

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 4-H leadership project. You 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 programs, and developing and implementing your plans.

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

- ◆ The **4-H Publications Catalog** lists a variety of project materials and resources recommended for use in your project.
- ◆ The **4-H Educational Resources Lending Library** at your 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, government. Don't hesitate to visit them or telephone 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 different aspects of leadership.
- **Level II – “Producer”**, you learn more about 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 Leadership proficiency program, have your leader initial and date each skill item when you have completed it. When you have finished all items in a proficiency level, have your leader sign the Certificate of Achievement and order a medal for you from the 4-H office.

Leadership Proficiency

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, 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” or “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 key officers.

Member’s Name: _____ Date: _____

Project Leader’s Signature: _____ Date: _____

KEEP IN YOUR RECORD BOOK WITH YOUR PROJECT RECORDS.

Approved by Lake County 4-H Council, 1999

Leadership Proficiency

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 strength 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 communications 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.
- _____ 10. Interview an individual who is considered to be a leader in your community. 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 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's Name: _____

Date: _____

Project Leader's Signature: _____

Date: _____

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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 procedures.
- _____ 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.) explain to your group what this association 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.

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Project Leader's Signature: _____ Date: _____

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Level IV - Leader

Date
Completed

- _____ 1. Promote county 4-H opportunities in the media.
- _____ 2. Volunteer for a county youth leadership role, or participate in a regional or state leadership event.
- _____ 3. Serve as a chairperson for a county event or activity.
- _____ 4. Create a resume in the form of a brochure that markets you, your skills and abilities.
- _____ 5. 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 successes and problems. Report on you findings.
- _____ 6. Serve as a Junior or Teen leader in this project or serve as an active All Star.
- _____ 7. Prepare teaching materials and lead the group at a project meeting.
- _____ 8. Speak on leadership before an organization other than your 4-H group.
- _____ 9. Set up a display or demonstration of your project at Presentation Day/fairs/county field days.
- _____ 10. Make a list of situations you do not handle well or where you are non-productive. Identify some technique or strategy that you could use that would still allow you to be an effective leader.

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Project Leader's Signature: _____ Date: _____

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Level V - Researcher

Date _____
Completed _____

- _____ 1. Report on the results of a demonstration comparing measurable differences in some aspect of leadership. (experiment)
- _____ 2. Prepare a paper of 300 words or more on one of the following topics:
- Ethical issues in 4-H
 - 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 or project meeting or other educational event.

Member's Name: _____

Date: _____

Project Leader's Signature: _____

Date: _____

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Certificate of Achievement

This certifies that

has completed the _____ Proficiency
in _____ County.

Explorer

Producer

Consumer

Leader

Researcher

Date

Date

Date

Date

Date

Leader's Signature
Signature

Leader's Signature

Leader's Signature

Leader's Signature

Leader's

NOTES

Acknowledgments:

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