



Leaders 4 Life 2010 Program Plan Guide and Resources for Implementation

Contact: Cheryl Newberry
Phone: 830.278.9151
Email: c-newberry@tamu.edu

DISCLAIMER:

County Extension agents will notice that the time frame for implementation matches the 4-H year and NOT necessarily a calendar year. This is due to the fact that the County 4-H Council starts in August/September in most counties. If you have another group besides County 4-H Council you wish to implement Leaders 4 Life with, you can adapt to fit that program's needs. If the group plans to compete in the Leaders 4 Life Skillathon in the Spring 2010, they will need to begin in the Fall in order to be prepared for the contest.



TEXAS SYSTEM INPUT

Outcome Plan Template: Leaders 4 Life

Plan originator: County Extension Agent

Plan Title: Discover: Leaders 4 Life – XXXXXX County

Program Area Category: Goal 6: Personal Development and Leadership

Issue Source: Base Program

Description: Youth leadership development at the county level is currently delivered 254 different ways. Some counties conduct a thorough training while others may not even have an active County 4-H Council. Counties have limited resources available to help them train their County 4-H Council Teams. There is no standardized training program provided to counties to help them develop quality youth leadership skills.

In an effort to strengthen youth leadership development for County 4-H Council Teams, quality training resources are needed that would provide key leadership training concepts. Observation of County, District and State 4-H Councils demonstrate there is a need for more emphasis in parliamentary procedure as well. Service is an integral part of 4-H. Many community service projects are conducted, but there is a need to move beyond basic community service to more projects that focus on service learning where youth identify a need, develop a plan, implement the plan and reflect on their results.

Target Audience: Youth (may be youth and adults, depending on the focus)

Start and End Dates: CEA develops

Program Goal: Increase the leadership skills of youth to equip them for future leadership opportunities in adulthood.

Clientele Change: Behavior Change

Objective Indicators:

- public speaking
- communication
- teamwork
- problem solving
- decision making
- parliamentary procedure
- service learning

Percent Time: CEA develops

Volunteers Involved: Yes

Collaborators: CEA develops

Planned Tasks

Task #1 – Planning Groups

Group (Committee Name): Completed by the CEA

Planning Group Type: Completed by the CEA

Nature of Meeting: Planning

Attended # of attendees: Completed by the CEA

Notes / Comments: Counties may not need a planning group to begin Leaders 4 Life in the first year if the agent is going to be the instructor. If the agent plans to train a county 4-H council advisor or several leaders to serve as leadership project leaders to assist in teaching throughout the year, then a planning group may be needed. Another example where a county may see a need for a committee might be if they are collaborating with other youth agencies or organizations to organize a leadership training program.

Task #2 – Marketing / Promotion

Event Title: Marketing “Leaders 4 Life”

Type of Promotion: Completed by the CEA

Educational Method: Group or Mass Media

Notes / Comments: Develop a news article to publish when the Leaders 4 Life program kicks off with your County 4-H Council. Stress the skills that youth will be learning about such as communication, problem solving, teamwork, decision making, creativity, leadership styles, visioning, goal setting, parliamentary procedure, and service learning. Involve the council in writing the news release, utilizing the skills of your reporter. Having the Council present a short report for Commissioners Court during National 4-H Week about the Leaders 4 Life program would also be a great marketing and promotion activity. Consider demonstrating parliamentary procedure of a mock 4-H Council meeting for the Commissioners Court or another civic group to promote the program.

NOTE: Before we go into the example educational methods, it is important to point out that you may opt to combine methods or use a different approach to cover the content. This is just a guide and is based on the model of a County 4-H Council meeting monthly from September through May. These examples are provided to reveal all the topics that should be covered.

Task #3 – Educational Methods

Event Title: Leaders 4 Life County Kick Off Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Using the agenda provided, conduct an 8 hour Leaders 4 Life County Kick Off Training with your 2009-10 County 4-H Council Team. The best time to conduct this training is in August right before the year begins or early September. The topics to be covered are listed in the Overview document on page 14 which can be found at:

http://texas4-h.tamu.edu/agents/emphasisprograms/Mid_Mgt_Council_Leadership.pdf

Task #4 – Educational Methods

Event Title: District (or Regional) Leaders 4 Life Workshop

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Districts are encouraged to host a District Leaders 4 Life Workshop that will bring County 4-H Councils together to form a network and continue focus on leadership training. An agenda has been developed that can be used as a guide for this event. The recommendation is that this training be held in October/November. The agenda is on page 15 of the Overview document which can be found at:

http://texas4-h.tamu.edu/agents/emphasisprograms/Mid_Mgt_Council_Leadership.pdf

This task is an optional event! If your district does not host the event, you may incorporate the lessons from the District Training agenda throughout the year!

Task #5 – Educational Methods

Event Title: October 2009 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the October County 4-H Council Meeting. Incorporate Lesson 5: Change What? from the *Take The Lead* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary

procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #6 – Educational Methods

Event Title: November 2009 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the November County 4-H Council Meeting. Incorporate Unit 4: Writing and Handling Amendments from the *Parliamentary Procedure Made Easy* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #7 – Educational Methods

Event Title: December 2009 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the December County 4-H Council Meeting. Incorporate Lesson 6: Peace Out! from the *Take The Lead* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #8 – Educational Methods

Event Title: January 2010 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the January County 4-H Council Meeting. Incorporate Unit 5: Using a Chart of the Precedence and Rules of Motions from the *Parliamentary Procedure Made Easy* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #9 – Educational Methods

Event Title: February 2010 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the February County 4-H Council Meeting. Incorporate Lesson 7: Great Minds Think...Differently from the *Take The Lead* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #10 – Educational Methods

Event Title: March 2010 County 4-H Council Meeting – Leaders 4 Life Training

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the March County 4-H Council Meeting. Incorporate Unit 6: Evaluating the Effectiveness of Parliamentary Procedure from the *Parliamentary Procedure Made Easy* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #11 – Educational Methods

Event Title: April 2010

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Conduct the April County 4-H Council Meeting. Incorporate Lesson 8: Use What You've Got! from the *Take The Lead* curriculum. Work with the Council each month to do evaluation on how well they conducted their business meeting using proper parliamentary procedure. Brainstorm where they could improve and what they did well. Refer to the Parliamentary Procedure Made Easy curriculum as you work on these skills.

Task #12 – Educational Methods

Event Title: Selection of Leaders 4 Life Skillathon Team and Additional Practices

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: The team of 4 to 6 senior 4-H members from the County 4-H Council will need to be selected so that they can plan additional practices to prepare for the District Leaders 4 Life Skillathon. The recommendation is that the team be identified in **December** so that you have a few months to work with them before the District Contest. For the first year (2009-10), if a county does not have 4 to 6 seniors on their County 4-H Council, they may involve intermediate age youth to be on the team. The team may compete at District, but will not be eligible to advance on to State. Add tasks as needed by duplicating this task to be sure and report the times that the team meets specifically to work on contest preparation. Another option would be to add an hour to your monthly Council meetings and focus specifically on preparation for the contest with the team.

Task #13 – Educational Methods

Event Title: District Leaders 4 Life Skillathon

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Team from county competes in the District Leaders 4 Life Skillathon.

Task #14 – Educational Methods

Event Title: State Leaders 4 Life Skillathon

Educational Method: Group

Group Method Type: In-person

Attended # of attendees: Completed by the CEA

Notes / Comments: Team from county competes in the District Leaders 4 Life Skillathon. Only the first place District team will advance to State, but it is okay to put this task in the plan and then if your team does not qualify, you can select "Nothing to report."

Task #15 – Evaluation

Event Title: Evaluation of Leaders 4 Life Program

Evaluation Strategy: Retrospective Post

Data Collection Strategy: In Person Survey

Sampling Methodology: Census (all participants)

Will economic data be sought? No

Notes / Comments: Evaluation instrument has been developed for use and will be a scannable form posted on the website and on 4-H One. Conduct the survey in May at your last Council Meeting. Mail the evaluations (after making a back up copy for your files!) with the 4-H One cover sheet to Paul Pope for scanning. The 4-H One website can be found at:

http://extensioneducation.tamu.edu/4-H_one/index.html

User Name: texas4h

Password: evaluation

Task #16 – Interpretation

Event Title: Interpret to Stakeholders

Type of Interpretation Event: Completed by the CEA

Notes / Comments: Suggestions for interpretation include:

- Outcome Summary
- News release about youth completing Leaders 4 Life program. Include data from the evaluation and pictures if available of the service learning project or other activities.
- Presentation to Commissioners Court by youth. It would be great for the team who competed in the Leaders 4 Life Skillathon to present their one page service learning interpretation piece to show the impact that 4-Hers have on their community.
- Presentations to other civic organizations by participants about the Leaders 4 Life program.

PROGRAM RESOURCES

Information Related to Resources for Educational Methods

Please refer to the website to access the lesson plans and other resources for everything listed below, excluding the Parliamentary Procedure Made Easy materials. Each county will receive a resource copy of the Parliamentary Procedure Made Easy materials which they can copy as needed or they can purchase additional copies from the vender.

Leaders 4 Life Website: <http://texas4-h.tamu.edu/agents/CouncilLeadership.html>

Parliamentary Procedure Resource Website: <http://pzen.northwest.net/index.php>

Task #3: Leaders 4 Life County Kick Off Training – see full agenda on page 14 at:

http://texas4-h.tamu.edu/agents/emphasisprograms/Mid_Mgt_Council_Leadership.pdf

- Yea 4-H! Take The Lead – Lesson 1: Qualities of a Leader
- Yea 4-H! Take The Lead – Lesson 2: Communication Connection
- Yea 4-H! Take The Lead – Lesson 3: There is no I in Team
- Yea 4-H! Take The Lead – Lesson 4: What Were You Thinking?
- Parliamentary Procedure Made Easy – Unit 1: Parliamentary Procedure Basics
- Parliamentary Procedure Made Easy – Unit 2: Organizing and Conducting Meetings
- Parliamentary Procedure Made Easy – Unit 3: Writing and Handling Main Motions
- Vocabulary Review Jeopardy Game

Task #4: District (or Regional) Leaders 4 Life Workshop -- see full agenda on page 15 at:

http://texas4-h.tamu.edu/agents/emphasisprograms/Mid_Mgt_Council_Leadership.pdf

- Yea 4-H! Take The Lead – Lesson 9: What's Your Style?
- Yea 4-H! Take The Lead – Lesson 10: Leading with Vision
- Yea 4-H! Take The Lead – Lesson 11: Go for the Gold!
- Use Your Hands...For Service!
- Parliamentary Procedure Script
- Closing video <http://www.walkthetalk.com/pages/inspirational-movies.htm>

Task #5: October 2009 County 4-H Council Meeting – Leaders 4 Life Training

- Yea 4-H! Take The Lead – Lesson 5: Change What?

Task #6: November 2009 County 4-H Council Meeting – Leaders 4 Life Training

- Parliamentary Procedure Made Easy – Unit 4: Writing and Handling Amendments

Task #7: December 2009 County 4-H Council Meeting – Leaders 4 Life Training

- Yea 4-H! Take The Lead – Lesson 6: Peace Out!

Task #8: January 2010 County 4-H Council Meeting – Leaders 4 Life Training

- Parliamentary Procedure Made Easy – Unit 5: Using a Chart of the Precedence and Rules of Motions

Task #9: February 2010 County 4-H Council Meeting – Leaders 4 Life Training

- Yea 4-H! Take The Lead – Lesson 7: Great Minds Think...Differently

Task #10: March 2010 County 4-H Council Meeting – Leaders 4 Life Training

- Parliamentary Procedure Made Easy – Unit 6: Evaluating the Effectiveness of Parliamentary Procedure

Task #11: April 2010 County 4-H Council Meeting – Leaders 4 Life Training

- Yea 4-H! Take The Lead – Lesson 8: Use What You've Got!

Task #15: Evaluation

- Evaluation Instrument
- 4-H One Cover Sheet

PROGRAM EVALUATION SAMPLE

(do not use this form – go to the website to get the scannable form and cover sheet!!!)

Leaders 4 Life

For each of the topics listed below, in the left column, circle the one number that best reflects your level of understanding *before* the Leaders 4 Life Program. Then, in the right column, circle the one number that best reflects your level of understanding *after* the Leaders 4 Life Program.

Level of Understanding	LEVEL OF UNDERSTANDING							
	Poor 1	Average 2	Good 3	Excellent 4				
	BEFORE the Program				AFTER the Program			
My knowledge of different communication strategies	1	2	3	4	1	2	3	4
My knowledge of teamwork	1	2	3	4	1	2	3	4
My knowledge of the five methods of decision making	1	2	3	4	1	2	3	4
My understanding of the definition of <i>resiliency</i>	1	2	3	4	1	2	3	4
My understanding of creativity and its characteristics	1	2	3	4	1	2	3	4
My knowledge of the strategies to facilitate groups	1	2	3	4	1	2	3	4
My understanding of different leadership styles	1	2	3	4	1	2	3	4
My understanding of visioning	1	2	3	4	1	2	3	4
My knowledge of the importance of goal setting and how to accomplish goals	1	2	3	4	1	2	3	4
My understanding of the purpose and principles of parliamentary procedure	1	2	3	4	1	2	3	4
My knowledge of how to build an agenda for business meetings	1	2	3	4	1	2	3	4
My understanding of the roles and duties of all 4-H officers	1	2	3	4	1	2	3	4
My knowledge of the 16 motions that are most commonly used in parliamentary procedure	1	2	3	4	1	2	3	4
My understanding of the precedence and basic rules of motions	1	2	3	4	1	2	3	4
My understanding of how to determine majority vote and two-thirds vote	1	2	3	4	1	2	3	4

CHANGES IN YOUR LEADERSHIP

For the following behaviors, check the box that describes you as a result of the Leaders 4 Life Program.

Behavior Change	Yes	No	Unsure
I am more confident in serving in a leadership role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can define leadership and leadership qualities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to be an effective communicator and a good listener.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can identify my own leadership styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have developed or improved my teamwork skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I can use decision-making skills to make sound decisions.			
I can practice resiliency and adapt to challenges or problems.			
I am a better manager of conflict and know how to apply different management styles to conflict.			
I use creativity to brainstorm and find the best solution to a problem.			
I am able to identify and utilize resources to get a task accomplished.			
I know my leadership styles and how to use them effectively in leadership roles.			
I have a personal vision.			
I have set personal goals to help me fulfill my personal vision.			
I can effectively participate in a business meeting using correct parliamentary procedure.			
I have or plan to implement a community service project.			

What is the most significant thing you have applied based on the Leaders 4 Life Program? Feel free to list more than one.

Do you believe that what you learned has given you the ability to make better leadership decisions?

(Circle the best answer.)

YES

NO

Please explain your answer or provide an example.

Please provide any additional information below.

Demographic Information

Gender: ___Female ___Male

Race: ___ African American ___ Asian American ___ Native American ___ White ___ Other

Hispanic Ethnicity: ___Yes ___No

Age: ___10 or younger ___11 ___12 ___13 ___14 ___15 ___16 ___17 ___18 or older

Place of Residence: ___Farm ___Town under 10,000 ___Town/city 10,000–50,000
 ___Suburb of city with more than 50,000 ___Central city/urban center with more than 50,000

Thank you very much for your time!