

Student's Name _____

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.

1. Number of Competencies Evaluated	_____
2. Number of Competencies Rated 2 or 3	_____
3. Percent of Competencies Attained (2/1)	_____
Grade	_____
Instructor Signature	_____ Date

01.0 Discuss Personal Development

The student will be able to:

- 0 1 2 3
 01.01 Develop a positive self concept
 01.02 Develop social skills
 01.03 Project a professional image

0 1 2 3

- 02.03 List and describe skills necessary to become a chapter leader
 02.04 List and describe FFA awards available to members
 02.05 Identify FFA contests available to members
 02.06 List the requirements for earning the Chapter, State, and American FFA Degree

02.0 Introduction and Review of the FFA

The student will be able to:

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

03.0 Leadership Skills Development

The student will be able to:

0 1 2 3

- 03.01 Demonstrate skills necessary to be an officer in organizations
 03.02 Demonstrate skills in meeting and/or introducing others
 03.03 Demonstrate proper skills in presenting a good self image to the public
 03.04 Demonstrate communication skills using telephones, letter, memos, and verbal conversation
 03.05 Demonstrate skills necessary to work on committees effectively and efficiently
 03.06 Evaluate characteristics of a good citizen
 03.07 Participate in community service project

04.0 Leadership through Parliamentary Procedure

The student will be able to:

0 1 2 3

- 04.01 Describe why parliamentary procedure improves a meeting
 04.02 Write the order of business for meetings
 04.03 Identify and demonstrate the purpose and use of the gavel

0 1 2 3

- 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

05.0 Leadership through Public Speaking

The student will be able to:

0 1 2 3

- 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

06.0 Personality and the Individual

The student will be able to:

0 1 2 3

- 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

07.0 Applying for a Job

The student will be able to:

0 1 2 3

- 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

0 1 2 3

- 07.04 Demonstrate how to fill out an application form accurately and completely
- 07.05 Prepare a letter of application and resume for a job
- 07.06 Be familiar with the components of a personal data sheet
- 07.07 Present orally the purposes of an interview and how to prepare for an interview

08.0 Labor Relations and Management

The student will be able to:

0 1 2 3

- 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

09.0 Relationships on the Job

The student will be able to:

0 1 2 3

- 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

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