



“Soft” Skills Integration

Activity Templates: Make Your Event a Success

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STUDENT LEARNING OBJECTIVES

After completing these activities students will...

1. Identify the steps required in scheduling a chapter activity.
2. Work as a team to complete an assigned task.
3. Demonstrate professionalism and organizational skills.

TIME REQUIRED: 30 minutes

RESOURCES:

1. FFA.org

EQUIPMENT AND SUPPLIES NEEDED:

1. Print and cut the “Event Scenarios” sheet into strips. Each group will need one scenario.

SUGGESTED USE:

Incorporate any of these activities into the class curriculum before and during the following:

1. An FFA chapter event.
2. Team building activities.
3. Collaborative or group projects.

THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

FFA Precept

- FFA.PL-B.Relationship: Build relationships, work as a team player and appreciate the talents of others.

Common Core- Speaking and Listening

- CCSS.ELA-LITERACY.SL.9-10.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.

AFNR Career Ready Practices

- CRP.01. Act as a responsible and contributing citizen and employee. Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others.
- CRP.04. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods.
- CRP.12. Work productively in teams while using cultural/global competence. Career-ready individuals positively contribute to every team, whether formal or informal.

Partnership for 21st Century Skills

- Collaboration
- Communication
- Social and Cross-Cultural Skills
- Work Creatively with Others

ACTIVITIES:

A major component of a successful FFA chapter is planning events and activities for members. These activities can range from a chapter banquet to a school-wide assembly for FFA Week. No matter the occasion, these events require a great deal of planning and preparation. It is important to be able to work together as a team to execute a great event. These skills are always useful in the workplace, as well.

➤ *Activity #1: An Event to Remember*

- a. On a piece of paper, have students write down their favorite FFA event in which they had the opportunity to attend or participate. Below that, have them write answers to (some or all of) the following questions:

- i. What was your role in the event? (Were you a participant, planner, etc.)
 - ii. How many people attended the event?
 - iii. Who was in charge of the event?
 - iv. How many people were involved in the planning of the event?
 - v. Where did the event take place?
 - vi. What made the event successful?
 - vii. Would you attend the event again?
- b. Think, Pair, Share
 - i. With a partner, have students share their answers with one another.
 - ii. Come together as a class and write on the board some of the answers to the questions.

➤ *Activity #2: Content Sharing*

- a. Share the following information with students about the key steps in planning an event.
 - Step 1: Identify a chairperson/lead for the event.
 - ii. Step 2: Brainstorm a list of all the components of the event.
 - Common components include: venue, food, list of guests/participants, program, supplies and decorations needed.
 - iii. Step 3: Assign people to different components. Depending on the size of the event and the size of the group
 - Planning the event, one person is typically assigned one or two components. It is important to work as a team to make sure everyone is on the same page, but there should be one person in charge of each component. Everyone is responsible for reporting back to the chairperson/lead.
 - iv. Step 4: Each person is responsible for making the right connections and securing their component.
 - For example, the person who is responsible for securing food should talk to the person in charge of the venue to see if there are any catering rules and they should also talk to who is in charge of invites to make sure there is enough food for everyone who is going to be in attendance.
 - v. Step 5: Report back to the chairperson/lead.
 - vi. Step 6: Assign duties for the day of the event.
 - vii. Step 7: Execute the event.
- b. Divide students into groups and have them create a poster that explain these steps. Display these in your classroom before big events like a plant sale, FFA banquet, etc.

➤ *Activity #3: Practice Planning an Event*

- a. Divide the class into four groups (groups of 3-5 students) and give each group a different scenario. The scenarios are on the next page.
- b. Each group is responsible for completing the preliminary stages of planning for their assigned scenario. Students should be able to complete steps 1-3 from the steps outlined in activity number two.
- c. After the groups have finished with the preliminary stages of planning for their assigned scenario, have each group share with the class how they approached their scenario.
- d. *Exit ticket:* Have students write down three skills that were necessary in planning for an event and hand it in as they leave class.

Event Scenarios

SCENARIO 1

FFA Week is quickly approaching and your team is responsible for planning an all school assembly. The assembly will be 45 minutes at the end of the school day on Friday of FFA Week. With your group, determine who you need to contact to get permission, what activities will take place during the 45 minutes, and any other logistical pieces you need to make the event a success.

SCENARIO 2

As a community service project, your FFA chapter gathers holiday decorations and gifts for a family in need. With your group, you will need to plan the logistics of executing this project. You will need to decide what information you need to gather about the family's needs, when you will go shopping, and any other logistical pieces you need to make the event a success.

SCENARIO 3

At the end of the school year, your chapter hosts an annual awards banquet. With your group, determine everything that needs to take place during the banquet, including the meal, and who will be responsible for what parts. You will need to determine dates, invitations, decorations, and anything else you need to make the event a success.

SCENARIO 4

As a fundraiser, your chapter sells wreaths and poinsettias during the holiday season. With your team, determine the best way to execute this fundraiser by determining who will be responsible for marketing, scheduling people to work, hours of operation, and anything else you need to make this event a success.