

4-H Leadership Proficiency Program A Member's Guide

OVERVIEW

The 4-H Leadership Proficiency program helps you learn what you need to know about your leadership project. You will learn to identify and understand roles, attitudes, tasks and functions necessary for effective leadership. You will have many opportunities to develop self confidence. The leadership project also strengthens local 4-H units as you become involved in leadership responsibilities and encourage other youth to follow you. In leadership, you will actively participate in planning program, and developing and implementing your plans.

There are many resources to help you learn more about your project:

- The University of California Davis has free resources available online by visiting: <http://anrcatalog.ucdavis.edu/4HYouthDevelopment/> This site lists a variety of project materials and resources recommended for use in your project.
- The Tehama County 4-H Resources and Lending Library at our county 4-H Office includes other books, videos, and reference materials that can be checked out by members and leaders.
- Every community is full of leaders, in business, education, public agencies, and government. Don't hesitate to visit or telephone them for more information.

There are five levels in the Project Proficiency Program. You may choose how many levels you wish to complete:

- ◆ Level I – “Explorer”, you begin to learn about many aspects of leadership.
- ◆ Level II – “Producer”, you learn more about leadership in your 4-H group and in your community.
- ◆ Level III – “Consumer”, you become experienced in many aspects of leadership.
- ◆ Level IV – “Leader”, allows you to show your own leadership potential.
- ◆ Level V – “Researcher”, you carry out a demonstration or experiment on some aspect of leadership, and prepare a paper or portfolio.

As you work through the proficiency program, your leader will date each skill item as you complete it. When all items in a proficiency level are completed, your leader will sign the Certificate of Achievement.

LEADERSHIP

Level I - Explorer

Date
Completed

- _____ 1. Demonstrate parliamentary procedure for making a motion and voting on it.
- _____ 2. Explain these terms: Leadership, democracy, roll call, decision making, public speaking and communication
- _____ 3. Assist in hosting and serving refreshments at a 4-H activity.
- _____ 4. Participate in a club or project committee and report what your role was to your leader.
- _____ 5. Represent 4-H by assisting with a fund raising project.
- _____ 6. Help a new member learn the 4-H Pledge.
- _____ 7. Invite a new member to a project or club meeting.
- _____ 8. Help plan the club/group program for the year.
- _____ 9. Demonstrate how to greet others, good telephone habits, how to make introductions, give directions, give positive feedback, say please and thank you.
- _____ 10. Prepare and give a talk about a 4-H activity at a club or project meeting.
- _____ 11. Create a poster that teaches something to someone else.
- _____ 12. List at least five decisions you made from the time you awakened until noon. Identify which ones you had to think about and which ones were quick decisions. Were these "good", "bad", "didn't matter" decisions? Share this information with your leader or group.
- _____ 13. Keep a portfolio of what you are doing or learning in this project. Submit these records covering at least one project year to your leader for review.
- _____ 14. Make a "things to do" list and prioritize it. Select one item from the list and write a personal goal for it including what, how and when.
- _____ 15. Describe the parts of a meeting and the role/responsibilities of the club leader.

Member Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

LEADERSHIP Level II - Producer

Date
Completed

- _____ 1. Participate in the selection of a community service project for your club/group.
- _____ 2. Promote 4-H by coordinating a club/group display or by advertising in the media.
- _____ 3. Help new members fill out enrollment forms and select projects.
- _____ 4. Serve as a chairperson for a club/group committee or event.
- _____ 5. Arrange safe transportation to a club or county event.
- _____ 6. Complete an inventory of your own strengths and skills. Discuss it with your leader.
- _____ 7. Learn to identify peer pressure and how to say "no" without hurting others feelings.
- _____ 8. Demonstrate the use of verbal and non-verbal communication to your project group.
- _____ 9. Write a news article about your leadership project or something special you did in the project. Submit the article for publication.
Interview an individual who is considered to be a leader in your community.
- _____ 10. Prepare for this interview by making an appointment, writing a list of questions to ask, and any other items you think are important.
- _____ 11. Use "brainstorming" to solve a problem or plan a project or activity.
- _____ 12. As a group, develop a written goal for your project. Include what, how and when.
- _____ 13. Observe a community leadership meeting, such as a school board, city council, etc., and list the actions that help meetings, and the actions that hurt meetings.
- _____ 14. Make a list of phrases that encourage or discourage others when working in a group.
- _____ 15. With another member, choose a problem and use the decision making process to come up with a realistic solution.

Member Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

LEADERSHIP
Level III - Consumer

Date
Completed

- _____ 1. Teach other members in your club or project how to properly give a demonstration. Include the parts of a demonstration.
- _____ 2. Report the history of one aspect of leadership – a person, place, event, etc.
- _____ 3. Participate on a county 4-H council committee.
- _____ 4. Volunteer for a political or social concern campaign.
- _____ 5. Help officers in your project, club or county to understand and perform correct parliamentary procedure.
- _____ 6. Serve as a club officer.
- _____ 7. Lead a learning exercise or group game that teaches leadership skills.
- _____ 8. Develop a survey. Collect, organize, analyze and display the data where others can see it.
- _____ 9. Contact a local, state, or national organization related to your project (service club, business and professional group, etc.) and explain to your group what this organization has to offer its members and other interested individuals.
- _____ 10. Identify five qualities that you believe make a leader and find examples in the media that illustrate each one.
- _____ 11. Assist with a county event and keep records of what you did and what was accomplished.
- _____ 12. Invite and introduce a guest speaker from a special interest program.
- _____ 13. Coordinate a fundraising event.
- _____ 14. Select a topic and set up a debate. Critique the results.
- _____ 15. With a group, choose a problem and work through the decision making process to find a realistic solution.

Member Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

LEADERSHIP
Level IV - Leader

Date
Completed

- _____ 1. Serve as Junior or Teen leader in this project or as an active All Star.
- _____ 2. Promote county 4-H opportunities in the media.
- _____ 3. Volunteer for a county youth leadership role, or participate in a regional or state leadership event.
- _____ 4. Serve as a chairperson for a county event or activity.
- _____ 5. Create a resume in the form of a brochure that markets you, your skills and abilities.
- _____ 6. Select a personal goal, i.e., something you would like to change in yourself. Plan how to reach this goal, chart your progress and analyze the successes and problems. Report on your findings.
- _____ 7. Prepare teaching materials for use at a project meeting.
- _____ 8. Speak on leadership to an organization other than 4-H.
- _____ 9. Set up a display or demonstration of your project at presentation day/county fair or field day.
- _____ 10. Make a list of situations you do not handle well or where you are non-productive. Identify some techniques or strategies that you could use that would still allow you to be an effective leader.

Member Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

LEADERSHIP

Level V - Researcher

Date
Completed

1. Carry through and report on the results of a demonstration comparing measurable differences in some aspect of citizenship (experiment).
2. Prepare a paper of 300 words or more on one of the following subjects.
 - Ethical issues in 4-H leadership
 - Leadership styles
 - Current leadership theories
 - Motivational factors
 - Maintaining an effective leadership role
 - Situational leadership
 - Qualities of a leader
 - Communication styles
 - Birth order and leadership abilities
 - Group dynamics
 - Other
3. Prepare a speech or illustrated talk to orally summarize your findings and present at a club, project meeting or other educational event.

Member Name: _____ Date: _____

Project Leader's Signature: _____ Date: _____

Certificate of Achievement

This certifies that

has completed the Leadership Proficiency

in Tehama County.

Explorer

Producer

Consumer

Leader

Researcher

Date

Date

Date

Date

Date

Initials

Initials

Initials

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Initials

