are both introductory and refresher in scope based on the type of training session and needs of the staff. The training sessions are four hours in duration and may require more than one day. Some of the topics of upcoming sessions, or sessions that have been conducted are:

- Introduction to the Network and Your Computer
- Introduction to Group Wise
- Introduction to Microsoft Word
- Introduction to Microsoft PowerPoint

For additional information call Rigo Martinez at 336-5236 x 111

"proactive in providing computer..."

## Upcoming Events

March 24th-Early Head Start Parent Workshop on "Biting and Tantrums" Call 336-5236 X 549 for details.

May 19th-23rd Federal Review

May 27th NHSA 30th Annual Training Conference, New York City, NY

August 28th and 29th CEDS Annual Training Conference, Bakersfield, CA



You can never lose with education

## Perspective on Education by Steve Prusak

The Person Who Thinks They can!

"If you think you are beaten, you are. If you dare not, you don't. If you'd like to win, but you think you can't, it is almost certain you won't. If you think you'll lose, you've lost. For out in the world you'll find that a person's success begins with that person's will. It's all a state of mind. If you think you are out-classed, you are. You've got to think high to rise. You've got to be sure of yourself before you can ever win a prize. Life's battles don't always go to the stronger or faster person, but sooner or later, the person who wins is the person who thinks they can!"

A copy of this inspirational poem hangs on the wall of Arnold Palmer's office. He has made it a practice to read this poem at the start of each day. It serves him as a source of inspiration, courage and motivation that has enabled him to attack whatever problems and challenges that day might bring. It has worked for him and it can work for you in accomplishing whatever stumbling blocks you may encounter in continuing education and professional development.

Remember this when you've got that big test coming up or that research paper due next week.

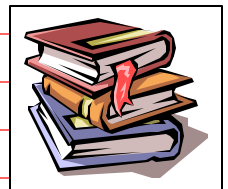
## What is a GED Test?????????

The Tests of General Education Development (GED Tests) are designed to measure the major and lasting academic outcomes students normally acquire by completing a typical high school program of study. Each of the five tests use a multiple-choice question format. In addition, every GED candidate must also satisfactorily complete a timed essay on an assigned topic in order to pass the GED Tests. Each of the five tests in the GED Tests battery is developed from specifications established by experienced secondary school and adult educators and is reviewed by subject matter experts. The GED Tests are standardized on a regular basis using a national random sample of graduating high school seniors. These seniors establish the performance standard required for candidates to earn a GED Credential. In order to pass the GED Tests, candidates must demonstrate a level of skill that meets that of 60% of graduating seniors.

"designed to measure the major and lasting academic outcomes"

## Career Development Resource Library

Well, we have another acronym! The Career Development Resource Library or CDRL is available for staff and parents to use as reference, preparation of lesson plans or just to continue with professional development. The CDRL is located in Suite 110 of the CEDS Administration Building at 5005 Business Park North. Parents and staff will be able to sign out these materials with preference given to those that are currently enrolled in classes. The books and tapes in the CDRL cover a broad range of topics. The tapes can be previewed in the conference room adjacent to the library. The library will be continuously improved and expanded in the coming months.



There is nothing better than a good book and a hungry mind!

If you have reference materials that you no longer utilize and would like to share them with parents and staff, the CDRL is the place for you.



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The Career Development Office of the Community Action Partnership of Kern, Child Education and Development Services, has the responsibility for career development and providing educational opportunities for teaching staff, administrative staff and parents. The office is located at 5005 Business Park North, Suite 110.. Staff and Parents are more than welcome to call and discuss educational opportunities.

This is the fourth edition of our monthly newsletter. Comments or suggestions are welcome. Articles/upcoming dates for submission need to be provided to the Career Development Office by the 15th of each month.

**Changing Peoples' Lives**

**Negativity Training by LeeAnn Park**

"Negativity travels. Like ripples from a stone throw into a pond, negativity spreads outward from its source, touching everyone in its path. Other people can be affected, and even the way we react to unrelated events can be distorted by the initial negative reaction." "Negativity is my choice."

These quotes were taken from our workbook that we used during Negativity training during the week of February 24th. Although we all know this is true, when ripples of negativity sneaks upon us it easy to get caught up in the emotions that stem from it. For me, personally, this was a great opportunity to step back and take a look at myself. It was also a reminder how important it is to keep a positive attitude. With all the changes that are happening in my surrounding at work, school, and home, this training came at a perfect time. One of the strategies that I have since brought back as a priority is to be actively seeking to surround

myself with things that are positive. As much as we would like to, we can't get away from negativity. But we can try. Some of the ways that I get away from negativity are: putting myself in places and around people that make me feel good such as church, a good book, my children, and family and friends. The other strategy that really stuck with me is tending to my garden of positivism by weeding out self-doubt, desires of perfection, and words that are impossible to fulfill like, "LeeAnn you SHOULD of....." I said desires of perfection because it is impossible to be perfect, but we all can be better.

Just as negativity spreads, so can a positive attitude. There was a handout that addressed taking a close look at our own attitudes. There was also great information given on Attitudes, Behaviors, and Self-Image and how it affects our communication. One last comment from this training: "Our attitude will either be the LOCK ON OUR DOOR TO SUCCESS in dealing with negativity or it will be the DOOR to our success." We will cover other topics from this training in future articles.