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"Goal Setting" Lesson Plan





Learning Objectives

1. Understand the process of goal setting.
2. Follow the steps for setting club goals.
3. Develop a workable tool that will reflect the goals of a 4-H Club.



Supplies & Resources Needed

- Lesson plan with instructional objectives
- Notes pages of PowerPoint presentation with talking points
- LCD projector and laptop with PowerPoint presentation loaded
- Copies of PowerPoint slides printed as a three-slides/page handout for each participant
- Copies of lesson plan quiz for each participant
- Pencils or pens for volunteers to take notes and complete the quiz
- Copies of "Goal Setting" fact sheet



References

Heltemes, Bill. (n.d.) 4-H Club Program Planning. University of Florida 4-H Youth Development. Gainesville, FL. Retrieved November 13, 2007, from http://florida4h.org/volunteers/training_presentations/

Projected Length

One hour

Instructor Notes

- If you will be using the PowerPoint presentation to share this lesson with the volunteers, set up the laptop and LCD projector prior to the start of the program and test the equipment to be sure it is working properly.
- Welcome the group and thank them for their participation.
- Begin "Goal Setting" PowerPoint presentation.
- Utilize the talking points found on the notes pages of the PowerPoint presentation to guide you during the presentation.
- Review the purpose and objectives for this lesson plan.
- Provide a brief introduction of the lesson, including its importance to the 4-H Youth Development Program.
- Proceed with the lecture portion of the lesson.
- Distribute "Goal Setting" fact sheet to each participant.
- Conclude the lesson with a time for questions from the participants.



Methods/Content



Information found on Slide #1.

Introduction



Goals for an organized 4-H Club give the club direction and minimize potential problems. Further, goals will help all members take some ownership in their local club. The plan for the club should be imaginative, but grounded in reality.



Information found on Slide #2.



In this session we will focus on three objectives:

1. Understand the process of goal setting.
2. Follow the steps for setting club goals.
3. Develop a workable tool that will reflect the goals of a 4-H Club.

Objective 1

Understand the process of goal setting.



Information found on Slides #3-4.



Before we begin, it's helpful to review some basic terms that we will use in this lesson. Your 4-H Club may also wish to develop a mission and vision statement of its own.

The *Encarta* online dictionary defines a mission statement as "a formal document that states the objectives of a company or organization." A mission statement describes what your club does and whom it serves.

The National 4-H mission statement is: "4-H empowers youth to reach their full potential, working and learning in partnership with caring adults." Indiana's 4-H mission statement is: "To assist youth and adults in their development by conducting hands-on educational programs, using the knowledge base of Purdue University, other land grant universities, and the United States Department of Agriculture."



Your 4-H Club's mission statement will be compatible with the National and Indiana 4-H mission statements, yet unique to your club.





Information found on Slides #5-6.

Encarta defines a vision statement as "a formal statement that expresses the aspirations and goals of a company or organization." The vision statement describes what you want your club to accomplish in the future.

The National 4-H vision statement is, "A world in which youth and adults learn, grow and work together as catalysts for positive change." Again, your club's vision statement will be unique, yet compatible with this national vision.



Your vision statement should be future-oriented and appropriate, with a clear purpose and direction. A vision statement should come from the heart and provide meaning to the club.



Information found on Slide #7.

Motivation is defined by *Encarta* as "a reason for doing something or behaving in a particular way."

Motivation is relating the goals to every club members so that they see value and will feel ownership in their club.



When you motivate your club members, you are looking for ways to help them reach their stated goals.



Information found on Slide #8.

A goal is a specific plan of action for the club.

Goals should be:

Written	Visualized
Concrete	Timely
Specific	Manageable
Measurable	Reviewed Regularly
Achievable	Rewarding



Writing specific, concrete goals will keep the 4-H members focused on exactly what needs to be accomplished. To measure success, a deadline needs to be established, and the goal needs to be evaluated. Periodic review of goals is important as club circumstances change. For example, if the club receives a grant, these funds may change what the club is able to do. If all club members have had some input, they are more likely to feel ownership of the rewards of goal setting. For goals to be achieved, they must be realistic, achievable, and manageable. Adult leaders play an important role in helping 4-H members with this aspect of goal setting.



Discussion Question:

Is your club a failure if it doesn't accomplish all of its goals?

(Allow time for responses.)



No...a club is not a failure if it is unable to reach all of its goals. What can you learn from not meeting the club goals? What is the difference between being a failure and failing? The most important thing is to understand what caused you not to reach a goal and what you need to do differently.

Objective 2

Follow the steps for setting club goals.



Information found on Slide #9.

Below are some suggested steps to complete when establishing Club Goals.

1. Identify a goal-setting planning group.
2. Identify methods for gathering input.
3. Hold a club goal-setting meeting.
4. Set club goals.
5. Present the goals to the club.
6. Make an action plan.
7. Carry out the goals.
8. Evaluate the goals.



We'll discuss each of these steps in the following slides.



Information found on Slide #10.

1. Identify a goal setting planning group.

Who should be involved in the Club Goal-Setting Planning Group?

- Club Members
- Adult Leaders
- Non Leader Parents
- Community Leaders
- People of Diverse Ages
- People with Diverse Backgrounds





Brainstorm the different groups of people that you will want to get input from when establishing 4-H club goals. Possible groups to include: club members, adult leaders, non-leader parents, and community groups. Try to include various age groups with diverse backgrounds so that all perspectives may be included.



Information found on Slides #11-12.

2. Identify methods for gathering input.

Information used to set club goals can be gathered by some of the following methods:

- One large group meeting
- A series of small group meetings
- Survey in writing, by phone or e-mail



Planning activities that will include various groups will give you the opportunity to gather input. Let the group be creative in coming up with ways to gather input and then decide on what they will do. Refer to this slide for suggestions.

Possible discussion questions for gathering club input:

- What are the important local issues in which 4-H members could become involved? (i.e., community service opportunities)
- What programs are available in the community for youth? (i.e., speakers, leadership opportunities, workshops)
- What 4-H projects are the community and youth most interested in learning more about?
- What fun things are the youth in the club interested in and what is available in the community? (i.e., walking trails, canoeing)



These questions may help you gather input from a variety of groups.



Information found on Slides #13-14.

3. Hold a club goal-setting meeting.

- Summarize the ideas you have collected from the discussion questions into the following categories:
 1. Club programs and activities
 2. County programs and activities
 3. Project education
 4. Fun things to do



- On a large sheet of paper, make a yearly calendar and place the ideas in the appropriate months.
- Let the club members prioritize the programs and activities from the most important to the least important.
- Begin the goal-setting process with the most important activities/programs.



After completing this activity, you will be ready to set the goals that will reflect the ideas that have been generated.



Information found on Slides #15-16.

4. Set club goals.

- Choose an important program/activity.
- Define a goal (something you have the power to make happen) to go with the program/activity.
- Outline the steps needed to achieve the goal.
- Consider possible blocks.
- Set deadlines for achievement of the goal.



As you define the goals, remember that not every wish can be a goal. A goal is something you have the power to make happen. The steps to achieve the selected goal need to be specific and clearly defined. Consider how to deal with possible obstacles. Set a deadline. Think about how you will evaluate the goals.

Questions to ask when setting the goals:

Do the goals offer...

- A balance of social and educational activities?
- Diversity for the club membership?
- A variety of activities throughout the year?



These questions help the group to determine if the goals they have identified are appropriate to include.



Information found on Slide #17.

5. Present the goals to the club.

- Present the club goals to the entire club for approval.
- Determine what to do about activities for which there are no leaders or people to complete the tasks. Should these be dropped?
- Find out if there is anything missing. Are there additional things club members want added to the goals? Should some be deleted?





Present the goals to the entire club for approval. Are there members who will assume the leadership for each? Do any need to be added or deleted?

You want the membership to feel a part of this process. Make sure your meeting is open and welcoming to all who attend. Give club members opportunities to voice their opinions. You may want to divide the club into smaller discussion groups and then come back to share input.



Information found on Slide #18.

6. Make an action plan.

From the list of all the goals and projects, decide upon the following:

- List the roles needed to carry out the plan next to each program, event, or project.
- List any additional leadership roles for the year.
- Indicate which activities must involve an adult leader.
- Outline how you will evaluate each activity or event.



As you identify roles to be filled here and in the next step, think about how parents and community members can be involved. Think of people with specific talents you can tap to help fulfill the goals.



Information found on Slides #19-20.

7. Carry out the plan.

- Have an officers' meeting.
- Decide which goals need committees.
- Appoint committee chairs and members.



During this step, the group implements the plan that the membership has created. With assistance from the leader, the officers of the club can start to make assignments, set timelines, and empower the membership to move forward.

- On a regular basis, contact those responsible for the goals to check on their progress.
- Prior to a scheduled event or activity, include the responsible committee or leader on the club meeting agenda to provide an update.
- Provide the resources needed to carry out the goal.





It is very important that the leadership of the club communicate with the committee chairs. Provide them with support, but allow the youth to develop and hone their leadership skills as they complete the planning process.



Information found on Slide #21.

8. Evaluate the plan.

- Evaluate individual events and activities soon after they have occurred.
- Evaluate the total program at the end of the program year.
- Compare the club goals to accomplishments realized.
- Be sure that each 4-H member has the opportunity to be included.



Be sure to include all the groups in your evaluation that originally provided input in the goal-setting process. Conduct the evaluation soon after the event so that it is fresh in everyone's minds. Be sure that all 4-H members have the opportunity to be included.

Objective 3

Develop a workable tool that will reflect the goals of a 4-H Club.



Information found on Slides #22-24.

(Instructor note: the following is an optional activity for this lesson.)

4-H Club Program Book

- A resource for members to use when they have 4-H related questions or need to contact someone from the club.
- Provide copies of the program booklet to each family.



A 4-H Club Program Book provides all 4-H members and their parents with a tool that includes the goals of a 4-H Club; contact information for club officers, leaders, and members; and reports of each meeting. The 4-H Club Program Book is a good resource for members to use when they have 4-H related questions or need to contact someone from the club.

Contents of the Program Book can include:

- Officers of the 4-H Club and their contact information
- Club mission and vision statements
- Club goals
- Committees, committee chairpersons, and their contact information



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- Place to record information from each meeting
- Important dates
- Club members list and contact information
- Pledges to the American and 4-H flags
- 4-H colors, motto, and song

Conclusion and Quiz



Information found on Slides #25-26.



What questions do you have about the "Goal Setting" lesson?

Briefly review the lesson. Then, distribute the "Goal Setting" quiz questions. Allow volunteers time to answer the questions. Provide the correct answers from the key provided in the packet. You may choose to collect the quizzes or allow the volunteers to keep them as a review of the lesson.

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- KEY -

“Goal Setting” Quiz

1. What is the definition of a mission statement?

- a. What your club does and whom it serves

2. Which of the following is a characteristic of a goal?

- c. Measurable

3. What groups should provide input into the setting of the club goals?

Include club members, adult leaders, non-member parents, community leaders, variety of different ages and diversity of backgrounds.

4. Club ideas should be categorized into four (4) groups before setting goals. List the four (4) categories.

Club program and activities
County program and activities
Project education
Fun things to do

