



Staff Orientation Modules – Learning Objectives

Lesson 1

Introduction to 4-H Youth Development

Learning Objectives:

1. To learn about the positive effect that 4-H has on youth.
2. To learn about the Eight Essential Elements of positive youth development and how to create these elements.
3. To learn about life skill development.
4. To learn about experiential learning and how to use it.

Lesson 2

Culture of 4-H

Learning Objectives:

1. To learn about and be able to identify elements that comprise the culture of 4-H.
2. To be aware of Idaho 4-H Policies and Procedures, know how to access it, and know you are responsible for enforcing them.
3. To learn about the origin and authorization of use of the 4-H Name and Emblem.
4. To be able to use and apply policy to the use of the 4-H Name and Emblem.

Lesson 3

Organizational Structure of 4-H

Learning Objectives:

1. To learn about the three structural levels of 4-H.
2. To learn how 4-H fits into the Extension System.
3. To be able to identify the State 4-H Staff and know their general areas of expertise.
4. To understand the County Extension Office structure.

Lesson 4

4-H Financial Management

Learning Objectives:

1. Procedures to establish new clubs/groups.
2. How clubs/groups can secure tax-exempt status.
3. Documentation required for successfully filing annual reports.
4. Basic considerations when working with Market Animal Sale committees.



Lesson 5

4-H Risk Management

Learning Objectives:

1. Basic risk management principles.
2. Four primary risk management strategies.
3. Relationship between risk and liability.
4. Components of a risk management plan.
5. Practical application through assessment scenario.

Lesson 6

Introduction to 4-H Volunteer Management Systems

Learning Objectives:

1. Know that volunteer management has many different components.
2. Understand the importance of building relationships with volunteers.
3. Know the ISOTURE model.
4. Understand the volunteer application/ certification/ renewal process.

Lesson 7

4-H Online and Enrollment Management

Learning Objectives:

1. To learn what 4-H Online is and why Idaho 4-H uses it.
2. To learn the basic functions of 4-H Online.
3. To learn where to find resources about 4-H Online.

Lesson 8

Recognition

Learning Objectives:

1. To learn about and be able to appropriately apply the five types of recognition used in 4-H.
2. To learn about the value of intrinsic and extrinsic awards.
3. To be able to select appropriate awards that match the type of recognition.



Lesson 9

Annual Reporting and Documenting Issues

Learning Objectives:

1. To learn about required annual reporting through CALSPlan and 4-H Online.
2. To learn about the Civil Rights policy.
3. To learn about documenting program conflict issues.

Lesson 10

4-H Committees, Boards, Associations, and Councils

Learning Objectives:

1. Understand the different types of 4-H committees.
2. Know the intent of having organized committees.
3. Understand the importance of Purpose and Mission.
4. Know how to work with committees effectively and efficiently.

Lesson 11

4-H Delivery Modes

Learning Objectives:

1. To learn the characteristics of the seven 4-H delivery modes.
2. To be able to identify the most appropriate delivery mode to reach programming goals.
3. To be able to categorize program delivery.

Lesson 12a

4-H Club Program – Starting a New Club

Learning Objectives:

1. Learn about securing approvals.
2. Learn about promotion and recruitment.
3. Learn about conducting the initial meeting.
4. Learn about securing required documents.
5. Learn about planning subsequent meetings.
6. Learn about basic year-end considerations.



Lesson 12b

4-H Club Program – Strengthening Existing Clubs

Learning Objectives:

1. Learn about recruiting volunteers/members.
2. Learn about club organizational framework.
3. Learn about enrollment & project selection.
4. Learn about club officers & finances.
5. Learn about community engagement & exhibitions.
6. Learn about recognition opportunities.

Lesson 13

4-H Event and Program Planning

Learning Objectives:

1. To learn strategies to gather information regarding community needs.
2. To be able to use the logic model to plan programs.
3. To be able to create effective lesson plans.

Lesson 14

State, National and International Opportunities for Teens through 4-H

Learning Objectives:

1. To learn how to identify opportunities for youth participants, volunteers and professionals regarding state, national and international programs.
2. To be able to locate these opportunities on the various website.
3. To be able to share information with youth and adult partners.
4. To be able to engage in these programs.

Lesson 15

Community Partners

Learning Objectives:

1. To learn how to identify community needs.
2. To identify community partners.
3. To be able to identify the purpose, structure and process of the levels of community relationships.
4. To learn the components of a MOU.
5. To be able to draft a MOU with a community partner.



Lesson 16

Introduction to Assessment and Evaluation in 4-H Programs

Learning Objectives:

1. To learn terms used in evaluation, the distinction between commonly used terms, and to know why the distinction is important.
2. To learn, in general, about the 4-H Common Measures, what they are and how to use them.
3. To learn about the Institutional Review Board (IRB) and what is required for evaluation in 4-H.
4. To learn about logic models and how they are used in project planning.

Lesson 17

Satisfaction on the Job: Work-life Balance

Learning Objectives:

1. To learn how to balance our job and personal life.
2. To be able to identify what brings us satisfaction at work.
3. To be able to identify what brings you satisfaction away from work.

Lesson 18

Introduction to 4-H PRKC

Learning Objectives:

1. To learn what PRKC is.
2. To be able to understand how PRKC applies to youth development work.