

## **Manage Project Activities for Safety, Efficiency and Effective Learning**

Detailed information about the purpose of 4-H projects and the use of experiential learning methods can be found in Section 5. Here we deal with the practical matters of time, space and organization.

- 1. Become familiar with and follow the 4-H Risk Management Policies.** See the Iowa 4-H Risk Management Website for more info and forms.
- 2. Be prepared before members arrive.** Write a lesson plan and know how you will handle transitions between steps or activities. Set up the room and work areas as appropriate for the activity(s). Gather all equipment and supplies and arrange them in the areas where they will be used.
- 3. Help members practice skills before applying them to their own project.** To save on time and supplies, you can set up workstations (one for each skill to be tried) and rotate members through them. Experienced members, teens or parents can be called upon to help during the practice session.
- 4. Prepare members for independent work.** Instead of answering the question “What do I do next?” ask a member to read the instructions and tell you what they mean. This both reinforces reading skills and builds the member’s confidence in his/her ability to “do it myself.”