

IN-SERVICE TRAINING SCHOOL

June 14-18, 1954

North Carolina State College
Raleigh, N. C.

F O R E W O R D

The fundamental objective of Extension is the development of people -- helping them to grow by supplying them with additional knowledge, improving their skills, broadening their vision, and inspiring them to greater achievements.

To advance toward this objective, we start within our own organization. Extension is made up of individuals who have been selected because of their training, ability, and desire to work with people. We cannot, however, become static. We must continue to grow by becoming more proficient in the art of inspiring and helping others to help themselves to become better farmers, better homemakers, and better citizens.

Therefore, our job in Extension is twofold. First, equipping and training ourselves; and second, using our knowledge and abilities to help others. To assist us with this job, the Administration has made possible this In-Service Training School.

PROGRAM COMMITTEE

Mrs. Jewell Fessenden
George Hyatt, Jr.
John H. Harris
W. G. Andrews
Anamerle Arant
C. S. Mintz
Pauline Gordon
L. R. Harrill
F. S. Sloan, Chairman

MONDAY, JUNE 14

"What Is the Extension Service?"

- 9:00 - Purpose of School -F. S. Sloan
- 9:30 - Growth & Development of Extension -F. S. Sloan
- 10:30 - R E C E S S
- 10:45 - Extension Policies, Goals, & Objectives
-D. S. Weaver
- 12:00 - L U N C H
- 1:30 - Traits & Characteristics of Good
Extension Workers -Ruth Current
- 2:15 - Responsibilities & Relationships Within Extension
(1) Director -R. W. Shoffner
(2) District Agents
- 3:00 - R E C E S S
- 3:15 - Responsibilities & Relationships Within Extension
(3) Specialists (cont'd)
(4) County Extension workers
- 4:00 - Written Analysis by each Individual -Maud Schaub
- 4:30 - Adjourn
- 7:30 - "GET-ACQUAINTED" Party
-Lorna Langley & M. E. Hollowell
Co-Chairmen

TUESDAY, JUNE 15

"How To Conduct an Effective 4-H Program"

- 9:00 - Scope & Objectives of 4-H -L. R. Harrill
- 9:45 - Organization & Procedures -4-H Club Staff
(1) The 4-H Meeting
(2) Guiding Members in Selecting and Conducting Projects Suited to their Needs
- 10:30 - R E C E S S
- 10:45 - Organization & Procedures (cont'd)
(3) Teaching by Demonstration
(4) Leadership Training
(5) Records and Incentives
- 11:50 - Organization for Group Study -F. S. Sloan
- 12:00 - L U N C H
- 1:30 - Area Study Groups - Participants will be divided into 5 groups, with 2 staff members to serve as advisors to each. They will study the principles and procedures involved in each of the following areas; then they will report to the group the following day.
- Group #1: The 4-H Club Meeting -Iola Pritchard
Lyman Dixon
- Group #2: Guiding Members in Selecting & Conducting Projects Suited to their Needs -Julia McIver
Dan Holler
- Group #3: Teaching by Demonstration -Virginia Wilson
W. G. Andrews
- Group #4: Leadership Training -Margaret Clark
John H. Harris
- Group #5: Records & Incentives -Mary Sue Moser
E. S. Coats
- 4:30 - Adjourn

WEDNESDAY, JUNE 16

Reports from Groups

9:00 - Explanation & Demonstration of Principles & Procedures

Group #1: The 4-H Meeting

10:30 - R E C E S S

10:45 - Explanation & Demonstration of Principles & Procedures (cont'd)

Group #3: Teaching by Demonstration

12:00 - L U N C H

1:30 - Explanation & Demonstration of Principles & Procedures (cont'd)

Group #2: Guiding Members in Selecting and Conducting Projects Suited to Their Needs

Group #5: Records and Incentives

3:00 - R E C E S S

3:15 - Explanation & Demonstration of Principles & Procedures (cont'd)

Group #4: Leadership Training

4:00 - Written Analysis by each Individual -Maud Schaub

4:30 - Adjourn

THURSDAY, JUNE 17

"How To Do the Job in Extension"

- 9:00 - Extension Ethics -Mrs. Ona P. Humphrey
Mrs. Ruby P. Uzzell
H. H. Harris
George Hobson
- 10:00 - Motivating People -F. H. Jeter
- 10:45 - R E C E S S
- 11:00 - Extension Teaching Methods -F. S. Sloan
(1) Description of Teaching Methods
(2) Deciding Upon & Defining Teaching Objectives
(3) Factors to Consider in Selection & Use of Methods
- 12:00 - L U N C H
- 1:30 - 5 Study Groups with 2 staff members to serve as instructors for each in studying principles and techniques for effective use of the following methods:
- Group #1: Farm & Home Visits -Pauline Gordon
D. D. Brown
- Group #2: Meetings -George Hyatt
Maud Schaub
- Group #3: Radio & Television -Rita DuBois
Ted Hyman
- Group #4: Extension Publicity & Information -Jean Anderson
E. R. Collins
J. C. Brown
- Group #5: Visual Aids -L. S. Bennett
Nita Orr
- 4:30 - Adjourn

FRIDAY, JUNE 18

"Reports from Groups"

9:00 - Explanation & Demonstration of Principles & Techniques

Group #1: Farm & Home Visits

Group #2: Meetings

10:30 - R E C E S S

10:45 - Explanation & Demonstration of Principles & Techniques (cont'd)

Group #3: Radio & Television

Group #4: Extension Publicity & Information

12:00 - L U N C H

1:30 - Explanation & Demonstration of Principles & Techniques (cont'd)

Group #5: Visual Aids

2:15 - Looking at our Job in Extension -G. W. Smith

3:15 - R E C E S S

3:30 - Written Analysis by each Individual -Maud Schaub

4:00 - Adjourn

7:00 - Banquet - D. S. Weaver, Speaker

Mrs. Mary L. McAllister & E. L. Norton,
Co-Chairmen

IN-SERVICE TRAINING SCHOOL FACULTY

Anderson, H. Jean, Assistant Extension Editor
Andrews, W. G., Poultry Extension Specialist
Bennett, L. S., In Charge, Visual Aids
Brown, D. D., Farm Management Specialist
Brown, J. C., Assistant Extension Editor
Clark, Margaret E., Asst. State 4-H Club Leader
Coats, E. S., Engineering Extension Specialist
Collins, E. R., In Charge, Agronomy Extension
Current, Ruth, State Home Demonstration Agent
Dixon, Lyman B., Asst. State 4-H Club Leader
DuBois, Rita, Regional Consumer Marketing Specialist
Gordon, Pauline E., Extension Specialist in Housing
and House Furnishings
Harrill, L. R., State 4-H Club Leader
Harris, H. H., Tyrrell County Farm Agent
Harris, John H., In Charge, Horticulture Extension
Hobson, George B., Mecklenburg County Farm Agent
Holler, Dan F., Asst. State 4-H Club Leader
Humphrey, Ona P., Wilson County Home Agent
Hyatt, George, Jr., In Charge, Dairy Extension
Hyman, Ted M., Assistant Extension Editor
Jeter, F. H., Extension Editor
McIver, Julia, Extension Specialist in Clothing
Moser, Mary Sue, Assistant State 4-H Club Leader
Orr, Nita, Extension Economist in Food Conservation
and Marketing
Pritchard, Iola, Extension Economist in Food Conser-
vation and Marketing
Schaub, Maud K., Program Planning Specialist
Shoffner, R. W., Assistant Director of Extension
Sloan, F. S., State Program Planning Leader
Smith, George W., Forestry Extension Specialist
Uzzle, Mrs. Ruby, Guilford County Home Agent
Weaver, D. S., Director of Extension
Wilson, S. Virginia, Extension Nutritionist

DISTRICT FARM AND HOME AGENTS

EASTERN DISTRICT - C. S. Mintz
Mrs. Esther G. Willis

SOUTHEASTERN DISTRICT - C. M. Brickhouse
Mary L. McAllister

WESTERN DISTRICT - W. B. Collins
Nell Kennett

NORTHWESTERN DISTRICT - M. E. Hollowell
Anamerle Arant

SOUTHWESTERN DISTRICT - H. M. Singletary
Mrs. Myrtle westmoreland

NORTHEASTERN DISTRICT - E. L. Norton
Lorna Langley

B A N Q U E T

June 18, 1954

7:00 p.m.

Grill Room

State College Cafeteria

D. S. Weaver

Spcaker