


















Presenter's Guide for 4-H Project Meeting Training Module For Use with Power Point Presentation






Slide#	Slide	Notes for Presenter (included in notes pages in Power Point)
1.		<p><u>Suggested points to make:</u></p> <p>“This presentation is specifically about Project Meetings. It is an overview of the basic concepts as outlined in the California 4-H Project Leader’s Digest.</p> <p>There is another module that focuses on Project Planning – setting goals and planning for the whole year.</p> <p>Projects are the Cornerstone of 4-H. They are an extraordinary place to learn and an opportunity to really make a difference.”</p> <p><u>Additional Remarks for Workshop Setting:</u> “This workshop will model some of the elements that are recommended for project meetings. We will be using some of the techniques we will be talking about. See if you can spot them and we will discuss them at the end.”</p>
2.		<p><u>Suggested points to make:</u></p> <p>“It is at project meetings that most 4-H members connect with the program.</p> <p>Because they are usually small numbers of youth and adults and they are excellent opportunities to really influence the life of a young person</p> <p>Because projects offer the opportunity to do something tangible, members can be fully engaged in their development.”</p>
3.		<p><u>Suggested points to make:</u></p> <p>“It is at project meetings that most 4-H members connect with the program.</p> <p>Because they are usually small numbers of youth and adults and they are excellent opportunities to really influence the life of a young person</p> <p>Because projects offer the opportunity to do something tangible, members can be fully engaged in their development.”</p>
4.		<p><u>Suggested points to make:</u></p> <p>“From research and experience we have identified a number of Best Practices for 4-H project meetings.</p> <p>The first one, of course, is assuring that whatever you are doing is safe and that you take the opportunity to teach safe practices. The Digest contains a page on safety that you can use as a reference.”</p>






5.	 <p>Safety Resources</p> <ul style="list-style-type: none"> >4-H Safety Manual >Clover Safe Website http://safety.4-h.org/4h/clover_safe_notes.htm 	<p>Instructions to Presenter: The Safety Manual was released in 2007. It would be good to have a copy available to show along with sample pages of the web notes.</p> <p><u>Suggested points to make:</u> “The 4-H Safety Manual was released in 2007 and contains safety suggestions for many projects.</p> <p>The Clover Safe Notes Website has one-page safety sheets for more than 40 different 4-H Projects, with more being added all the time.”</p> <p>Instructions to Presenter for workshop: (With an hour or less, there is probably not time for the following) Optional Workshop Activity:</p> <ul style="list-style-type: none"> • Hand out the manual and/or web pages and discuss. • If you are online, you could click the hot link on the slide and go to the website.
6.		<p><u>Suggested points to make:</u></p> <p>“In addition to the manual and Clover Safe Notes, Page 11 of the 4-H Project Leader Digest has information about safety practices and considerations.”</p> <p>Instructions to Presenter for workshop: (With an hour or less, there is probably not time for the following)</p> <ul style="list-style-type: none"> • Refer to Page 11 of the Digest and discuss content, especially the two adults rule. • Use “Apply What You Have Learned” box.
7.	 <p>What Can the 4-H Leader Do About Safety?</p> <ul style="list-style-type: none"> > Be sure there are always two adults present at meetings > Set a good example at all meetings > Recognize hazards and correct them > Demonstrate proper use of equipment > Discuss safety at every meeting 	<p><u>Suggested points to make:</u></p> <p>“Here is a summary of what a 4-H leader can do and should remember when holding meetings.”</p> <p>Instructions to Presenter: If you have not already discussed the two adult rule, be sure to mention it now.</p>
8.	 <p>Best Practices for 4-H Project Meetings</p> <ol style="list-style-type: none"> 1. Assuring Safety 2. Utilizing Experiential Learning 	<p><u>Suggested points to make:</u></p> <p>“Continuing with our list of Best Practices for 4-H Project Meetings, the second Best Practice is Utilizing Experiential Learning. The 4-H slogan is <i>Learn By Doing</i> and we know from research that it is easier to learn and retain what you learn from experience.”</p>




<p>9.</p>	 <p>Experiential Learning Cycle</p> <ol style="list-style-type: none"> 1. Experience It: Do It! 2. Share! What Happened? 3. Process: What's Important? 4. Generalize: So What? 5. Apply: Now What? 	<p><u>Suggested points to make:</u></p> <p>“There is a whole page in the Digest about Experiential Learning, but I will just touch on the highlights.”</p> <p>Experience It: Do It! – Provide a hands-on experience Share: What Happened – Encourage members to talk about what they observed and felt about the experience Process: What’s Important – Ask questions that help members think about what’s important Generalize: So What? – Talk about how the experience connects to real world Apply: Now What? – Apply what was learned to a new situation.</p> <p>Key Point – These steps often intertwine in the discussion phase and are not necessarily sequential.”</p>
<p>10.</p>	 <p>Project Leaders Digest</p> <p>Experiential Learning Cycle</p> <p>Another training module being developed on this topic. See Page 4 of the 4-H Project Leaders Digest</p>	<p><u>Suggested points to make:</u></p> <p>“There is a whole lesson being developed on Experiential Learning and there are basics in the Digest.”</p>
<p>11.</p>	 <p>Best Practices for 4-H Project Meetings</p> <ol style="list-style-type: none"> 1. Assuring Safety 2. Utilizing Experiential Learning 3. Focus on at least one of the following opportunities: <ul style="list-style-type: none"> • Leadership Development • Citizenship • Life Skill Development 	<p><u>Suggested points to make:</u></p> <p>“The next on our list of Best Practices is to provide opportunities for the development of Leadership, Citizenship and Life Skills.</p> <p>The California 4-H Youth Development Program has adopted a goal that everything we do in 4-H should contribute to one of these. So when thinking about project meetings we should be able to identify at least one of these that is focused on during that meeting.”</p> <p><i>Background for presenter: These three focus areas were adopted as part of the Mission and Direction for the California 4-H Youth Development Program in 2002. They were later adopted nationwide as part of the national message of 4-H.</i></p>
<p>12.</p>	 <p>The National 4-H Message:</p> <p>4-H is a community of young people across America who are learning leadership, citizenship and life skills.</p>	<p><u>Suggested points to make:</u></p> <p>“The national 4-H program has adopted a message to the nation that explains that 4-H is a community of young people across America who are learning leadership, citizenship and life skills. This is what we want people to know and understand about 4-H.”</p>
<p>13.</p>	 <p>Citizenship</p> <ul style="list-style-type: none"> • Community service by project groups • Learning about the community in relation to your project <p>Leadership</p> <ul style="list-style-type: none"> • Junior or Teen Leader • Committees/special assignments in project <p>Life Skills</p> <ul style="list-style-type: none"> • Project specific skills • Record keeping • Public speaking 	<p><u>Suggested points to make:</u></p> <p>“Here are a few examples of promoting Citizenship, Leadership and Life Skills at project meetings. The life skill wheel provides a good tool to look at how 4-H can address many skills young people need to develop.”</p>




14.		<p><u>Suggested points to make:</u></p> <p>“This Targeting Life Skills Model was developed by the Iowa 4-H Program and shows how the 4-H’s can be used to target lots of different skills.”</p>
15.		<p><u>Suggested points to make:</u></p> <p>“There is another training module on Citizenship, Leadership and Life Skills that provides more detail.”</p> <p>“Page 3 of the 4-H Project Leader’s Digest also contains more explanation.”</p>
16.		<p><u>Suggested points to make:</u></p> <p>“The 4th on the list of Best Practice is what we refer to as the Essential Elements of Youth Development.”</p>
17.		<p><u>Suggested points to make:</u></p> <p>“Researchers studying youth development programs and have determined that it is important that youth have the opportunity to develop beliefs and feelings about themselves. The four that have been determined to be the most important for 4-H are belonging, mastery, independence and generosity.”</p> <p>Instructions to Presenter for workshop: One by one ask each of your four presenters to stand and give their one-minute presentations. When they are finished you can go on to the next slide and summarize or just skip through it quickly as you see fit.</p>

<p>18.</p>	 <p>Essential Elements of Youth Development</p> <p>Belonging</p> <p>Youth need:</p> <ul style="list-style-type: none"> > to know they are cared about by others. > feel a sense of connection to others in the group. > opportunities for long-term consistent relationships with adults other than parents. <p>Mastery</p> <p>Youth need:</p> <ul style="list-style-type: none"> > to develop their self-confidence. > to feel and believe they are capable. > to experience success at solving problems and meeting challenges. > a safe environment for making mistakes and getting feedback. 	<p>Instructions to Presenter: If you are in a workshop setting, you can skip the explanations because they should have been covered by the presentations.</p> <p><u>Suggested points to make:</u></p> <p>“♦ BELONGING - Project meetings are a great place to promote a sense of belonging. The small groups and personal attention members can get from a caring leader are extremely important.”</p> <p><i>(Background - Youth need to know they are cared about by others and feel a sense of connection to others in the group. This “fellowship” has always been an important part of a 4-H experience. 4-H gives youth the opportunity to feel physically and emotionally safe while actively participating in a group. Current research emphasizes the importance for youth to have opportunities for long-term consistent relationships with adults other than parents. This research suggests that a sense of belonging may be the single most powerful positive ingredient we can add into the lives of children and youth.)</i></p> <p>“♦ MASTERY - Project meetings are the most valuable place for members to master skills and build their confidence. “</p> <p><i>(Background - In order to develop their self-confidence youth need to feel and believe they are capable and they must experience success at solving problems and meeting challenges to develop their self-confidence. By exploring 4-H projects and activities, youth master skills to make positive career and life choices. To do so, youth must have access to quality research-based content and have the opportunity to learn by doing. Additionally, youth need to have a safe environment for making mistakes and getting feedback.)</i></p>
<p>19.</p>	 <p>Essential Elements of Youth Development</p> <p>Independence</p> <p>Youth need:</p> <ul style="list-style-type: none"> > to know they can influence what happens to them and others through decision-making and action > to become independent thinkers <p>Generosity</p> <p>Youth need:</p> <ul style="list-style-type: none"> > to feel they have a purpose, a meaning. > to understand that they do not live in a secluded world. > to develop awareness and compassion for others. > to see the “big picture” of life. 	<p><u>Suggested points to make:</u></p> <p>“♦ INDEPENDENCE - By allowing members to make decisions for the project and assume leadership roles they can practice making good choices that effect themselves and others.”</p> <p><i>(Background - Youth need to know that they are able to influence people and events through decision- making and action. By exercising independence through 4-H leadership opportunities, youth mature in self-discipline and responsibility, learn to better understand themselves and become independent thinkers.)</i></p> <p>“♦ GENEROSITY - It may not seem that practicing generosity is a big part of project meetings, but project groups can find ways to plan ways to be of service to their club and community.”</p> <p><i>(Background - Youth need to feel their lives have meaning and purpose. By participating in 4-H community service and citizenship activities, youth can connect to communities and learn to give back to others. It’s clear that these experiences provide the foundation that helps us understand the “big picture” of life and find purpose and meaning. Community service projects allow 4-H club members to see that their effort to help others is important and valuable. Youth learn that they live in a global community, which requires awareness and compassion for others.)</i></p>
<p>20.</p>	 <p>Essential Elements of Youth Development</p> <ul style="list-style-type: none"> > Belonging > Mastery > Independence > Generosity <p>See Page 2 of the 4-H Project Leaders' Digest</p> 	<p><u>Suggested points to make:</u></p> <p>“There is a page on the Essential Elements and how they are developed in 4-H in the Digest.”</p>

21.	 <p>Best Practices for 4-H Project Meetings</p> <ol style="list-style-type: none"> 1. Assuring Safety 2. Utilizing Experiential Learning 3. Focus on at least one of the following opportunities <ul style="list-style-type: none"> • Leadership Development • Life Skill Development • Citizenship 4. Promoting the Essential Elements of Youth Development in the members 5. Age Appropriate Activities 6. Promoting Youth-Adult Partnerships 7. Offering multiple ways to learn 	<p><u>Suggested points to make:</u></p> <p>The final three Best Practices are going to be addressed very briefly. They are all addressed in the Digest and additional training modules.</p>
22.		<p><u>Suggested points to make:</u></p> <ul style="list-style-type: none"> • Age Appropriate Activities – Of course, one of the challenges in 4-H is that often we are working with a wide range of ages. So keeping in mind the ages in your project group is important. • Another module will deal with the specifics of this. • Page 8 of the 4-H Project Leaders' Digest has some basic information.
23.		<p><u>Suggested points to make:</u></p> <p>One of the best ways to develop confidence and skill in young people is to treat them as partners with you in their own development and in the success of their 4-H program.</p> <p>Page 10 in the Digest has a good description of what Youth-Adult Partnerships are and the role of teens and adults.</p>
24.		<p><u>Suggested points to make:</u></p> <p>People learn in different ways. Some people learn by seeing, some by hearing and some by touching. There are lots of different teaching methods and learning strategies that can be used in 4-H project.</p>
25.	 <p>Summary Statement</p> <p>Use Experiential Learning and Youth-Adult Partnerships to focus on the development of Citizenship, Leadership & Life Skills in order to promote a sense of Belonging, Mastery, Independence & Generosity which are the Essential Elements of youth development.</p>	<p><u>Suggested points to make:</u></p> <p>This is the slide that summarizes the whole idea of what we have talked about so far. We use experiential learning and youth-adult partnerships (as well as various teaching techniques) to be more successful in focusing on the development of Citizenship, Leadership and Life Skills for the ultimate purpose of developing the essential elements in the lives of young people.</p>

<p>26.</p>	 <p>Best Practices for 4-H Project Meetings</p> <ol style="list-style-type: none"> 1. Assuring Safety 2. Utilizing Experiential Learning 3. Focus on at least one of the following opportunities <ul style="list-style-type: none"> • Leadership Development • Life Skill Development • Citizenship 4. Promoting the Essential Elements of Youth Development in the members 5. Age Appropriate Activities 6. Promoting Youth-Adult Partnerships 7. Offering multiple ways to learn 	<p><u>Suggested points to make:</u></p> <p>To summarize again, here are the 7 Best Practices that provide the educational and youth development framework for 4-H projects.</p> <p>Instructions to Presenter for a workshop:</p> <ul style="list-style-type: none"> • Stop here and leave this slide on the screen during the Best Practices Activity. • Have the groups return to the list they made at the beginning about what they thought was important for a good project meeting. Give them 5-10 minutes to complete the task. <p><u>Suggested points to make:</u></p> <p>“Now we are going to spend a few minutes in your groups. I want you to take the lists of important components of project meetings that you made earlier, and write the Best Practice they represent in the right column.”</p> <p>Instructions to Presenter: If you have more than 1 hour for the workshop, you can lead a discussion about what they discovered. Ask them if there were any surprises. Validate what they already knew before you started. They will probably find that things they listed covered more than one best practice. Affirm that this is true and that good meetings can be very powerful because they can have major impacts in several areas.</p>
<p>27.</p>	 <p>Logistical Considerations for a Project Meeting</p> <ul style="list-style-type: none"> •Date and time of meeting •Notification of members and families •Location •Setting •Number of members •Age and abilities of members •Supervision •Safety <p>2nd adult What safety instruction will be needed?</p> 	<p><u>Suggested points to make:</u></p> <p>“Next we will take a quick look at the nuts and bolts of meeting planning.”</p> <p>Instructions to Presenter: Briefly go through the list of logistical considerations – 1 to 2 minutes.</p>
<p>28.</p>		<p><u>Suggested points to make:</u></p> <p>“In the Digest there are sample outlines for both the first project meeting of the year and regular meetings” These can be found on Page 10. We will be reviewing the seven parts of a regular meeting next.”</p>
<p>29.</p>	 <p>A Project Meeting Outline</p> <ol style="list-style-type: none"> 1. Instructional Interest Getter Demonstrations, videos, quizzes, tours, guest speakers, direct instruction. 2. Skills Session - a work or activity period which members develop their skills, knowledge, and experience through a hands-on activity. 	<p>Instructions to Presenter:</p> <p>Introduce the 7-step outline for a regular meeting, briefly touching on each item. Total time for all 7 steps – 2 to 3 minutes</p>

30.	 A Project Meeting Outline <small>Continued ...</small> 3. Discussion - Review the skills session and what was learned. <ul style="list-style-type: none"> ➤ Incorporate the learning cycle ➤ Discuss project problems that members may be having ➤ Discuss upcoming events 	
31.	 A Project Meeting Outline <small>Continued ...</small> 4. Presentations - have a member give a presentation at every meeting. <ul style="list-style-type: none"> ➤ May be related to the skills session ➤ May be related to an upcoming event, or show ➤ May introduce the topic of the next meeting 	
32.	 A Project Meeting Outline <small>Continued ...</small> 5. Record Keeping <ul style="list-style-type: none"> ➤ Help members set goals for the project ➤ Discuss what information should be recorded ➤ Explain how records should be kept ➤ Review different methods of record keeping 	

<p>33.</p>	 <p>A Project Meeting Outline Continued ...</p> <p>6. Summary & Assignments</p> <ul style="list-style-type: none"> > Have members summarize the meeting > Assign the opening activity, refreshments, and presentation for the next meeting <p>7. Refreshments & Recreation</p> <ul style="list-style-type: none"> > Families can take turns bringing light refreshments > Allows members to get to know each other > May be a continuation of the arrival activity 	<p><u>Suggested points to make:</u></p> <p>“Again these are outlined in the Digest and also on the pie chart in the <i>4-H Project Meeting Design Kit</i>. Also in the Design Kit is a checklist and worksheet for these elements.</p> <p>Instructions to Presenter: Show the 4-H Project Leader Design Kit</p> <p>Instructions to Presenter for Workshop: If you are holding a 1 hour or more workshop you should have time for the Group Scenario Activity. Use the same groups as earlier and give each group one of the four scenarios with the pages of the Digest attached or have copies of the Digest available.</p> <p><u>Suggested points to make:</u></p> <p>“I am giving each group a scenario – a little story. Please work as a group to make recommendations. Refer to suggested pages of the Digest for background information.”</p> <p>“You have only about 5 minutes and then we will hear your reports.”</p> <p>Instructions to Presenter: After about 5 minutes check in with the groups, then invite them to read the scenarios and give their recommendations. 10 minutes</p> <p>If you have more time, you could ask questions like:</p> <ul style="list-style-type: none"> • “Is it difficult or easy to include the Best Practices?” • “What barriers do you see in including them?” • “What did you notice about the reports from the various groups?”
<p>34.</p>	 <p>Be a Hero</p>  <p>Be a 4-H Project Leader</p>	<p><u>Suggested points to make:</u></p> <p>“Being a 4-H Project Leader could be one of the most important contributions you’ll ever make. There is so much potential to make a real difference when you work directly with youth.</p> <p><u>Suggested points to make if you are doing the workshop:</u></p> <p>“Today’s workshop was designed to be an example and model of some of the recommendations for Best Practices. Some examples we used are:</p> <ul style="list-style-type: none"> • Experiential learning through the activities and discussion • Use of presentations by participants to promote life skills and promote mastery and independence • Use of small groups to promote Belonging • As our last example I want to spend about 2 or 3 minutes now to have you write down what you did and learned in the workshop as an example of the importance of including record keeping as part of the project meeting.” <p>Instructions to Presenter: Just have them write on whatever paper they have and thank them for their participation.</p>