

## Host Site Facilitator Lesson Plan

2017 National 4-H Volunteer e-Forum

### *“Cultivating an Environment for Growing True Leaders”*

Thursday, October 5, 2017, 7-8:30 p.m. (ET)

2017 National 4-H Volunteer e-Forum



TO: Host Site Facilitator

Welcome to the 2017 National 4-H Volunteer e-Forum, “#4HGrows Through Volunteers.” Thank you for choosing to host this event on behalf of 4-H Adult and Youth Volunteers and Extension Staff in your area. We appreciate your time and efforts with helping us make this training opportunity a successful one for all of the participants! This guide provides you with details regarding the **role of the facilitator** in hosting an e-Forum session.

The e-Forum has been designed to bring together volunteers both locally and across the country. Participants should meet in small groups in local sites and will connect to a virtual seminar along with other volunteers across the country. Virtual seminars will be facilitated by volunteer specialists, other Extension professionals, and volunteers, while local sites will be coordinated by 4-H program paid and/or volunteer staff. At each level, staff will be responsible for leading activities and supporting the learning and development of 4-H volunteers. This **e-Forum Host Site Facilitator Lesson Plan** is meant to help you lead the activities that will happen locally as well as provide instructions in a worse-case scenario where technology fails. While we do not anticipate that happening, it is possible, and we would like local sites to be able to continue the program, even if Internet connection is lost.

The 2017 e-Forum will include three (3) sessions. Please note that we encourage you to pre-register your site in order to allow us to more easily communicate with you in the event of any last-minute changes; however, pre-registration is not required to participate. Please refer to the **2017 e-Forum Host Site Facilitator Logistics Guide** for further details regarding registering your site to host the session and for connection details. Here is the schedule for the e-Forum sessions:

**Cultivating an Environment for Growing True Leaders**

- Thursday, October 5, 2017, 7:00 – 8:30 PM (ET)

**“STEM”ming Into Animal Science, Growing True Leaders**

- Thursday, November 2, 2017, 7:00 – 8:30 PM (ET)

**Helping 4-H’ers Grow in Life & Work**

- Thursday, December 7, 2017, 7:00 – 8:30 PM (ET)

The live broadcast for each session is scheduled to last for 90 minutes. We recommend that you begin the on-site session 30 minutes earlier to allow for some introductions and on-site activities. Thank you for your interest and participation!

Sincerely,

National 4-H Volunteer e-Forum Steering Committee

## Welcome to Session 1 of the National 4-H Volunteer e-Forum!

The title of this e-Forum session is *“Cultivating an Environment for Growing True Leaders”* and includes the following design team members:

- **Design team:** Dean Aakre, North Dakota State University; Rose Garritano, University of Vermont; Jeremy Johnson, Virginia Tech University; Eric Larsen, Washington State University; Sarah Maass, Kansas State University; Pat McGlaughlin, University of Illinois; Jennifer Weichel, Michigan State University
- **Steering Committee Liaison:** Harriett Edwards, North Carolina State University

### Session Description:

Creating an environment where 4-H members feel safe as they grow and develop leadership skills means having volunteers who understand the basics of positive youth development. This session will feature ideas and activities that help foster life skill development by focusing on strategies for more effective club interactions. Participants will learn about the Essential Elements of 4-H and the 5 C's of positive youth development, so join us to set the stage for more successful club meetings!

### Supply List

The following supplies will be needed at your host site for this session

***Host Site Facilitators: Remember to test your equipment and connections prior to the session. See the instructions provided on page 3 of the Host Site Facilitator Logistics Guide.***

### General Supplies:

- LCD Projector
- Laptop/personal Computer
- Speakers for audio (do NOT rely on laptop speakers; they will not be loud enough)
- Internet connection (wired, high-speed network connection preferred) System requirements are available at: <https://event.on24.com/view/help/sysreq.html>
- Extension cord/power strip

- Separate laptop, tablet, or other device with Internet connection for participants to complete the online Qualtrics survey at the end of the program (optional) - Link for participant survey: <http://tinyurl.com/2017Oct-e-forum>; link for the demographic survey: <http://tinyurl.com/2017-e-forum-demo>.
- Sign in sheet to record attendance
- Name tags
- Writing utensils (pencils or pens)
- Paper for participants to take notes on
- Refreshments (optional)

### **Supplies for Session activities:**

#### **“Design a Personalized Vanity Plate” (On-site welcome activity)**

- 8 ½” x 11” piece of white cardstock for each person
- Set of markers for the group

#### **“Roll ‘Em: Positive Youth Development”**

- Dice – a single die for each group of 2 participants
- Roll ‘Em: Positive Youth Development Processing Key (1 copy for facilitator)

#### **“Balloon Fun”**

- 1 balloon per participant
- 1 piece of paper per participant (approximately 1” x 2”)
- 1 writing utensil per person

#### **“Sticky Notes and Dots”**

- Piece of newsprint to post on wall
- 1 sticky note per person
- 2 sticky dots per person

#### **“Masks”**

- Colored paper (1 sheet/person)
- Transparency sheets (1 sheet/person)

- Permanent markers
- Mask template (1 mask template per person OR if large group, 1 mask template per group of 4-5)
- Scissors

**Training Handouts** (please prepare a copy of each handout below for each participant)

- The 5 C's of Positive Youth Development
- Introduction to BIG-M Fact Sheet
- Belonging Fact Sheet
- Independence Fact Sheet
- Generosity Fact Sheet
- Mastery Fact Sheet
- Positive Youth Development Four Quadrant Handout
  - The following three resources have been provided to use for a future training opportunity or to recheck for knowledge gain/retention at a later date. They will **NOT** be used in the e-Forum Session.
    - PYD - BIG M Sorting Chart
    - PYD - BIG M Sorting Activity (MIXED UP for Activity)
    - PYD - BIG M Sorting Activity - ANSWER KEY
- Balloon Fun Activity: Field Trip Options
  - Alternative Balloon Fun Activity -- *Will **NOT** be used during the e-Forum Session; the resource has been provided for use at a future training **OR** club activity*
- Listening Skills Best Practices Handout
  - Listening Skills Activity -- *Will **NOT** be used during the e-Forum Session; the resource has been provided for use at a future training **OR** club activity*
  - Masks of 4-H Activity Directions
- Masks Template
- Targeting Life Skills Model
- Cultivating an Environment for Growing True Leaders Resource List
- Optional: print PowerPoint slides as a 6-slides/page handout

**Supplies for Evaluation**

- Internet access
- Extra computers, tablets or other devices ready to connect to Qualtrics survey

- Paper copies

### **On-site welcome activity (Complete 15 minutes prior to the start of e-Forum)**

**FACILITATOR NOTE:** If your site chooses to do so, you may include an on-site activity designed to help participants get to know one another better.

#### **“Design a Personalized Vanity Plate”**

**Goal -** Get acquainted

**Do the Activity:** All participants will fold a sheet of cardstock in half lengthwise. On one side of the fold, participants will write their first name on the cardstock. On the other side, they create a vanity license plate that describes something about themselves (likes, hobbies, family, talents, etc.). A vanity plate can be a combination of up to eight letters and numbers. *(See sample below.)*

**Share:** participants can share who they are and what their vanity tag tells about them (or just tell about themselves).

**Process: How is this activity useful?** *(Possible responses: It engages folks as they arrive. It provides a way for folks to introduce themselves and share something about themselves.)*

**Generalize: How can 4-H members and volunteers use what they learned in this activity in their everyday lives?** *(Possible responses: It is important to help people recognize that they each have special gifts and talents. We want people to feel like they belong to the groups they have joined.)*

**Apply: Summarize the discussion. Intentional inclusion of some of the things you discussed can help to ensure positive youth development experiences for young people.**

**Reflection:** How would you use this with the youth in your 4-H group?

**FACILITATOR NOTES:**

1. It is key for the site facilitator to celebrate/admire those who write something straight forward (“I like it when I don’t have to think hard to figure out a vanity plate”) **and** those who wrote something complex or clever (“It is fun to figure out what someone has written in a ‘code’ or to find out the secret meaning behind someone’s choice.”) - By doing so you are modeling belonging.
2. Facilitator should ask (after doing the above): What did I just model? (One possible answer): Making everyone feel welcome!
3. Completed license plates can be used on tables to identify participants at the e-Forum.

Sample: -Rose Garritano’s license plate: MST-B-NA (Mist Biene)



*Mist Biene* is German and translates literally as manure bee but means one who tends to be dirty- I’d rather work cleaning my barn than cleaning my house!

A few minutes before the start time, please help the group find their seats and get ready for the start of the e-Forum.

Slide Number	Presenter Script	Action Needed (note that actions of local host site facilitators will be in <b>BOLD</b> ; actions of online presenters will be in <i>ITALICS</i> )
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None (pre-session activity)	None	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Please read: “Welcome to the National 4-H Volunteer e-Forum! We are excited that you have chosen to join us! Tonight you are a part of a 3 session e-Forum series that includes youth and adult 4-H Volunteers from all across the United States. You’ll learn from Extension professionals, volunteers, and teens who will be joining us virtually. And, you’ll have the chance to interact with one another on site and even share ideas with volunteers at other sites across the country. Before we join the national broadcast, we have an activity to help us get to know each other a bit better and to introduce this evening’s topic.”</b></p>
None (pre-session activity)	None	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Instructions: Engage participants with the ice breaker activity entitled “Design a Personalized Vanity Plate” (see p. 5 for details).</b></p> <p><b>Connect and test your system to ON24 prior to the start time. The system will be live 15 min prior to the start time.</b></p> <p><b>Have your group settled and ready to begin promptly at the start time.</b></p>
1 15 sec	<b>PAT</b> – Welcome to the 2017 National 4-H Volunteer e-Forum, “#4HGrows Through Volunteers.” We are excited that you have joined us from one of the host sites located across the country!	
2	<b>PAT</b> – You will have the opportunity this evening to interact with volunteers and	



30 sec	staff in person and virtually. And, you'll gain some new knowledge and tips that will help you work with your 4-H members at home!	
3  1 min	<p><b>PAT</b> – Tonight's session is "Cultivating an Environment for Growing True Leaders."</p> <p>Creating an environment where 4-H members feel safe as they grow and develop leadership skills means having volunteers who understand the basics of positive youth development. This session will feature ideas and activities that help foster life skill development by focusing on strategies for more effective club interactions. Participants will learn about the Essential Elements of 4-H and the 5 C's of positive youth development, so join us to set the stage for more successful club meetings!</p>	
4  30 sec	<p><b>PAT</b>-Many of you created your Vanity Plate during the time before the live session began, and as you can see, we have shared our plates too. We will each reference our plate as we introduce ourselves.</p>	
5  30 sec	<p><b>PAT</b>-Our presenters this evening are...Rose Garritano from University of Vermont; Jeremy Johnson, Virginia Tech; and Pat McGlaughlin, University of Illinois</p> <p>My license plate says 4H 4EVER because I have 5 older brothers and sisters and they were already starting 4-H when I was born, so I feel somewhat that 4-H has and will be forever a part of my life.</p>	
6  1 min	<p><b>PAT</b> - We want to offer special thanks and words of appreciation to both National 4-H Council and 4-H National Headquarters for their support of the National 4-H Volunteer e-Forum.</p> <p>National 4-H Council has allowed us to use their ON24 technology platform to lead these sessions. And, we are able to host our e-Forum resources on the 4-h.org website, managed by the National 4-H Council.</p> <p>Doug Swanson, Program Leader at 4-H National Headquarters, has been instrumental in supporting the concept of the National 4-H Volunteer e-Forum and</p>	

	with facilitating our discussions with National 4-H Council. Doug, we thank you for your support!	
7 30 sec	<p><b>PAT</b>-Our objectives for this e-Forum session include:</p> <ol style="list-style-type: none"> <li>1. Taking the Essential Elements from theory to practice in fun and engaging ways.</li> <li>2. Introducing participants to the 5 C's of competence, confidence, character, connection, and caring.</li> </ol>	
8 30 sec	<p><b>PAT</b>-Additional objectives include:</p> <ol style="list-style-type: none"> <li>3. Focusing on engaging youth as they build skills related to belonging, independence, generosity, and mastery.</li> <li>4. Helping volunteers and staff understand how they can create environments to cultivate tomorrow's leaders today.</li> </ol>	
9 1 min	<p><b>PAT</b>- 4-H has been growing true leaders for more than 100 years, and 4-H has played a role in the development of governmental officials and legislators; corporate leaders; celebrities and artists; decorated members of our military; and hardworking community members from all walks of life who demonstrate amazing leadership abilities on a daily basis.</p> <p>Information shared today relates to growing true leaders in a new age. In today's digital world, information is available 24-7.</p> <p>Access to constantly emerging information brings a level of responsibility. As volunteers, you play a key role in the development of youth and in helping them develop leadership skills that they will use throughout their lives – as students, as professionals, and as citizens in their local communities.</p>	

	<p>Today, we start with a quick look at what underlies Positive Youth Development and serves as the research base for why 4-H is important. Youth Development transitioned through three concepts. First, we had the 5 C's; later distilled into the Essential Elements of Positive Youth Development; and now further condensed into the BIG-M.</p>	
<p>10 30 sec</p>	<p><b>PAT</b> - In the 1990's youth development transitioned to think about youth in connection to what was happening around them – how they were interacting with others. The realization was that the outcome and development of youth is not a set, non-changing factor, but can be significantly influenced by factors in their homes, schools, and communities.</p> <p>This led to the identification of the 5 C's:</p> <ul style="list-style-type: none"> <li>•Competence</li> <li>•Confidence</li> <li>•Connection</li> <li>•Character</li> <li>•Caring (or compassion)</li> </ul> <p>We have provided you with a handout that explains this in more depth.</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Distribute handout that identifies the “5 C's of Positive Youth Development.”</b></p>
<p>11 1 min</p>	<p><b>PAT</b> - With the 5 C's as a foundation, researchers identified eight ESSENTIAL ELEMENTS seen as vital to the growth and development of youth. Today, those elements are embedded in four key concepts that we identify with the acronym “BIG-M. “</p> <ul style="list-style-type: none"> <li>•Belonging <ul style="list-style-type: none"> <li>•Caring adult</li> <li>•Inclusive AND safe environment</li> </ul> </li> <li>•Independence</li> </ul>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Distribute the following resources:</b></p> <ul style="list-style-type: none"> <li>● PYD Four Quadrant Handout</li> <li>● Introduction to BIGM Fact Sheet</li> <li>● Belonging Fact Sheet</li> <li>● Independence Fact Sheet</li> <li>● Generosity Fact Sheet</li> <li>● Mastery Fact Sheet</li> </ul>

	<ul style="list-style-type: none"> <li>•Opportunity to see oneself actively engaged in the future</li> <li>•Opportunity for self determination</li> <li>•Generosity <ul style="list-style-type: none"> <li>•Valuing AND practicing service to others</li> </ul> </li> <li>•Mastery <ul style="list-style-type: none"> <li>•Engagement in learning AND mastery</li> </ul> </li> </ul> <p>This folds all 8 of the essential elements into the more simplistic and easy to remember “BIG-M” concept</p>	
<p>12 10 min</p>	<p><b>PAT</b> - We believe each of you probably experienced some BIG-M interaction that had an impact on your development. We think this would be a great opportunity to think back to some of those experiences and share them with others at your site.</p> <p>Your site facilitator divide you into groups of two and provide each group with a single die. Once you are grouped together you will have the opportunity to respond to THREE of the statements/questions posted on the slide. To know which question you will each respond to, roll the die, and respond to the question that corresponds with the number that you roll.</p> <p>Listen for any further instructions that your site facilitator may have to share.</p> <p><b>ALLOW 8 minutes for activity (1 minute per person for each question. If they only get through 2 statements that is ok too).</b></p> <p>Thank you for sharing. With this activity, we want you to recognize the foundation that underlies everything we do when working with youth and why it is so important that we are successful. Hopefully, by reflecting back to some of the experiences that you had which helped provide you with your own positive youth development support, you can see what a critical role you play.</p> <p>I am now going to turn over the platform to Rose Garritano, who is a staff member</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Watch the time and encourage them to give brief responses and move on to the next statement.</b></p> <p><b>Refer to “Roll ‘Em: Positive Youth Development Processing Key” for suggested answers.</b></p> <p><b>As we wrap up this activity, ask the volunteers to identify which of the BIG-M concepts each of the questions aligns with. Keep track of these responses in order to enter your group’s responses into the respective poll question (which will be posted on the screen soon).</b></p> <p>Webinar Producer:</p> <p>SCREEN WILL SWITCH TO POLL - 1 poll for each of the BIG-M concepts.</p>

	<p>from the Vermont 4-H Youth Development system. Rose is going to give you some concrete examples of how you can integrate BIG-M strategies into your club setting.</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Type question numbers into the corresponding Belonging, Independence, Experience, and/or Mastery poll questions.</b></p> <p><b><i>Which statement or statements aligned with a BELONGING EXPERIENCE?</i></b></p> <p><b><i>Which statement or statements aligned with an INDEPENDENCE EXPERIENCE?</i></b></p> <p><b><i>Which statement or statements aligned with a GENEROSITY EXPERIENCE?</i></b></p> <p><b><i>Which statement or statements aligned with a MASTERY EXPERIENCE?</i></b></p>
13	<b>PAT-</b> 2 min reminder	
14 1 min	<p><b>ROSE-</b> (Quick tricks slide) Hello everyone. My name is Rose Garritano and my Vermont license plate- just so you know – stands for a German phrase- Mist Biene- or manure bee as I was sometimes called by my father since I was always hanging out in the barn.</p> <p>For the next 20 minutes we will try some techniques for getting 4-Hers to interact. As you know, and this comes from the USDA’s page about 4-H, “4-H serves as a model program for the practice of positive youth development by creating positive learning experiences; positive relationships for and between youth and adults; positive, safe environments; and opportunities for positive risk taking.”</p>	

	Volunteers can have an impact by including a variety of ways to gather input from members, by helping them feel they “belong”, and by giving everyone an opportunity for their voice to be heard.	
15 5 min	<p><b>ROSE-</b> (balloon fun slide) Your host site facilitator will provide each of you with a piece of paper, approximately 1”x2”, a writing utensil, and a balloon. Write down an idea for a field trip destination on the paper.</p> <p>Blow up your balloon, insert your paper, and tie off your balloon.</p> <p>Listen for further instructions from your host site facilitator.</p> <p>You have five minutes for this activity. Have as many people as possible share; you may not have time for everyone to do so. We’ll call you back together when it’s time to move on.</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>The paper, writing utensils, and balloons should already be in easy reach of the participants.</b></p> <p><b><u>Host Site Facilitators:</u></b></p> <p><b>Ask the participants to toss the balloons around. Each person will end up with a different balloon.</b></p> <p><b>Ask participants to pop their balloons and quickly share the idea on the paper they find inside.</b></p>
16	<b>ROSE-</b> 1 min reminder	
17 3 min	<p><b>ROSE-</b>Here is what we just did- captured for posterity in a Powerpoint slide but also in your handouts available from your host site facilitator.</p> <p>Please type into the chat box some topics you might use for this activity. Use of a chat box, by the way, is a way to engage group members.</p> <p>(Reflect on the comments in the chat box).</p> <p>We just used this fun method to “safely” brainstorm some field trip ideas. This activity could also be used to help plan the 4-H Club program for the</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Distribute “Balloon Fun Activity: Field Trip Options” handout.</b></p> <p><b>After the activity, please type into the chat box some topics you might use with this activity.</b></p>

	coming year. Members could be asked to think of meeting ideas, service learning opportunities, etc. The responses could lead to action performed by the group based on the text they find inside their balloons.	
18 5 min	<p><b>ROSE-</b> (Think-Pair-Share slide) A bit of extra effort is sometimes needed to get less vocal 4-Hers to engage or to set things up so more vocal members don't dominate discussions. This method allows quiet members to share ideas without putting them in the spotlight. I'd like you to try this activity at your sites.</p> <p>For this activity we will use the goal of finding ways to make keeping 4-H records easier.</p> <ol style="list-style-type: none"> <li>1. <b>Think</b> of what might be done to meet this goal for about ½ a minute.</li> <li>2. Then you will <b>Pair</b> up with a partner and share your ideas with each other.</li> <li>3. Then a member from each group should <b>Share</b> the ideas with the larger group.</li> </ol> <p>You have five minutes for this activity. Have as many people as possible share; you may not have time for everyone to do so. We'll call you back together when it's time to move on.</p>	<p><b>Host Site Facilitators:</b></p> <p><b>Direct everyone to think for 30 seconds to 1 minute about making record keeping easier.</b></p> <p><b>Then they should find a partner and share for 1-2 minutes.</b></p> <p><b>Then ask a member of each pair to share after partners have shared ideas with each other.</b></p> <p><b>Depending on the group size at a site, each group may not have time to share.</b></p>
19	<b>ROSE-</b> 1 min reminder	
20 7 min	<p><b>ROSE-</b>(Sticky Notes and Dots slide) Using sticky notes is another less threatening way to engage everyone.</p> <p>Let's pretend our goal this time is to hold a fundraiser.</p> <p>Write down one idea for a fundraiser on a sticky note and then post it on the large newsprint on the wall.</p>	<p><b>Host Site Facilitators:</b></p> <p><b>Be sure to post a piece of news print on the wall for the sticky notes. (Sticky notes and dots should already be within easy reach of the participants).</b></p> <p><b>Read the ideas and cluster (stack) the ones that are similar. Invite the participants to assist with the</b></p>

		<b>clustering.</b>
21 5 min	<p><b>ROSE-</b>(Sort of Secret Voting slide) Using two sticky dots provided to you, vote for the idea you like the most by sticking a dot by it.</p> <p>You can use both dots for the same idea or “vote” for two different ideas.</p> <p>This technique allows everyone to get up and move. It allows for input from everyone and is less obvious with regard to who voted for what.</p> <p>Of course, in a meeting setting you may want to have opportunities for discussion before voting. You could even assign an idea to a Think-Pair-Share group and have them share why a given idea is a good one.</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Facilitate as needed so that participants use two sticky dots provided to vote for the idea they like the most by sticking a dot by it.</b></p> <p><b>They can use both dots for the same idea or “vote” for two different ideas.</b></p>
22 3 min	<p><b>ROSE-</b>(Messages We Send slide) A warm welcome for all 4-H members, using different techniques to encourage them to take part in meetings or activities, and the way we react to what 4-H members say, all have a big impact on their sense of belonging and their active participation. The more they participate- the more they grow!</p> <ol style="list-style-type: none"> <li>1. One- (state your intention to listen) Say something like, <i>“I look forward to hearing what you have to say.”</i></li> <li>2. Two- (manage the physical environment) <i>Reduce distractions such as noise and disruptions.</i></li> <li>3. Three- (make an internal commitment to listen) Be open to hearing different perspectives, don’t judge, make mental summaries about what is said</li> <li>4. Four- (assume a listening posture) <i>Make eye contact, use appropriate body language, use minimal encouragers like “uh huh”, allow for silence.</i></li> <li>5. Five-my favorite- (participate actively in the listening process) <i>Invite the speaker to say more, paraphrase what they said to check for understanding, ask</i></li> </ol>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Please distribute the “Listening Skills Best Practices” Handout.</b></p>



	<p><i>clarifying questions, take notes, work to understand the perspective of the speaker with a statement of respect for the speaker's views.</i></p> <p>Active listening is a valuable leadership skill. In your packets are some short scripts that members can act out to learn or reinforce the 5 points listed on this slide and thereby grow their leadership skills.</p>	
23 10 min	<b>ROSE</b> - It's intermission time! We will begin again in 10 minutes.	
24	<b>JEREMY</b> - 1 min reminder	
25 3 mins	<p><b>JEREMY</b> -</p> <p>Hello, everyone and welcome back! My name is Jeremy Johnson, and I am a Volunteer Development Associate Specialist from Virginia Cooperative Extension. My vanity plate has "4-H Camp" on it, because we love 4-H Camp in Virginia!</p> <p>So far this evening, we have begun to set the stage for success by exploring the ways in which we can create an environment for our 4-H members to thrive. We have practiced ways we can design our 4-H club meetings and programs to include the Essential Elements of positive youth development. When we plan and practice strategies that emphasize Belonging, Mastery, Independence, and Generosity, we are on our way to developing sounds outcomes and helping our 4-H members reach the 5 C's of competence, confidence, character, connection and caring.</p> <p>It is now time to discover how our 4-H project work develops skills that lead to the 5 C's. We often spend great amounts of time planning learning experiences around our project work. We plan our 4-H programs to include hands-on activities that allow youth to learn more about a specific project – electrical energy, robotics, sheep, cooking, etc. It is important to incorporate opportunities for 4-H members to practice both technical and life skills through project work.</p> <p>We want 4-H experiences to work for our youth! We want them to learn skills in</p>	

	4-H that they can put to good use as real world experiences.	
26 5 mins	<p><b>JEREMY</b> - Project vs. skill development; technical vs. life lessons; tangible vs. intangible.</p> <p>Are we trying to teach the project or the skills the youth will gain from the project?—We Are Teaching Both!!</p> <p>Tangible vs. Intangible</p> <ol style="list-style-type: none"> <li>i. Learning to sew vs. gaining poise (Fashion Revue)</li> <li>ii. Doing a fundraiser vs. building teamwork &amp; communication</li> </ol> <p>Life skills vs. Technical skills—4-H should put emphasis on life skills, but do not discount technical skills. Both life skills &amp; technical skills can be very important related to career choice and workforce preparation.</p> <p>Guiding Questions:</p> <ol style="list-style-type: none"> <li>1. How do we talk and relate to each other in 4-H?</li> <li>2. When you introduce yourself what do you tell people about your experience?</li> <li>3. Projects are easy to talk about because they are tangible; skills are less concrete, making them more difficult to talk about. What do we put the most emphasis on? What should we put the most emphasis on?</li> </ol>	
27 2 mins	<p><b>JEREMY</b> - Think about the projects in your club—what skills can be learned from these?</p> <p>We say that our members are gaining life skills—how can we measure what we say to prove it? What tools can we use? This is a very difficult question that even</p>	

	staff struggle with. We know that connections are being made and not by magic—we need to be able to find a way to positively identify the correlations.	
28 10 mins	<p>Mask activity: (Refer to “Masks of 4-H” activity sheet)</p> <p><b>JEREMY -</b></p> <p>Your Host Site Facilitators will now lead you through a “Masks of 4-H” activity. Facilitators, please help your participants to complete this activity following the instructions provided. We’ll return in a few minutes to discuss this activity.</p> <p>Have the group put on their skills mask first; then put the project mask over the top of the skills mask. Ask everyone to look around and explain what they see. They should say they can see the projects that everyone does.</p> <p>Now have them take the masks off. Put them back on, this time the project mask first, then the clear skills mask over the top. This time talk about the skills that you can see. Then talk about the project that you can see in the background.</p> <p>This activity illustrates two ways we can tell our 4-H story</p> <ol style="list-style-type: none"> <li>1. Talk about the projects we do first—in this case, this is all the public will see. Eventually, this is all some of us will also see.</li> <li>2. Talk about the skills learned first. Skills learned through projects. Put emphasis on what skills/lessons are learned.</li> </ol>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Refer to the “Masks of 4-H” Activity Handout for further instructions to provide to the participants on site.</b></p> <p><b>Distribute the following to each participant:</b></p> <ul style="list-style-type: none"> <li>● Colored paper (1 sheet/person)</li> <li>● Transparency sheets or clear page protectors (1 sheet/person)</li> <li>● Permanent markers</li> <li>● Mask template (have photocopies printed ahead of time)</li> <li>● Scissors</li> </ul> <p><b>Remind participants that the colored paper is for the subject matter and hard skills learned in each project. For example, in a horse project topics may include: nutrition, tack, grooming, riding, etc.</b></p> <p><b>The transparency sheets are for the life skills taught during the project. For example, in the horse project members learn to manage resources wisely, practice personal safety, etc.</b></p>
29 5 mins	<p><b>JEREMY -</b></p> <p>Intentional planning</p> <ol style="list-style-type: none"> <li>1. Iowa State “Targeting Life Skills Model” (TLS)</li> </ol> <p>What’s the value of using the TLS model? The TLS model provides a format</p>	<p><b><u>Host Site Facilitators:</u></b></p> <p><b>Distribute “Targeting Life Skills Model” handout.</b></p>

	<p>incorporating major points of youth programming:</p> <ul style="list-style-type: none"> <li>- assisting youth to reach their full potential through a positive approach to life skill development</li> <li>- delivering information and skill practice at the appropriate developmental level for the target audience</li> <li>- writing specific learning objectives for life skill development that are measurable</li> <li>- completing an instructional plan that creates experiences based on experiential learning theory to achieve life skill development</li> <li>- using these indicators to effectively evaluate program impact/goal</li> </ul> <p>Practical uses of the TLS model: Select a skill to focus on at each meeting to incorporate into the club meeting/activity</p> <ul style="list-style-type: none"> <li>-relate it to an activity already planned</li> <li>- have a reflective discussion about the topic</li> <li>-talk about how it applies to everyday life now and in the future</li> </ul> <p>Record book—record the project data as well as the skill development</p>	
<p>30 6 mins</p>	<p><b>JEREMY -</b></p> <p>(Discussion about how youth and adults are interacting and engaging with each other during 4-H Club meetings - rather than using the video audio, the presenter will be explaining what is happening in the club experiences.)</p>	<p><b><u>Host Site Facilitator:</u></b></p> <p><b>Here is the YouTube link for the video that will be discussed (you will NOT need to go to this video link during the live program). If you are sharing this information after the live program, here is the link you will need to access the video. This link includes the audio</b></p>

		<p><b>for the video:</b></p> <p><a href="https://www.youtube.com/watch?v=oOCEKN8ZqWE&amp;feature=em-upload_owner#action=share">https://www.youtube.com/watch?v=oOCEKN8ZqWE&amp;feature=em-upload_owner#action=share</a></p>
31 6 mins	<p><b>JEREMY -</b></p> <p>REFLECTION and APPLICATION</p> <p>Host Site Facilitators will now lead your groups in a discussion related to the video that we just watched. Please use these discussion questions as your guide. Near the end of your discussion, please type some of the highlights into the group chat box.</p> <p>The discussion questions are now appearing on your screen.</p> <p>In what ways did you observe 4-H members practicing the Five C's (competence, confidence, connection, character and caring)?</p> <p>How were the Essential Elements (BIG-M - belonging, independence, generosity, and mastery) used to cultivate an environment for success?</p> <p>What life skills did you observe the youth practicing?</p> <p>What is one new idea you can bring to your 4-H program to create an environment for success?</p>	<p><b>Host Site Facilitator: Allow participants to provide examples (1-2) observed in the video of how to cultivate an environment to "Grow True Leaders."</b></p> <p><b>Host sites can type highlights of their discussion via group chat.</b></p>
32 2 mins	<p><b>JEREMY-</b> 1 minute reminder, followed by a two minute summary of the responses to the reflection and application questions. (Refer back to Slide 31.)</p>	
33	<p><b>JEREMY -</b></p>	<p><b>Host Site Facilitators:</b> Please distribute the Resource List to the participants.</p>

30 sec	<p>The references we used to create this session are shown on this slide. We thank each of these sources for the work they have done! I'll now turn it back to Pat to wrap up our program for the evening.</p>	
34 30 sec	<p><b>PAT -</b></p> <p>Thank you, Jeremy! We appreciate the valuable insight you have provided to us this evening!</p> <p>All resources referenced in any of the e-Forum sessions will be available on the 2017 National 4-H Volunteer e-Forum Website as shown on the slide. Please note that the first time you visit this site, you can create a personal account to allow you to access the materials. You are welcome to access these resources and share them widely!</p>	
35 30 sec	<p><b>PAT -</b> As we wrap up our time together tonight, I want to remind each of you to take a few minutes to fill out our e-Forum survey. Your evaluation information is important to us. This is the first national e-Forum we have organized. Your feedback will help assess if we have met our objectives and determine if future e-Forums will be offered. Your site facilitators will have paper copies and/or a link for you to complete the survey with a computer, tablet, or your smart phone. We are interested in hearing your feedback about tonight's e-Forum session and we want to know what you learned from the session.</p>	<p><b>Host Site Facilitator: Provide participants with access to the survey by having a laptop or tablet in the meeting space at the end of the session. Be sure to place the device(s) in a private location so participants feel comfortable and free to answer questions confidentially. Participants can use their smart phones and/or you can provide paper copies. Please note, if you use paper copies, please collect and input the evaluation data in Qualtrics (<a href="http://tinyurl.com/2017Oct-e-forum">http://tinyurl.com/2017Oct-e-forum</a>) within one week of the session. A separate survey is provided to enter demographic data from your site: <a href="http://tinyurl.com/2017-e-forum-demo">http://tinyurl.com/2017-e-forum-demo</a>.</b></p>
36 30 sec	<p><b>PAT -</b> Special thanks to the team of Extension staff from across the country who worked together to prepare and deliver tonight's session.</p>	

<p>37 30 sec</p>	<p><b>PAT</b> - We hope you will join us, and bring other youth and adult 4-H volunteers, to the remaining National 4-H Volunteer e-Forum sessions! Remember, we are offering three different sessions this year.</p> <ul style="list-style-type: none"> <li>• <i>Cultivating an Environment for Growing True Leaders - Thursday, October 5, 2017</i></li> <li>• <i>“STEM”ming into Animal Science, Growing True leaders- Thursday, November 2, 2017</i></li> <li>• <i>Helping 4-H’ers Grow in Life &amp; Work - Thursday, December 7, 2017</i></li> </ul> <p>Recordings of each session and accompanying resources will be available at the 4-h.org/professionals site. The link to the recording will be the same as the registration link.</p>	
<p>38 30 sec</p>	<p><b>PAT</b> - Thank you for joining us this evening! We look forward to seeing you again. Have safe travels home.</p>	

***Thank you, Host Site Facilitators, for your help with the 2017 National 4-H Volunteer e-Forum!***