



# 4-H British Columbia Leader Training Program



## Introduction

The 4-H BC Leader Training program is comprised of thirteen sessions divided into 3 levels. Each session is a free-standing module that may be taken on its own or in conjunction with other sessions. The thirteen sessions have all been designated as level 1 (4-H Basics), 2 (Program Delivery), or 3 (Leadership Skills), with level 1 sessions being the most introductory and level 3 sessions being the most advanced. Although leaders may participate in the sessions in any order it is recommended that they have some experience in 4-H club leadership before attending the more advanced sessions. Several of the sessions have been or will be made available in an online format.

## Mandatory Leader Training

In level 1 (4-H Basics), there are three mandatory training sessions that new 4-H leaders must complete. New leaders are required to take these sessions within **one year of registering** and will be considered on probation until they have completed all three trainings. If they do not complete the training within a year's time, they will be unable to register as a leader in the following 4-H year.

There is also a mandatory Youth Safety Refresher training course that renewing leaders are required to take **every 3 years** when their Criminal Record Check (CRC) is up for renewal.

The four training sessions are as follows:

1. Introduction to 4-H
2. 4-H Administration\*
3. Commit to Kids (formerly Put the Child First)
4. Youth Safety Refresher Course\*\*

*\*4-H Administration is a youth safety policy training session which ALL leaders, new and returning, must complete. New leaders will have one year to complete and returning leaders are asked to complete the session at their earliest convenience, or at least before their Criminal Record Check is next due for renewal.*

*\*\* The Youth Safety Refresher Course is intended to be a refresher to the Commit to Kids and Youth Safety Training completed as a new leader. Every three years, when a leader's CRC is up for renewal, leaders are required to complete this refresher training to ensure confidence in applying skills to identify and handle issues related to the abuse of children and youth, and that youth safety at 4-H in Canada remains a top priority in all that we do.*

## Methods of Delivery

1. **Introduction to 4-H** - This session is offered both at regional in-person training and online through Zoom. The online delivery of this session is live, so leaders must register for a designated training date and time. A complete listing of online sessions can be found at the top of the Leader Training webpage under the course heading. Registration for the online delivery is done through Eventbrite.
2. **4-H Administration** - This session is offered both at regional in-person training and online through Zoom. The online delivery of this session is live, so leaders must register for a designated training date and time. A complete listing of online sessions can be found at the top of the Leader Training webpage under the course heading. Registration for the online delivery is done through Eventbrite.
3. **Commit to Kids** - managed by 4-H in Canada for 4-H leaders across the country, this session is an online, self-paced course. Leaders will have the ability to leave and return to the course at anytime using a unique log-in. Access instructions can be found on the 4-H BC Leadership Training webpage under the course heading.
4. **Youth Safety Refresher**- managed by 4-H in Canada for 4-H leaders across the country, this session is an online, self-paced course. Leaders will have the ability to leave and return to the course at anytime using a unique log-in. Access instructions will be sent to leaders that are requiring training at the time that their CRC is up for renewal.
5. **Sessions 5-13** will be offered at in-person regional training workshops.

Training will be provided in each region once per year, and varying dates for online delivery. Key Leaders and Regional Councils will work with Youth Development Staff to decide which sessions will be delivered in their area each year. All sessions, except for Commit to Kids, will be available for in-person delivery.

*See page 3 for a complete listing and description of the 13 training sessions.*

## Recognition

Certificates of completion will be awarded at each level and for each session completed. Leaders who have previously completed the former Put the Child First session will receive credit for Commit to Kids.

## Participation

All new leaders will be expected to participate in the three mandatory sessions within their first year of leadership. Renewing leaders will be expected to participate in the Youth Safety Refresher course every three years. Participation in the other sessions will be at the leaders' discretion and can be spread throughout their 4-H leadership career. Pre-registration will be required. All sessions will be provided complimentary for 4-H leaders.

**Check the [4-H BC Leadership Training Webpage](#) or talk to your Key Leader for more information and to find out about specific training dates and times for your area.**

Level	Focus	Session	Topics
1	4-H Basics	1	<b>Introduction to 4-H - 3 hours</b> objectives of the 4-H program / 4-H pledge, motto, and logo / 4-H BC structure / project, program and travel options
		2	<b>4-H Administration- Online Format and in person- 3 hours</b> registration/ forms, applications, and scholarships / youth safety policies from 4-H in Canada, such as the rule to two and incident reporting
		3	<b>Commit to Kids – Online Format- Approximately 2 hours</b> volunteer's role in child safety / indicator signs of abuse / responding to a disclosure / reporting abuse/protecting yourself against allegations of abuse
		4	<b>Youth Safety Refresher Course- Online Format- Approximately 1 hour</b> review of youth safety policies from 4-H in Canada / review of signs of abuse / review of responding to a disclosure / review of reporting abuse/protecting yourself against allegations of abuse
		5	<b>4-H Club Management – 2.5 hours</b> club year plan: overview and activity / meeting agendas / meeting management / teaching techniques / understanding youth
2	Program Delivery	6	<b>4-H Awards Program – Online Format and in-person- 2.5 hours</b> 4-H awards program / junior proficiency exams: overview and activity / senior skill exams / awards cards / methods of recognition / 4-H awards nights
		7	<b>4-H Project Teaching – 2 hours*</b> teaching project skills / teaching and evaluating record keeping / club achievement day * This session has an optional 1-hour add-on that will cover animal care
		8	<b>4-H Communications Program – 2.5 hours</b> evaluating 4-H communications: overview and activity / teaching 4-H communications activity / planning a 4-H communications competition activity
		9	<b>4-H Judging Program – 2 hours</b> teaching 4-H judging / evaluating 4-H judging / planning a 4-H judging competition activity
		10	<b>Farm and Home Safety – 2 hours</b> 4-H farm and home safety / teaching 4-H farm and home safety / guest speaker
3	Leadership Skills	11	<b>Fundraising – 2 hours</b> charitable direct access applications: overview and activity / fundraising for club / district / project
		12	<b>4-H Club Teamwork – 2 hours</b> involving 4-H members in club leadership / involving parents: overview and activity / communication strategies
		13	<b>Coaching/Mentoring – 2 hours</b> conflict resolution / recruitment / leadership mentoring