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What Makes A Good Project Leader?

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What Makes A Good Project Leader?



A GOOD PROJECT LEADER

1. Is interested in her club as an educational opportunity.
2. Is interested in her project.
3. Is interested in new ideas and methods.
4. Is able to attend leader training meetings, or will arrange with the local president for any substitutions in attendance at leader training meetings, so that her group will be represented by qualified leaders.
5. Is willing to do whatever is necessary to present the information accurately, clearly and interestingly for club members.

AGRICULTURAL EXTENSION SERVICE
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Duties of a Good Project Leader

BEFORE THE DEMONSTRATION

1. Plan to use the time allowed for your demonstration to the best advantage.
2. Make good use of your project leader's guide.
3. Make every possible effort to have lesson as complete as possible. (Study and outline steps in demonstration.)
4. Prepare and assemble equipment and illustrative material. (Use best available equipment possible.)
5. Adapt the presentation to the needs of your group.
6. Practice giving the demonstration at home. (This gives one confidence and opportunity to check on use of time.)
7. Allow plenty of time to arrive at meeting place so as to have materials and supplies ready and in place.

GIVING THE DEMONSTRATION

1. Be sure the group will be comfortable and able to see and hear.
2. Begin and end on time.
3. Speak distinctly and pleasantly.
4. Be enthusiastic about your subject.
5. Give purpose of demonstration in the introduction.
6. Demonstrate every step possible and emphasize important points.
7. Work quickly and skillfully to hold interest.
8. Keep work table neat and well arranged.
9. Show a finished product.
10. Allow time for questions. If unable to answer, admit it and then try to find the answer.

11. Encourage the members to read their literature, try the ideas and pass information on to non-members.

FOLLOW-UP

1. Be alert to further needs of your community in this project.
2. Bring to the group new ideas on the project.
3. Check at following meeting on practices adopted or changed and use for future reports.
4. Report interesting results to your home or county agent.
5. Assist club in filling out annual report (the pink sheet) on your project.

Cooperation of Club Members

1. Come with an "open mind" and a willingness to learn, even though the subject of the day may not be of particular interest to you. (You may find new interest in it.)
2. Allow time enough in club for the project leaders to be able to present the material clearly and well.
3. Cooperate with the project leader by providing needed equipment or (and) place for meeting when needed.
4. Help provide good physical arrangements for a comfortable meeting, for example: lighting, ventilation, seating, etc.
5. Give courteous attention during presentation.
6. Express appreciation *to* the project leaders.
7. Let project leaders know when new ideas are tried. Offer suggestions if you have them.

Duties of the County Project Leader

1. Assist at county meetings in field of subject matter.
2. Assist with publicity when needed.
3. Check to see that meeting room is ready.
4. Check on meeting room for seating arrangement, lighting, ventilation and cleanliness.
5. Assist agent or specialist at demonstrations when necessary.
6. Attend County Council meeting.
7. Be alert to county needs in program planning.
8. Assist with special interest projects and county events where your talents are needed.
9. Feel free to bring new ideas for your project to your home or county agent.

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