

III. APPRAISAL OF YEAR'S WORK

Certain responsibilities have been challenging to this agent-at-large but on the whole, it has been gratifying to see how certain new workers gained greater confidence in their new responsibilities as an educational leader.

i. New Workers' Conference

This agent-at-large attended each session of the 1963 New Workers' Conference and assisted with the coffee breaks each day. Contacts with the new workers at this time proved valuable as work with these agents in a county took place at a later date.

j. Southside Fair Judge

Assistance was given in judging educational exhibits at the Southside Fair in Petersburg in September. Exhibits as a whole were of a higher quality over exhibits judged in previous years at this fair.

k. Job Analysis

This agent-at-large served on the committee which read, analyzed and summarized the job analysis for the home demonstration agents.

girl was provided with a picture giving her demonstration.

e. Institute of Rural Affairs

This agent-at-large served on the Quarters Committee and was in charge of hostesses in the barracks for women. Cooperation of the hostesses helped to make the women comfortable and promoted good public relations.

f. District 4-H Contests

The agent-at-large served as a judge for the 4-H Dress Review Contest conducted in Southwest Virginia.

Assistance was given in organization of the location of foods contests at Northeast District 4-H contests in Warsaw. Senior Meal Preparation Contest was started and later taken over by an agent in the district. The agent-at-large more or less served as assistant to the district agent in charge of home economics contests.

g. General Assistance to Assistant Director.

At intervals during the year special activities such as developing certain report forms, tabulating information, assembling and organizing certain materials, composing circular letters, and studying Home Demonstration Club County Yearbooks have been performed by this agent-at-large.

h. Secretarial Training School - July

This agent-at-large met each secretary upon arrival and assisted in getting them registered for the Secretarial Training School conducted in July. The agent-at-large attended each session of this school and felt it was a very worthwhile activity.

b. State Supervisory Annual Report

Certain phases of the annual narrative state supervisors' report were written. Statistical data was compiled and tabulated for use in the home economics narrative reports.

c. State 4-H Achievement Records

Four days were devoted to work with the committee in judging state 4-H achievement records to determine state winners. Achievement records were studied in regard to such things as scope and progress in 4-H project work, personal development, leadership abilities, and exhibits and demonstrations, awards, and neatness of records.

d. State 4-H Short Course

In the absence of one of the state food specialists and upon short notice, responsibility for three state 4-H food contests was assumed. These contests included Dairy Foods, Food Preparation, and Frozen Foods. This responsibility involved purchasing foods needed for contests, organization of food and equipment for each, organization of preparation schedule for contestants, assisting contestants with use of certain equipment, recording information regarding each contestant, taking picture of each contestant, orienting the judges regarding procedures and scoring, supervising the clean-up detail of the foods laboratory each day and leaving all equipment and the laboratory in "ship-shape" at end of contests. Letters to judges expressing appreciation for cooperation were written and each

4. Phase: Special Assignments

a. Work in Counties With No Home Agent

The nature of work completed in counties at different and repeated intervals during year in absence of home agents included:

Conferences with county agents, secretary and leaders regarding county program and activities.

Reorganization of 4-H clubs in the fall.

Planning for and conducting 4-H club meetings.

Planning all details for leader training meetings for adult work.

Home visits - leaders in adult and youth.

Spring and fall committee meetings.

Work with committees in establishing plans for program execution.

Work with committees in establishing and setting up Home Demonstration Club Yearbooks.

Writing circular letters and individual letters.

Tabulating accomplishments in adult work.

Tabulating results of 4-H project work.

Preparing special reports for counties.

Organization of the office, disposing of accumulated materials not necessary to be kept.

Virginia Home Economics Association meeting in March.
Virginia Home Demonstration Agents' Association meeting in
May.

Electrification Council meeting in Roanoke in May.

T. V. A. Tour in western North Carolina in June.

Training Session for Extension Secretaries in July.

Institute of Rural Affairs in July and August.

New Worker's Training Session in September.

Reading professional magazines, books, and articles or
research findings.

Administrative Staff Conferences in March, May, September
and October.

It has been recognized that more study and guidance is
needed to develop effective procedures for initiating new phases
and relating them to existing Extension programs.

3. Phase: Professional Improvement

Situation:

Supervisors need guided training to develop understanding and skill in dealing with the specific areas of supervision. This agent-at-large cooperates with the supervisors and works in counties under their direction.

Objective:

To improve effectiveness of supervisors by having them gain a better understanding of their role in supervision of county personnel and county programs.

Progress:

The professional improvement plan established by the supervisors does not apply directly to the agent-at-large, however, some emphasis had been placed on professional improvement in 1963. This agent-at-large participated in the Winter Session at University of Georgia conducted at The 4-H Center for a three week period in January-February. Five hours of graduate credit were earned in two courses, Public Relations and Family Finances. The course in public relations has been most useful in working in counties with new workers as well as cooperating with staff members and other agencies and county people.

Other activities in which this agent has participated for up-grading professionally include:

Public Affairs two day meeting in Raleigh, North Carolina in March.

17. Writing plans of work and annual reports.
18. Securing and maintaining cooperation of other groups and agencies.

New agents seemed to have a better understanding of program development procedures and activities and recognize the need for locating, developing and using leaders in planning, executing, and evaluating programs.

All of the foregoing information may be better classified as a phase of the training program for new workers.

Agents have expressed appreciation for assistance rendered in the various phases of program development, however, supervisors make more frequent visits to counties and are in position to make a better evaluation of the progress made.

with new workers include:

1. Procedure and principles involved in program planning.
2. Cooperation among staff members in county program planning.
3. Involvement of local people in planning, executing, and evaluating county programs.
4. Selection and use of committees.
5. Development of materials useful in program planning and in executing programs.
6. Preparations for program planning meetings.
7. Plans for and methods used in carrying out effective Extension programs.
8. Development of Home Demonstration Club and 4-H program calendars.
9. Role of specialists in Extension programs.
10. How to secure specialist assistance.
11. Planning for and conducting leader training meetings - in youth and adult work.
12. Planning for and conducting special interest meetings.
13. Planning for and observation of R.A.D. committee.
14. Record keeping for use in developing reports.
15. Evaluation - importance of and ways to evaluate programs.
16. Planning for a more coordinated county Extension program regarding youth and adult.

2. Phase: County Program Development

Situation:

There is a continuous need for evaluation and revision of county programs. Changing conditions and a rapid turn over in personnel necessitates a constant training program for agents in maintaining skills for effective and adequate county program development.

Objective:

To assist county Extension agents in developing more effective extension programs.

Results:

The agent-at-large worked with new home demonstration agents in ten counties with one or more phases of program development. These counties included: Dinwiddie, York, Virginia Beach, Chesapeake, Nansemond, Lunenburg, Carroll, Giles, Brunswick, and Cumberland. The agent in Nottoway was given assistance in selection, training, and use of leaders in adult and youth work. Goochland and Mecklenburg Counties were without a home agent at which time the agent-at-large assumed responsibilities for planning for and executing many phases of adult and youth programs. All junior 4-H clubs were met in school in Goochland in October and November. All 4-H Home Economics project records were studied in Mecklenburg and members to receive county 4-H medals were determined.

Other areas of program development which were emphasized

the values of a pleasant, attractive, and well-organized office for effective office management.

Emphasis was placed on the importance of helping people to help themselves thus developing leadership and bringing about desirable changes in family living.

As a result of work with individual agents, they seemed to have a better understanding of Extension work; a better feeling of security, and an appreciation for Extension work as a profession.

Specific Objections:

1. To train agents in the skills in planning and implementing 4-H club program.
2. To help staff members recognize value of long-time training program.
3. To train staff members in skills of planning and coordinating programs.

Progress:

Note: Since this agent-at-large works primarily with individual agents in the training programs, comments will follow regarding work with individuals.

Observation of the new worker during her training period and after she is placed in a county helped the agent-at-large to determine areas to re-emphasize with the new agent in her new location. Follow-up work with the new agent included one or more of these areas: Understanding of Extension work and that it is basically educational; agent's role as an educational leader; philosophy and objectives of extension; selection, training, use and recognition of leaders; program planning and involvement of people in same; effective methods and procedures in carrying out an Extension program; good working relationship with staff, specialists, supervisors, agencies, organizations, and people in the county; development of good public relations; need for professional improvement and ways to do this; need for and

II. ACCOMPLISHMENTS IN AREAS OF MAJOR EMPHASIS

Project Area: Organization and Supervision of County Extension
Operations

1. Phase: Training Program For County Staff

Situation:

Training programs keyed to immediate situations. Planning is inadequate and not coordinated. Some county workers are well-trained in the technical aspects of their positions, but need training in the skills of working with and involving the people in county programs. Some county staff members are not familiar with the physical facilities and the administrative operation of the State Extension offices and underlying philosophy of the cooperative extension service.

Problem:

Lack of planned training programs to serve as a framework for training county extension workers.

Program Objective:

To establish a training program at state and district levels to include:

- a. Special training for selected agents in conducting the 4-H program.
- b. Continue coordinated training program for agents started in 1962-63.

I. SITUATION

This home demonstration agent-at-large worked under the direct supervision of the Assistant Director in charge of home demonstration work and cooperated with the six district agents in charge of home demonstration work. The rapid turn-over in personnel created a need for this agent-at-large to assist new workers as they were placed in a county following a training period with an experienced agent in another county. In a few instances assistance was rendered in counties without a home demonstration agent. Other personnel were assisted with specific problems. Time was devoted to work in fifteen different counties during 1963.

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ANNUAL NARRATIVE REPORT

PROJECT VIII

January 1, 1963 to December 31, 1963

Ethel L. Grubbs - County Home Demonstration Agent-at-Large