FFA Officer Training Manual

Training manual outline for FFA officers that sets out each office's duties, meeting skills, communication, and teamwork, so new teams are prepared for their year in office.

Farm / unit: _____ Date: _____ By: _____

1. Review the chapter constitution
2. Learn each office's duties
3. Practice parliamentary procedure
4. Practice public speaking
5. Learn to plan and run meetings
6. Set team goals
7. Learn about records and reports
8. Practice teamwork and communication
9. Plan the year with the advisor

YOUR NOTES

TIP Use the manual at the start of the year and again at mid-year to check progress.