



## County Kick-Off Training Sample Agenda (8 hour training format)

This agenda is designed to be an 8 hour training. Counties may choose to break the agenda into two ½ day trainings or structure in another way that works for their county (see next pages for other examples). There may be other topics that are important to your County 4-H Program that need to be added. Consider adding time to training or covering those topics at another meeting.

- **Welcome and Overview of County 4-H Council Youth Leadership Program** – 30 minutes
  - Purpose of County 4-H Council
  - Overview of Youth Leadership Program
  - Introduction to the Leadership Skill-A-Thon Contest
- **Qualities of a Leader** (Yea 4-H! Take The Lead, Lesson 1) --- 60 minutes
  - Definition of leadership
  - Why leadership is important
  - The characteristics of a leader
  - Identify their leadership qualities
- RECHARGE ZONE – 10 minute Break**
- **Communication Connection** (Yea 4-H! Take The Lead, Lesson 2) – 60 minutes
  - What is communication
  - Ways in which we communicate
  - Developing good listening skills
- **There's No I in Team** (Yea 4-H! Take The Lead, Lesson 3) – 60 minutes
  - The importance of teamwork in leadership
  - Qualities that improve teamwork within a group
- RECHARGE ZONE – LUNCH BREAK**
- **What Were You Thinking?** (Yea 4-H! Take The Lead, Lesson 4) – 60 minutes
  - How personal beliefs influence decision-making
  - The five methods of decision-making
  - Develop decision-making skills through team activities
- **Parliamentary Procedure Basics** (Parliamentary Procedure Made Easy, Unit 1, Pg. 9-14) – 60 minutes
  - Definition, Value, and Purpose of Parliamentary Procedure
  - Elements of Public Speaking
  - Brainstorming Ways To Improve Your Meetings
- RECHARGE ZONE – 10 minute Break**
- **Organizing and Conducting Meetings** (Parliamentary Procedure Made Easy, Unit 2, Pg. 15-24) – 90 minutes
  - Duties of the Officers (may need to adapt and use 4-H Officer Handbook)
  - Proper Order of Business for meetings

- Developing proper minutes, treasurer's reports and committee reports
- Demonstrate proper terminology when using an order of business during a meeting

**RECHARGE ZONE – 10 minute Break**

➡ **Writing and Handling Main Motions** (Parliamentary Procedure Made Easy, Unit 3, Pg. 25-35) – 90 minutes

- Steps in proposing main motions
- Writing, proposing and seconding main motions
- Rules for debating a main motion
- Team demonstrations on proper handling of a main motion

➡ **Wrap Up & Vocabulary Review Game**

- Provide participants the puzzles on pages 13, 23, 24 that they can take home and work!



## County Kick-Off Training Sample Agenda: Part 1 (4 hour training)

Part 1 and Part 2 agendas are each approximately 4 hour trainings, designed to be conducted two different days. Counties may choose to break the agenda into smaller parts or structure in another way that works for their county. There may be other topics that are important to your County 4-H Program that need to be added. Consider adding time to training or covering those topics at another meeting.

- **Welcome and Overview of County 4-H Council Youth Leadership Program** – 30 minutes
  - Purpose of County 4-H Council
  - Overview of Youth Leadership Program
  - Introduction to the Leadership Skill-A-Thon Contest

- **Qualities of a Leader** (Yea 4-H! Take The Lead, Lesson 1) --- 60 minutes
  - Definition of leadership
  - Why leadership is important
  - The characteristics of a leader
  - Identify their leadership qualities

### RECHARGE ZONE – 10 minute Break

- **Parliamentary Procedure Basics** (Parliamentary Procedure Made Easy, Unit 1, Pg. 9-14) – 60 minutes
  - Definition, Value, and Purpose of Parliamentary Procedure
  - Elements of Public Speaking
  - Brainstorming Ways To Improve Your Meetings
- **Organizing and Conducting Meetings** (Parliamentary Procedure Made Easy, Unit 2, Pg. 15-24) – 90 minutes
  - Duties of the Officers (may need to adapt and use 4-H Officer Handbook)
  - Proper Order of Business for meetings
  - Developing proper minutes, treasurer's reports and committee reports
  - Demonstrate proper terminology when using an order of business during a meeting

### Wrap Up



## County Kick-Off Training Sample Agenda: Part 2 (4 hour training)

Part 1 and Part 2 agendas are each approximately 4 hour trainings, designed to be conducted two different days. Counties may choose to break the agenda into smaller parts or structure in another way that works for their county. There may be other topics that are important to your County 4-H Program that need to be added. Consider adding time to training or covering those topics at another meeting.

- **Communication Connection** (Yea 4-H! Take The Lead, Lesson 2) – 60 minutes
  - What is communication
  - Ways in which we communicate
  - Developing good listening skills
  
- **Parliamentary Procedure Basics** (Parliamentary Procedure Made Easy, Unit 1, Pg. 9-14) – 60 minutes
  - Definition, Value, and Purpose of Parliamentary Procedure
  - Elements of Public Speaking
  - Brainstorming Ways To Improve Your Meetings
  
- RECHARGE ZONE – 10 minute Break**
  
- **Writing and Handling Main Motions** (Parliamentary Procedure Made Easy, Unit 3, Pg. 25-35) – 90 minutes
  - Steps in proposing main motions
  - Writing, proposing and seconding main motions
  - Rules for debating a main motion
  - Team demonstrations on proper handling of a main motion
  
- **Wrap Up & Vocabulary Review Game**
  - Provide participants the puzzles on pages 13, 23, 24 that they can take home and work!