

Clifton-Clyde High School

Leadership Development and Agribusiness

Name _____ SSN ____-____-_____

Instructor _____

RATING SCALE: 3: Skilled, works independently
 2: Competent, may need assistance
 1: Received instruction, skill undeveloped
 0: No exposure, instruction or training

INTEGRATION: (M) Math (S) Science
 (E) Language Arts (C) Career Development Skill
 (L) Lab Activity

Enrollment Date ____/____/____	Completion Date ____/____/____	Hours completed _____
I certify that the student received the training in the area indicated.		
Student Signature _____	Date _____	
Instructor Signature _____	Date _____	
Administrator Signature _____	Date _____	

- I. The Agribusiness System**
- 3 2 1 0 1. Describe the historical factors that created the agribusiness system (E)
 - 3 2 1 0 2. Define the 3 parts of the agribusiness system (E)
 - 3 2 1 0 3. Name businesses that are a part of the agriculture input sector
 - 3 2 1 0 4. Name businesses that are a part of the agricultural production sector
 - 3 2 1 0 5. Name businesses that are a part of the processing-manufacturing sector
 - 3 2 1 0 6. Explain the four trends that will continue in the future of agribusiness (E)
 - 3 2 1 0 7. _____
 - 3 2 1 0 8. _____

- II. Choosing a Legal Structure**
- 3 2 1 0 1. Define sole proprietorship (E)
 - 3 2 1 0 2. List advantages and disadvantages of a sole proprietorship
 - 3 2 1 0 3. Define partnership (E)
 - 3 2 1 0 4. List advantages and disadvantages of a partnership

- 3 2 1 0 5. Define corporation (E)
- 3 2 1 0 6. List advantages and disadvantages of a corporation
- 3 2 1 0 7. Create a graphic organizer comparing all three structures (E)
- 3 2 1 0 8. _____
- 3 2 1 0 9. _____

- III. Cooperative Agribusiness**
- 3 2 1 0 1. Define the types of cooperatives (E)
 - 3 2 1 0 2. List at least 2 principles of an agribusiness cooperative
 - 3 2 1 0 3. Explain how cooperatives got their start (E)
 - 3 2 1 0 4. Classify cooperatives (E)
 - 3 2 1 0 5. Determine the types of capital used to finance cooperatives (E)
 - 3 2 1 0 6. Explain the management challenge and how the cooperative can stay competitive (E)
 - 3 2 1 0 7. Differentiate between cooperatives and corporations (E)
 - 3 2 1 0 8. _____
 - 3 2 1 0 9. _____

- IV. Understanding the Role of Marketing and Consumer Demand**
- 3 2 1 0 1. Define the marketing mission (E)
 - 3 2 1 0 2. List the five barriers to consumer satisfaction
 - 3 2 1 0 3. Name the nine functions of marketing
 - 3 2 1 0 4. Analyze the four utilities of marketing (E)
 - 3 2 1 0 5. Explain the concepts of consumer demand (E)
 - 3 2 1 0 6. Determine what factors influence demand (E)
 - 3 2 1 0 7. Understand how demand is used in marketing (E)
 - 3 2 1 0 8. Participate in the Farm Bureau marketing activity (M,S,L)
 - 3 2 1 0 9. _____
 - 3 2 1 0 10. _____

- V. Basic Financial Statements for Business Control**
- 3 2 1 0 1. Identify 4 purposes of an accounting system
 - 3 2 1 0 2. Define a balance sheet (E)
 - 3 2 1 0 3. Explain the parts of a balance sheet (E)
 - 3 2 1 0 4. Define the accounting equation (E,M)

- 3 2 1 0 5. Calculate a balance sheet for a given example (M)
- 3 2 1 0 6. Define a profit/loss statement (E)
- 3 2 1 0 7. Explain the parts of a profit/loss statement (E)
- 3 2 1 0 8. Calculate a profit/loss statement for a given example (M)
- 3 2 1 0 9. Differentiate between a balance sheet and a profit/loss statement (E)
- 3 2 1 0 10. _____
- 3 2 1 0 11. _____

VI. FFA Food Sales

- 3 2 1 0 1. Gather wholesale prices for food items (E,C,L)
- 3 2 1 0 2. Calculate retail prices for sales (M,C,L)
- 3 2 1 0 3. Create order forms for sellers (C,L)
- 3 2 1 0 4. Set-up spreadsheet for tabulation (C,L)
- 3 2 1 0 5. Enter data into spreadsheet (M,C,L)
- 3 2 1 0 6. Distribute products to sellers for delivery (C,L)
- 3 2 1 0 7. _____
- 3 2 1 0 8. _____

VII. Leadership Categories and Styles

- 3 2 1 0 1. Define Leadership (E)
- 3 2 1 0 2. Identify myths about leadership (E)
- 3 2 1 0 3. Identify leadership categories (E)
- 3 2 1 0 4. Define leadership styles (E)
- 3 2 1 0 5. _____
- 3 2 1 0 6. _____

VIII. Developing Leaders

- 3 2 1 0 1. Attain group acceptance
- 3 2 1 0 2. Identify group leaders
- 3 2 1 0 3. Improve workplace leadership skills (C)
- 3 2 1 0 4. Identify types of leadership traits and abilities
- 3 2 1 0 5. Select qualities of successful leaders (E)
- 3 2 1 0 6. Improve human relations skills

- 3 2 1 0 7. _____
- 3 2 1 0 8. _____

IX. Leading Teams and Groups

- 3 2 1 0 1. Lead a group meeting (L,C)
- 3 2 1 0 2. Recognize importance of groups
- 3 2 1 0 3. Identify groups types
- 3 2 1 0 4. Organize a group activity (L,C)
- 3 2 1 0 5. Define group dynamics, development, discussion (E)
- 3 2 1 0 6. _____
- 3 2 1 0 7. _____

X. Communication Skills

- 3 2 1 0 1. Identify purposes of communication (E)
- 3 2 1 0 2. Recognize forms of communication
- 3 2 1 0 3. Understand the communication process
- 3 2 1 0 4. Recognize communication barriers
- 3 2 1 0 5. Identify ways to overcome barriers (E)
- 3 2 1 0 6. Improve communication skill
- 3 2 1 0 7. Define nonverbal communication (E)
- 3 2 1 0 8. _____
- 3 2 1 0 9. _____

XI. Basic Parliamentary Procedure

- 3 2 1 0 1. Identify presiding officer characteristics (E)
- 3 2 1 0 2. Identify procedure for handling a motion (E)
- 3 2 1 0 3. Recognize standard characteristics of motions
- 3 2 1 0 4. Identify purpose and types of voting
- 3 2 1 0 5. Be able to use: main motion, amend, previous question, refer to committee, lay on table, take from table, postpone definitely, postpone indefinitely, suspend the rules, point of order, appeal, division of house, reconsider, recess, adjourn (L)
- 3 2 1 0 6. Create an agenda (E,C)
- 3 2 1 0 7. Identify common parliamentary procedure errors (E)
- 3 2 1 0 8. _____

- 3 2 1 0 9. _____

XII. Conducting a Successful Meeting

- 3 2 1 0 1. Develop leadership skills
- 3 2 1 0 2. Develop officer skills
- 3 2 1 0 3. Develop leader sensitivity
- 3 2 1 0 4. Identify good meeting characteristics (E)
- 3 2 1 0 5. Plan and prepare for a meeting (E,L,C)
- 3 2 1 0 6. Arrange meeting room (L)
- 3 2 1 0 7. Define group member involvement (E)
- 3 2 1 0 8. Identify member responsibility
- 3 2 1 0 9. Identify officer responsibility
- 3 2 1 0 10. Plan program of activities (E,L)
- 3 2 1 0 11. _____
- 3 2 1 0 12. _____

XIII. Problem Solving and Decision Making

- 3 2 1 0 1. Improve problem solving skills
- 3 2 1 0 2. Improve decision making skills
- 3 2 1 0 3. Define problem solving (E)
- 3 2 1 0 4. Define decision making (E)
- 3 2 1 0 5. Identify mistakes in problem solving (E)
- 3 2 1 0 6. Identify mistakes in decision making (E)
- 3 2 1 0 7. Know skills needed for problem solving
- 3 2 1 0 8. Know skills needed for decision making
- 3 2 1 0 9. Recognize decision making styles
- 3 2 1 0 10. Recognize approaches to problem solving
- 3 2 1 0 11. Recognize approaches to decision making
- 3 2 1 0 12. Identify steps in problem solving (E,S)
- 3 2 1 0 13. Understand types of problems and decisions
- 3 2 1 0 14. _____
- 3 2 1 0 15. _____

XIV. Goal Setting

- 3 2 1 0 1. Identify reasons for having goals (E)
- 3 2 1 0 2. Recognize benefits for having goals
- 3 2 1 0 3. Set personal goals (E,L,C)
- 3 2 1 0 4. Identify steps in goal setting (E,L,C)
- 3 2 1 0 5. Recognize types of goals
- 3 2 1 0 6. Define SMART goals (E)

- 3 2 1 0 7. _____
- 3 2 1 0 8. _____

XV. Getting the Job

- 3 2 1 0 1. Prepare a resume (E,C)
- 3 2 1 0 2. Prepare a letter of application (E,C)
- 3 2 1 0 3. Complete a job application (E,C)
- 3 2 1 0 4. Prepare for an interview (E,C)
- 3 2 1 0 5. Participate in a job interview (E,L,C)
- 3 2 1 0 6. Know how to accept or reject a job
- 3 2 1 0 7. _____
- 3 2 1 0 8. _____

XVI. Employability Skills

- 3 2 1 0 1. Identify skills employers want
- 3 2 1 0 2. Develop personal management skills
- 3 2 1 0 3. Recognize teamwork skills
- 3 2 1 0 4. Recognize characteristics of successful workers
- 3 2 1 0 5. Identify employer/employee responsibilities
- 3 2 1 0 6. Develop a plan for personal/occupational safety
- 3 2 1 0 7. _____
- 3 2 1 0 8. _____

XVII. Ag Sales CDE

- 3 2 1 0 1. Prepare and present a sales speech (E,C)
- 3 2 1 0 2. Identify characteristics of dealing with customers (E,C)
- 3 2 1 0 3. Apply listening skills to phone conversations (E,C)
- 3 2 1 0 4. Compete in the Ag Sales CDE (E,C,L)
- 3 2 1 0 5. _____
- 3 2 1 0 6. _____

XVIII. Farm Management CDE

- 3 2 1 0 1. Identify principles of farm business management (E,C)
- 3 2 1 0 2. Calculate records to manage resources (M,C)

- 3 2 1 0 3. Explain risk management (E,C)
- 3 2 1 0 4. Compete in Farm Business Management CDE (E,M,C,L)

- 3 2 1 0 5. _____
- 3 2 1 0 6. _____

XIX. Prepared Speaking

- 3 2 1 0 1. Select speech topic
- 3 2 1 0 2. Gather information and resources (L)
- 3 2 1 0 3. Record ideas (E)
- 3 2 1 0 4. Develop outline (E)
- 3 2 1 0 5. Write speech (E)
- 3 2 1 0 6. Present speech (E,C)
- 3 2 1 0 7. Develop answering skills
- 3 2 1 0 8. _____
- 3 2 1 0 9. _____

XX. FFA/SAE

- 3 2 1 0 1. List steps for improving the SAE (E)
- 3 2 1 0 2. Apply for chapter/district proficiency awards (E,M,C)
- 3 2 1 0 3. Examine goals and future plans for SAE (E)
- 3 2 1 0 4. Make arrangements for an SAE visitation by the instructor (E,C)
- 3 2 1 0 5. Demonstrate how to closeout a record book (M,C)
- 3 2 1 0 6. Perform end of year balances (M,C)
- 3 2 1 0 7. Complete an enterprise analysis (E,M,C)
- 3 2 1 0 8. _____
- 3 2 1 0 9. _____