



4-H Club Management

ANNUAL 4-H VOLUNTEER LEADER TRAINING YEAR 3: AMAZING CLUB LEADERSHIP

Activity Plan – Wisconsin 4-H Club Training Series

ACTcc069

Intended Audience:

- 4-H youth and adult volunteer leaders.

Learning Objectives:

4-H youth and adult volunteers will:

- Discover the power of youth adult partnerships
- Describe roles of effective club officers and officer teams
- Identify effective club organizational leadership structures

Target Essential Elements:

Mastery, Independence and Belonging.

Time: 90 minutes

- Introduction/Get Acquainted (5-10 minutes)
- Youth/Adult Partnerships (20-25 minutes)
- Officer Teams (20-25 minutes)
- Club Leadership Structure (20-25 minutes)
- Evaluation (10-15 minutes)

Supplies Needed:

- Agenda
- Nametags
- Sign in sheet
- Flip chart paper and markers
- Handouts
- Pens/pencils

4-H club youth and adult volunteers will discover that amazing club leadership can make 4-H club meetings, activities and events go from the ordinary to extraordinary. 4-H club involvement provides the most important educational experiences that have greatest long term affect on the positive growth and development of young people. There are 3 basic components:

- Discovering the power of youth adult partnerships
- Roles of effective club officers and officer teams
- Identifying effective club organizational leadership structures

BACKGROUND AND WELCOMING ACTIVITY

Welcome to Amazing 4-H Club Leadership.

- 4-H Volunteers are the backbone of the 4-H experience for youth members. Strengthening 4-H clubs, committees and groups to insure that 4-H members have a quality experience is Priority Number 1 for Wisconsin.
- It is critical that volunteers have the support, tools and training to be able to fulfill their role. Amazing Club Leadership workshop will focus on discovering the power of youth adult partnerships, roles of effective club officer teams and learning about effective club organizational leadership structures that can support 4-H clubs.
- Review the agenda. Handout 1

This workshop is the third in a series. Safe and Effective 4-H Clubs and Meetings That Shake Rattle and Roll were the focus of the first two volunteer leader annual workshops. Topics of 4-H charters, handling 4-H money safely, making sure volunteers and youth are safe at 4-H events, creating a welcoming environment at 4-H club meetings, holding effective and efficient 4-H meetings and assessing the 4-H club to make sure it is providing the essential elements for positive youth development. As you reflect over the past two years, what new ideas or changes have taken place in the 4-H club that you work with in those areas? (Staff member is asked to record these to share back with the Leader Development Club Team.) This workshop will build on those ideas and focus on ideas to have Amazing Club Leadership

Groups are constantly forming and reforming. Many of us remember a time when we were new to a group. We probably felt excited to experience new things and meet new people or we felt nervous and worried because we didn't completely know what was going on.

When we join a group, we want to build a foundation of trust and communication – the cornerstone of any good group. This workshop will help us build a sense of community.

Activity 1: 4-H Leaders Connect Four

Use the *4-H Leaders Connect Four* activity as a get-acquainted activity that can be started as people arrive. Handout 2. The goal of the activity is for participants to get as many "Connect Fours" as possible. A "Connect Four" is four boxes in a row with signatures (vertical, horizontal, or diagonal). Each participant can only sign another participant's handout once. Once participants have arrived and had some time to play the game, move into the overall welcome and explanation. Prizes are optional

Do Ahead:

- Review all materials and prepare handouts.
- Prepare signs for Activity 2: Strongly Agree, Agree, Disagree, Strongly Disagree.
- Handout from website: <http://www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription2005.pdf>

Resources Used:

- *Foundations of Youth Adult Partnerships*. Innovation Center for Community and Youth Development, National Network for Youth, Youth Leadership Institute, copyright 2003.
- Kustka, Baum, & Holloway. *Creating a Club Leadership Team*. Lesson on Wisconsin 4-H Community Club Central Website, UW-Extension. <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=3119>
- 4-H Officers Guide; University of Nebraska-Lincoln, Extension, http://4h.unl.edu/pdf/officer_guide.pdf

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This get-acquainted activity helps to reinforce for us that youth and adults of all ages and experience levels have leadership traits and abilities that can be beneficial to the 4-H club, but also that none of us have all of these abilities. Today, we are going to spend time thinking about how we can promote and support leadership development among youth and adults in our 4-H clubs.

SECTION 1: DISCOVERING THE POWER OF YOUTH ADULT PARTNERSHIPS

There is power in youth and adults working in partnership to lead 4-H clubs, activities and events. How many of you have been involved in a 4-H club or county committee where youth are making decisions with adults? How many of you have youth on committees, i.e. Scholarship, Awards and Recognition, Policy, etc.? Are youth who serve allowed to make motions, discuss and vote on issues? Effective youth-adult partnerships are those in which each person is able to contribute his or her unique talents, skills and knowledge to assist the entire 4-H club or group reach their goals.

Even when youth are at the table, they may not contribute. What could cause this? Does this happen with other adults? In some cases, youth may not speak up because they feel they will not be heard. They may feel that others will not think their ideas are important or valued. In some cases, adults may dominate the conversation or the environment is not one where differences of ideas are welcome. It may appear to youth that adults have more influence or power over the discussion. Creating an environment where all ideas are welcome is important.

Activity 2: Claiming Your Voice

This activity provides an opportunity for youth and adults to examine their attitudes and beliefs about youth/adult partnerships. It creates an opportunity for youth and adults to understand each other's perspectives and have an honest dialogue about power and influence and an opportunity to create a welcoming environment. You will also consider how both youth and adults may serve as decision and policy makers at all levels of 4-H.

The activity has two parts. The first part is a process where there is no debate or conversation so everyone can share their opinions without being challenged. The second part will introduce the opportunity for dialogue. (Adapted from *Foundations of Youth-Adult Partnerships*)

Step One

Explain to the group that you will read a series of statements; after each statement, participants should go to the area of the room designated by the sign that corresponds to their level of agreement with the statement. Point out that four signs are posted around the room: STRONGLY AGREE, AGREE, DISAGREE, STRONGLY DISAGREE

Variation: Depending on space and the size of your group participants, you may also ask participants to form a line and indicate the continuum from STRONGLY AGREE to STRONGLY DISAGREE and proceed to step two. In a very large group, you could use color coded pieces of paper (one set for each participant), prepared ahead of time to indicate response. Each of the four signs would be designated a color. Participants would raise the corresponding color after each statement is read.

Step Two

Explain that this part of the exercise will be done in silence; the only speaking will be the statements being read aloud. The participants should not speak while they move from place to place; no conversation, comment or debate is to take place at this time.

Step Three

One at a time, read the statements about youth power listed below.

- Youth should be able to evaluate the programs and agencies that serve them.
- Young people don't have enough life experience to make informed choices about their lives.

Options for Delivery:

One volunteer leader from each 4-H club is expected to attend in the full training.

Options for delivery could include including this workshop as part of the annual meeting of 4-H club leaders, create a special workshop for 4-H club leaders; provide this workshop at a regional or multi-county event. Include the youth and adult Fall Forum delegate and YLC members a teaching partner or other volunteers. Be aware of when surrounding counties are doing their workshop and make this available to the volunteer leaders.

- Youth should be involved in hiring staff that direct youth programs.
- Adults don't listen to the opinions of young people when program planning.
- Every youth agency should have young people on its board of directors.
- Elected officials should involve young people in making every decision that affects youth.
- Young people should sit on the school board.

Step Five

Option One: Re-read the statements above. After each statement, ask for a few volunteers to share why they chose the sign they are standing under. No one else is to comment and NO discussion is to take place. When the volunteers are finished, read the next statement and have everyone move to the appropriate sign again; repeat your request for a few volunteers after every statement.

Option Two: Allow some time after each statement (maximum 3-4 minutes) for discussion. This option will require fewer statements read out loud because more time is spent on discussion, but it requires more active monitoring by the trainer so that participants respond to the comments that are made, not to the participant making the comment. Once the time limit has been reached, go on to the next statement.

Variation: If working with a very large group, have individuals share at their respective tables. If time allows, they may report back to the entire group.

TALK IT OVER FOR SECTION 1**Reflect:**

- As you listened to participants' opinions, what hopes or fears did you have?
- What values do we need to build in creating youth adult partnerships?
- What are the strengths of creating effective youth adult partnerships?

Apply:

- Why are youth adult partnerships important in the 4-H Program?
- How can youth adult partnerships be promoted?
- What else do you need to know to create effective youth adult partnership in the 4-H club and committee that you work with?
- What is one thing you can do in a 4-H club or committee to put youth in partnership with adults?

ENHANCE/SIMPLIFY (OPTIONAL)

You may develop your own statements under step four to address issues related to youth power. Additional activities are available Resource Section below.

SECTION 2: ROLES OF EFFECTIVE OFFICER TEAMS

Consider two fact's about 4-H Club Officer Teams

1. Officers DO affect the club/county meetings.
2. Officers DO affect the 4-H experience of members, parents and leaders.

Successful club meetings depend on leadership from effective officers. Good officers who know their jobs are the key to a solid, successful 4-H club meeting. Good officers understand and take pride in their jobs. They serve as role models and encourage all members to get involved in the club.

Activity 3: What makes a good officer and officer team?

What are good attributes of a club officer and officer team? Divide the participants into small groups. Have youth and adults in each small group. On newsprint, draw the outline of a person. Have each member write a characteristic of a good officer on the outline of the person. Proceed in round robin fashion. As the group completes writing attributes, ask participants to identify the two most important attributes.

Take a second sheet of newsprint and draw the outline of 2 or more persons. Complete the activity again, identifying attributes needed for a good officer team. Proceed in round robin fashion. Ask the group to identify the two most important attributes. **Variation: In large groups the sharing can be done in small groups and key ideas shared with the larger group after this discussion. Also the outline of the person could be done on letter size paper.**

Bring the full group together. Have each small group share their “drawings” and especially note the two most important attributes the small group decided upon for both a club officer and for the officer team.

- What are the common attributes identified?
- Are there any other important attributes that were missed?
- What attributes were identified that you had not considered?
- How volunteer leaders help 4-H club officers develop the skills and attributes they need to be the best officer they can be? What can be done to improve the 4-H club officer team?

4-H Club officers hold special responsibilities in a 4-H club. These include:

- Help the club set goals for the year working with all of the members to reach those goals.
- Know what your officer role is and get the training and resources you need to do a good job. Learn how to work together with the other officers.
- Help the club work together in harmony. The club does not belong to the officers nor is it necessary for the officers to do **everything**.
- Make certain everyone has a chance to speak, even the youngest and newest members of the group.
- Help all members feel good about belonging to the group. Be willing to give credit to others.
- Help other members be involved. Encourage younger members to participate in discussion and activities and older members to do some of the more difficult tasks.
- Be fair to everyone and respect their rights to ideas and opinions.
- Be a good example for the club.
- Be on time, be courteous to members and leaders, and do your best on tasks assigned to you. (Adapted from *4-H Officer's Guide*, University of Nebraska Lincoln, Extension)

Working to build individual leadership skills and team building skills can help a 4-H club officer team be successful.

Activity 4: Making It Happen!

Let's put our ideas into action. Divide the participants into small groups making sure that both youth and adults are in each group. Distribute Handout 3. Assign one case study to each group. After 2-3 minutes, bring the entire group together to share their case study and the possible next steps to resolve the concern.

TALK IT OVER SECTION 2

Reflect:

- What are the attributes that a club officer and officer team must have in order to be successful?
- How can youth officers learn these skills?

Apply:

- What role do volunteer leaders have in building an effective officer team?
- Why is communication between officers, organizational leaders, members and families critical to a 4-H club's success?
- How might open communication between youth and adults improve the club/county ways of conducting business?

SECTION 3: CLUB ORGANIZATIONAL LEADERSHIP STRUCTURE

Some 4-H clubs are led by one person who does it all: works with the officers, supports project and activity leaders, communicates with county UW-Extension office, and more. We often see this person as “Superwoman” or “Superman.” But even people who can leap tall buildings and move heavy objects need help. When one person assumes all of the responsibilities it can lead to exhaustion and burnout for the volunteer. It also prevents other volunteers from having a leadership opportunity or a chance to help. Today we’re going to talk about a team approach to club leadership with two or more people sharing these responsibilities.

Team leadership is a model used by many organizations and businesses. It improves the effectiveness of the group by building on the strengths or assets each member in the leadership team contributes.

Roles and Responsibilities of a Club’s Organizational Leadership

Let’s start by looking at the organizational responsibilities that a club needs performed. The *Matching Abilities with Club Leader Roles* handout offers a list of common organizational leader roles. Distribute Handout 4.

- What roles listed on the handout surprise you or are you wondering about?
- What organizational roles do you have in your clubs that are missing from this list?

Clearly, there are many responsibilities in leading a club and, therefore, many leadership abilities that are needed. Next, we will explore ideas for how we can share these responsibilities so it is not so overwhelming for any one person.

Activity 5: Designing a Club Organizational Leadership Team

The traditional model for 4-H club adult volunteer leadership has been one organizational leader. Across the state, many clubs still operate this way. Today, we’re asking you to consider an approach that would involve two or more people in these roles.

The design of a club organizational leadership team can be unique to each 4-H club. The size of the club can be a determining factor for how tasks are divided. Individual talents and skills can also be a factor, as are the number of people who wish to be part of the team.

This next activity is an opportunity for you to work with others in a small group to design a club organizational leadership team. Distribute Handout 5, *Designing a Club Organizational Leadership Team* and Club Team Leadership Role Description from Community Club Central. Handout 6.

<http://www.uwex.edu/ces/4h/clubs/documents/4HClubLeadershipTeamRoleDescription2005.pdf>

Some advantages of shared organizational leadership among multiple volunteer leaders:

- Less time and energy demands on one person.
- 4-H club is less dependent on one person, which is very helpful when other life demands (good and bad) need attention at the same time as 4-H club meetings and activities.
- People can assume tasks that more closely fit their interests and talents.
- 4-H club leadership is more stable as people change their levels of involvement (e.g., people move away, employment changes, youngest child graduates from 4-H).
- Provides many new ideas coming into the 4-H club and more ownership of the club by those assuming these roles.
- Transitioning 4-H club leadership to new or additional leaders is easier.
- 4-H members have multiple people they can call for support and answers to questions.

- More individuals are given leadership opportunities and chances to help.

Some needs of a successful shared organizational leadership team:

- Common goal(s) – All team members have a say in the goals.
- Open communication – Team members talk honestly with each other.
- Equal voice – The ideas and opinions of all team members are welcomed and respected.

TALK IT OVER SECTION 3

Reflect:

- What seems to be useful ideas when thinking about club organizational leadership teams?
- What challenges do you see with the club organizational leadership team idea?

Apply:

- How might clubs overcome any challenges of the club organizational leadership team approach?
- How might your club use the club organizational leadership team approach?

ENHANCE/SIMPLIFY

- Use the *Matching Abilities with Club Leader Roles* activity as a way of looking at the organizational responsibilities that clubs need performed and the different types of traits or abilities that people in the club probably possess. Short Version: Use the Matching Ability handout as a paper and pencil activity. Ask participants to draw a line from each of the abilities listed to one role for which it would be beneficial. Active Version: Create signs for each of the roles and abilities. Place the role signs on the wall. Hand out ability signs, which participant should then tape by the role that they feel most needs this ability.
 - Do most youth, adults, and parents in your club possess at least some of these abilities/traits?
 - How can we maximize our youth and adult volunteers and their skills to effectively manage our 4-H clubs?
- Spice up the “Values and Needs of a Club Organizational Leadership Team” section by having participants actively brainstorm the values through playing a modified round of *Family Feud*. Divide the group into smaller groups, and ask for a volunteer from either group to come forward. After you read the question, “What is an advantage of having shared organizational leadership among multiple leaders?” the first volunteer to ring the bell and correctly identify an advantage from the list wins the first brainstorming opportunity for their team. The team must then identify as many other advantages from the list as possible in an allotted time. After the time is up, the second team can steal the win by identifying any one advantage from the list that the first team did not identify.
- To save time during the *Designing a Club Organizational Leadership Team* activity, small groups can just share their team design with another small group next to them, rather than each of the small groups sharing with the larger group.

SECTION 4: LESSON CLOSURE

Volunteers are keys to providing quality 4-H experiences for youth. They strengthen 4-H clubs, committees and groups to provide members opportunities to belong, and to experience mastery, independence and generosity. Take time to develop a strong club leadership team and club officer team. Working in youth adult partnerships provides the amazing club leadership so 4-H members will have the greatest opportunities to learn, grow and have fun.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. Modify the evaluation to meet your needs. One evaluation is intended for the overall workshop and another is to evaluate the instructor(s). Handout 7.

An option to a written evaluation is to record the reflection questions and discussion. Recruit someone ahead of time to take notes while you are leading the discussion.

ADDITIONAL RESOURCES:

- Overview Annual Leader Training Process and Plan. This document outlines the rationale, process and schedule for the required annual 4-H leader training. <http://www.uwex.edu/ces/4h/resources/teams/documents/OverviewAnnualLdrTrngDraft7108.doc>.
- 4-H Community Club Central: This website provides a variety of support and training materials to strengthen 4-H clubs. <http://www.uwex.edu/ces/4h/clubs/index.cfm>.
- *Youth Adult Partnerships: A Training Model*. 2003. The Innovation Center for Community and Youth Development.
- *Creating Youth Adult Partnerships*. National 4-H Council.
- *4-H Officers Guide*. University of Nebraska Lincoln Extension. http://4h.unl.edu/pdf/officer_guide.pdf Retrieved 6.25.2010



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**Amazing Club Leadership
Annual 4-H Leader Training**
Date
Location

Agenda

Welcome and Introductions

Review the Agenda

Discovering the Power of Youth Adult Partnerships

Developing Club Officer Teams

Creating a Club Leadership Structure

Questions and Answers

Adjourn



4-H Leaders Connect Four



Goal: To get as many “Connect Fours” as possible. A “Connect Four” is four boxes in a row with signatures (vertical, horizontal, or diagonal). Each person can only sign your sheet once.

Keeps “To Do” Lists	Enjoys meeting new people	Always on time	Has lots of creative ideas	Loves working with kids
Has contacts in the community	Always reads the 4-H newsletter	Likes to help others	Enjoys calling people on the phone	Good at filling out forms
Enjoys emailing people	Knows lots of fun games	Enjoys complimenting & recognizing others	Is organized	Knows how to run a business meeting
Able to lift chairs and tables	Isn’t afraid to ask for help	Can leap tall buildings in a single bound	Has easy access to the internet	Is able to answer questions about 4-H enrollment
Good at helping others stay on task	Is detail-oriented	Lives, works, or goes to school near the county UWEX office	Has experience at resolving conflict	Has historical knowledge of the county 4-H program
Enjoys making others feel welcome & included	Has easy access to a copy machine	Has free time	Likes to work with money	Knows the 4-H Agent/Educator in the county
Enjoys teaching others	Comfortable working with adults	Knows how to send text messages	Likes to work with the officer team and create agendas	Is flexible & open to new ideas

Officer Team Scenario's

Officer Team Scenario #1 (Club Organizational Leader)

In the Groovy Clover 4-H Club, the club president and secretary haven't made it to the last four club meetings. The organizational leader has made reminder phone calls to the youth and parents about the youth roles they took on. The Vice-President and Treasurer tend to talk only with each other instead of leading the group. Parents and members have already started to leave the club, or made remarks about how anyone can hold an office and not be qualified.

- Describe the office team leadership at this time?
- How will this outcome affect the 4-H club in the future?
- How could this situation be improved? Include alternatives for the officers, officer team, organizational leader team, members and parents.

Officer Team Scenario #2 (Officers)

This year in the Super Cool Clovers 4-H club, updated their by-laws in October where it was passed by the entire club. The organizational leader team had the club officer team distribute and give a quick review of the updated by-laws since it was a start to a new 4-H year. Parents became upset and confronted the club officers about the new policies and why weren't they informed, how could you change this?

- What kinds of experiences are being offered in this club?
- How will this outcome affect the club in the future?
- How could this situation be improved?

Officer Team Scenario #3 (Parents)

The officers of the Kipsies Clover's 4-H club have gone through some leadership changes over the year. They have gained a new club organizational leader that does the agenda for them and will interrupt the officer's that are giving reports. On some of the 4-H club nights, the organizational leader will give the youth short announcements to read out loud with many different acronyms leaving new families confused and left without answers.

- What kinds of experiences are being offered in this club?
- How will this outcome affect the club in the future?
- How could this situation be improved?

Matching Abilities with Club Leader Roles

Listed below are roles often performed by club organizational leaders and common abilities or assets of volunteers:

Leader Roles

Leader Abilities

Officer Advisor

Likes to help others

Always on time

Enrollment/Records Coordinator

Loves children

Have contacts in the community

Recruits Project/Activity Leaders

Always reads the 4-H newsletter

Good at filling out paperwork

Club Contact with UW-Extension Office

Enjoys calling people on the phone

Uses e-mail to communicate

Knows lots of fun games

Meeting Facilities Coordinator

Has free time

Is organized

Recreation Leader/Advisor

Likes to work with money

Able to lift chairs and tables

Communications Leader

Isn't afraid to ask for help

Able to coordinate schedules

Awards Leader

Knows how to handle conflict

Can answer 4-H enrollment questions

Financial Advisor

Has easy access to a copy machine

Lives/works closest to Extension Office

Guides Overall Club Organization

Knows how to run a business meeting

Can access the internet

Supports Club Community Service

Enjoys meeting new people

Likes to work with officer teams and agendas

Other (List

_____)

Knows the 4-H Youth Development Educator

Other (List

_____)

Have lots of creative ideas

Enjoys complimenting and recognizing others

Designing a Club Organizational Leadership Team

In small groups, read the Organizational Leadership Scenario and answer the following questions, taking on the role of committee member in the scenario.

Organizational Leadership Scenario – The Amazing Clovers 4-H Club has suddenly found themselves without a 4-H Club organizational leader. Their organizational leader of over 15 years has suddenly had to move away. He had always taken care of all the primary club organization responsibilities, from working with the club officers to organizing the club's community service projects. It is up to you, a committee of youth and adult leaders from the club, to design an organizational leadership team for the club that will help the club continue to be successful and flourish.

In designing your organizational leadership team, consider the following questions:

- How many leaders will serve on your team?
- What duties will each leader have?
- How will you incorporate opportunities for youth and adult partnerships on your team?

HINTS:

- It is a good idea for one person to serve as the Chair of the team regardless of the number of youth and adults on the team. This person facilitates meetings and communications between members of the team.
- It is also a good idea to inform the county UW-Extension Office of your club's organizational structure, so they know who their key contacts are.

Amazing Club Leadership Evaluation

Youth _____ Adult _____

Please complete the following evaluation. The results of the evaluation will help us measure the educational impact of this training and help address future topics that need to be addressed more effectively. The information will be shared with the WI State Community Club's Team, WI 4-H Youth Development Educators, and WI 4-H Youth Development State Staff. Your participation in this evaluation is voluntary and confidential to the extent allowed by law. Your responses will be combined with the responses of all other participants and you will not be individually identified on any report prepared or published. Completion of this evaluation implies your consent to participate.

For each of the statements below, think carefully about your knowledge and skills NOW and BEFORE participating in the Amazing Club Leadership - Annual Leader Training. Then rate your level of skill using the following scale: 1 = very low, 2 = low, 3 = medium, 4 = high, 5 = very high.

	NOW					Before				
	that I have participated in the Amazing Club Leadership – Annual Leader Training					I participated in the Amazing Club Leadership - Annual Leader Training				
	Circle one number for each statement.					Circle one number for each statement.				
Participating in the Amazing Club Leadership increased my knowledge and skills of ...	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)
1. Effective youth/adult partnerships.										
2. Effective officer teams.										
3. Effective club organizational leadership teams.										

What are the two most valuable items you learned from this training?

- 1)
- 2)

What issues / topics did you not understand or find confusing?

How are you going to share the information you learned from this training? (Please check all that apply)

- Club meeting
- Adult leaders meeting
- Club officer meeting
- Club/County newsletter
- Use activities in your club
- Countywide Committees / Group
- Youth/Teen Leader Groups
- Non 4-H Committees / Groups
- Other _____

Amazing Club Leadership Evaluation Continued

Please rate the following statements using the scale below. (Please check one box for each category.)

The Instructor...

	Strongly Disagree 1	Disagree 2	Neither Agree or Disagree 3	Agree 4	Strongly Agree 5
Spoke clearly					
Knew the subject					
Presented the information in a logical order					
Used appropriate handouts					
Generated a desire to learn about the topic					
Provided information I can use in my position					
Was well prepared					
Answered questions completely					
Used a mix of teaching methods					
Presented the information in an interesting manner					

Additional Comments:
