



**STATE FFA OFFICER WEB PAGE**  
**How'd We Do???**



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*Feature Article*  
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As the end of the year comes closer the thoughts of summer break, free time and the possibilities for next year are probably a day-to-day occurrence. As a leader it's important to be thinking about how your year has gone so far and then plan for the future. Depending on your circumstances you might be rejoining a team or might be moving on to a new one. Regardless of where you are going there are a couple things that need to be done this year to make next year a success for all.

Before closing binders, hanging up the jackets and wishing your friends a great summer, your team needs to do an evaluation of how the year went. Evaluations are a way for your team to determine how effective they were. An evaluation allows the team the opportunity to figure out what went well, what didn't, what could be improved, what should be dropped and gives direction for the future. A quick and easy evaluation method is called the "P.I.E." evaluation. P.I.E. stands for "Preserve, Improve, Eliminate." You can create your own evaluation form or use one that looks like this:

**P.I.E. Evaluation Form**

Event:	Preserve	Improve	Eliminate
Money			
Manpower			
Materials			
Time			
Authority			
Other			

When evaluating your team and/or event look to see if the approach that was taken and the results should be "preserved, improved, or eliminated." If things went great and no improvement is needed say that under the preserve column. Explain what and how each part was completed. This is your teams as well as your opportunity to share thoughts and considerations. It will make future teams and events better. If the event went "O.K., but could be better next time if..." you would write these comments under the "improve" section. Of course if the event was a train wreck, the approach to the event or team activity was terrible and should not see the light of day again, put it under "eliminate." It is important to keep track of these notes so that future teams can see what has been done, challenges that came up and hopefully avoid these challenges in the future. Equally important is telling future teams how to go about producing an excellent event and giving them the tools to pull it off successfully.

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After your team has completed their evaluation it is time to debrief. Get your group together and talk about the different events. Make sure that someone is taking notes to add to the file for each event. You can do a debriefing after each event, which is what a strongly suggest as well as at the end of the year. When you debrief you need to ask certain questions and make sure you get clear answers from the group. The questions that need to be asked include:

1. Did we accomplish our objectives for the activity or event?
2. Were our resources adequate?
3. Were our resources used appropriately?
4. Did the activity or event run smoothly from the planning stage through completion?
5. Are we pleased with the results?
6. Were the people involved in the activity pleased with the results?
7. What would you **P**reserve, **I**mprove, and **E**liminate?

Make sure that everyone has a chance to share his or her thoughts and opinions. This is an invaluable time and everybody has something that will add to future successes.

All right, you've figured out the strengths and weaknesses of the team and events from the past year. All of your suggestions have been filed into the appropriate binders or files, now what? It's time to give suggestions, recommendations and tips for future success to the next team that comes along. This is your opportunity to pass down the knowledge that you have learned from this year. This is your chance to be a true leader and share with others, helping them so they learn and grow from you. There are many ways to share your learned wisdom with others. One way is to write the next officer a letter. In the letter tell them as much as you can about your successes and challenges. Wish the new team and members luck and tell them how much fun you had. Remember, stay positive and encouraging. Maybe one of the pages of your letter could be "Words of Wisdom" or some catchy phrase. In this section share your "gems" that you've learned. For example:

- People may all be looking at the same thing, but they all see it differently.
- Have a plan B
- Conflict should be resolved, not avoided.
- If you don't have time to do it right the first time, when will you have the time to do it over?
- Find solutions, not fault or blame.
- Just because you won the argument doesn't mean you're right.
- Keep smiling !!!

You've probably learned much over the year and now is another chance for you to make a lasting impression on others. It's yet another chance to give words of wisdom and leave a little of you with someone else. Congratulations...You are a leader.

Morrison, E.K., (1994). *Leadership skills – developing volunteers for organizational success*. Tucson, AZ. Fisher Books.

