### Directions:
Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency achieved. The numerical ratings of 3, 2, 1, and 0 are not intended to represent the traditional school grading system of A, B, C, D, and F. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.

### Rating Scale:
- **0 - No Exposure**: no information nor practice provided during training program, complete training required.
- **1 - Exposure Only**: general information provided with no practice time, close supervision needed and additional training required.
- **2 - Moderately Skilled**: has performed independently during training program, limited additional training may be required.
- **3 - Skilled**: can perform independently with no additional training.

### 01.0 Discuss Personal Development
The student will be able to:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1 2 3</td>
<td>Develop a positive self concept</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Develop social skills</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Project a professional image</td>
</tr>
</tbody>
</table>

### 02.0 Introduction and Review of the FFA
The student will be able to:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 1 2 3</td>
<td>List, explain and/or recite the following FFA materials needed to become an FFA member:</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>a. a short history of the FFA</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>b. creed</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>c. motto</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>d. colors</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>e. emblem</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>f. kinds of membership</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>g. aims and purposes</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>h. the FFA salute</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>i. dress code</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>j. wearing the FFA jacket</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>k. code of ethics</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>l. receiving the Greenhand Degree</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Describe how to have a good chapter including:</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>a. planning-key to good meetings</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>b. how to take part in chapter meetings</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>c. what constitutes a chapter program of activities</td>
</tr>
</tbody>
</table>

### 03.0 Leadership Skills Development
The student will be able to:

<table>
<thead>
<tr>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>0 1 2 3</td>
<td>Demonstrate skills necessary to be an officer in organizations</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Demonstrate skills in meeting and/or introducing others</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Demonstrate proper skills in presenting a good self image to the public</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Demonstrate communication skills using telephones, letter, memos, and verbal conversation</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Demonstrate skills necessary to work on committees effectively and efficiently</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Evaluate characteristics of a good citizen</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Participate in community service project</td>
</tr>
</tbody>
</table>

### 04.0 Leadership through Parliamentary Procedure
The student will be able to:

<table>
<thead>
<tr>
<th>Rating</th>
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</tr>
</thead>
<tbody>
<tr>
<td>0 1 2 3</td>
<td>Describe why parliamentary procedure improves a meeting</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Write the order of business for meetings</td>
</tr>
<tr>
<td>0 1 2 3</td>
<td>Identify and demonstrate the purpose and use of the gavel</td>
</tr>
</tbody>
</table>
04.04 Identify and demonstrate the steps necessary to bring up and dispose of business properly
04.05 Identify and list motions according to purpose and precedence
04.06 Demonstrate the ability to conduct a business meeting

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04.06 Demonstrate the ability to conduct a business meeting

05.0 Leadership through Public Speaking
The student will be able to:
05.01 List and describe reasons why public speaking skills are important
05.02 List the types of speeches and explain how they are used
05.03 Demonstrate public speaking abilities by selecting, researching, developing, and delivering speeches
05.04 Demonstrate the ability to lead a discussion group
05.05 Demonstrate the ability to be a good listener

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05.05 Demonstrate the ability to be a good listener

06.0 Personality and the Individual
The student will be able to:
06.01 Distinguish among interest, aptitude, and ability
06.02 Differentiate between a mental aptitude and a physical aptitude
06.03 Write the definition of personality
06.04 List the sources of personality--genetic and environmental
06.05 Discuss why personality traits are important for success on the job
06.06 Design a program to improve your interpersonal skills
06.07 Distinguish between an optimist and a pessimist
06.08 Evaluate your attitudes by completing an attitudinal inventory
06.09 Identify and describe twelve qualities that people most admire in other
06.10 Demonstrate common courtesies
06.11 Develop a personal time management plan

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07.0 Applying for a Job
The student will be able to:
07.01 List five employment qualifications
07.02 Compare your employment qualifications with the qualifications needed for five occupations
07.03 List twelve different sources of job opportunities

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08.0 Labor Relations and Management
The student will be able to:
08.01 Describe important characteristics for an effective employer/employee relationship from each point of view
08.02 List five basic human needs that affect how people perform in a job
08.03 Describe an orientation program for employees
08.04 Select criteria for an effective incentive plan
08.05 Describe the workman's compensation program in Idaho as it relates to farming and other agribusiness
08.06 Select characteristics of unemployment insurance in Idaho
08.07 Describe the procedure for legally employing aliens
08.08 Describe reporting requirements for federal and state taxes and FICA
08.09 Prepare a job description for an agricultural occupation

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09.0 Relationships on the Job
The student will be able to:
09.01 List and discuss attitudes which an employer desires in employees
09.02 List and discuss attitudes an employee desires in an employer
09.03 Discuss at least three factors which are necessary for good relationships among coworkers
09.04 Identify the major causes of co-worker relationship problems
09.05 List and discuss five advantages and five disadvantages of unions and professional organizations
09.06 Develop a set of criteria an employer could use for promoting an employee
09.07 List and explain the duties and responsibilities of a job supervisor
09.08 Describe the various methods of terminating a job

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10.0 Human Relations in Leadership and Management
The student will be able to:

0 1 2 3

☐ ☐ ☐ 10.01 Discuss the meaning of self-concept
☐ ☐ ☐ 10.02 Compare the four models depicting human behavior
☐ ☐ ☐ 10.03 Discuss Maslow's Hierarchy of Needs
☐ ☐ ☐ 10.04 List the different types of leaders
☐ ☐ ☐ 10.05 Compare the characteristics of the different types of leaders
☐ ☐ ☐ 10.06 Define management
☐ ☐ ☐ 10.07 List the five resources to be used by a manager
☐ ☐ ☐ 10.08 Describe the five functions of management:
   a. planning
   b. organizing
   c. coordinating
   d. divesting
   c. controlling

11.0 Stress Management
The student will be able to:

0 1 2 3

☐ ☐ ☐ 11.01 Describe the impact of intergenerational relationships on stress
☐ ☐ ☐ 11.02 List factors which contribute to stress
☐ ☐ ☐ 11.03 List positive and negative responses to stress
☐ ☐ ☐ 11.04 List resource agencies to contact for stress advice/consultation