

KEHA Building Blocks for Success

Facilitator's Guide

The Kentucky Extension Homemakers Association (KEHA) is a volunteer organization dedicated to improving the quality of life for families and communities through leadership development, volunteer service, and education. KEHA has a rich history of community involvement and service built upon a grassroots base of members, clubs and county organizations. The structure of KEHA also includes area councils and a state board committed to looking to and preparing for the future of the organization.

Throughout the history of KEHA, the relationship with the University of Kentucky Cooperative Extension Service has been an integral part of the organization. At the county level, Family and Consumer Sciences agents serve as educators, advisors and partners with KEHA members, clubs, and county leaders. From the university, support is provided to develop, implement and evaluate educational programs and service projects and to foster leadership development.

The strength of KEHA is built upon the roles individuals and groups play at various levels of the organization. This activity is designed to help KEHA members reinforce their understanding of how the building blocks fit together to sustain and grow the organization.

Activity 1 *Building Blocks for Success*

Materials needed:

- One or more sets of the six keyword cubes. The cubes are available for download at www.keha.org in the Leadership Development section. Two types of files are posted – diagrams that may be printed on cardstock, folded, and assembled into cubes; and word squares that are formatted to adhere to 4”x4”x4” gift boxes to create cubes. Utilize six distinct colors of paper to differentiate your cubes.
- Depending upon the discussion option you choose, additional materials needed would include a drawstring bag, music, baskets and/or boxes.

Many people play a role in KEHA programs and activities. Key individuals and groups include:

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| • Individual KEHA members | • Area KEHA leaders |
| • County KEHA leaders | • KEHA State Board |
| • Family and Consumer Sciences Extension agents | • Family and Consumer Sciences Extension state personnel |

Blocks have been developed for each of these six groups that share keywords related to the roles and actions frequently associated with each group.

The blocks and terms listed on each side provide a starting point for a discussion about the roles necessary to sustain and strengthen the organization. The terms included on each cube do not represent every role associated with the particular individual or group, but are based upon established roles and responsibilities for the particular group. Depending upon your group and the time available, you may want to brainstorm additional terms related to each individual or group identified by a particular color block.

Your attendees can be engaged in this activity through a variety of techniques. Ideas for distributing the blocks for discussion are included below. The ***Building Blocks Key*** provides an explanation of the terms related to the specific individual or group with which it is associated.

Discussion strategies

Option 1 - A Mixed Bag

Place a set of six cubes in a drawstring bag. Pass the bag to a member, and ask them to select one cube. Once the member has a cube, ask them to share one word listed. Engage the group in a discussion of how that term relates to the particular group represented by the block. Depending upon the time available, ask the member to share a second term and discuss it as well. The group should review all six terms, but the degree of discussion can be tailored to fit the time allotted.

Pass the bag to a second member, who will also select one block from the bag. The member will share one term from the block, and the group will discuss that particular term. As with the first block, review all six terms and tailor the amount of discussion to your setting and timeframe.

The bag should circulate through the group until all six blocks have been selected and discussed. Share the ***KEHA Building Blocks for Success*** handout with the group so everyone is aware of the various roles described by the cubes.

Option 2 Roll the Dice

Prior to the beginning of the session, randomly place a set of cubes on the tables throughout the room. When the group convenes, ask a volunteer at one table to pick up a cube and roll it as if rolling a die. The member should then read the word displayed. Share the person or group within KEHA to which the cube is associated, and discuss how the term on the die relates to the role for that individual or group. The die could then be rolled again to discuss a new word until you discuss multiple terms from the cubes. Review all six terms, but the degree of discussion can be tailored to fit the time allotted.

Once you have reviewed all terms on a particular cube, move on by asking another member to select a cube and roll it like a die. Circulate throughout the room until all six cubes have been discussed. Share the ***KEHA Building Blocks for Success*** handout with the group so everyone is aware of the various roles described by the cubes.

Option 3 Musical Cubes

Select one of the six cubes from the set. Share with the group the individual or group within KEHA to which the cube is associated. Start playing music, and ask the members to pass the cube among the group until the music stops. Once the music stops, ask the member holding the cube to read the term that their right thumb is touching. Discuss how that term relates to the role for the specific individual or group related to the cube. Begin the music again, and ask the members to pass the cube. When the music stops, the member holding the cube will share a second term for discussion. Continue with the musical passing of the cube as time permits. Review all six terms, but the degree of discussion can be tailored to fit the time allotted.

Once one cube has been reviewed, select a second cube and begin again by sharing the individual or group to which it is associated. Circulate again using the music, stopping to discuss the various terms.

Continue to circulate cubes until all six have been discussed. Share the ***KEHA Building Blocks for Success*** handout with the group so everyone is aware of the various roles described by the cubes.

Option 4

Stacked for Success

Prior to the beginning of your meeting or training, stack 2 or more sets of cubes in a single-dimensional square with equal rows and columns. Make sure that each word is only facing the audience once. Mix the colored cubes randomly to reinforce that the roles of individuals and groups are important at all levels.

When the group convenes, ask one member to come forward and select a cube, reading the word as they remove the cube from the stack. Share the group or individual with which the selected cube is associated, and discuss how the word relates to the role of the associated group or individual. Following the discussion, place the cube to the side and ask another volunteer to come forward, read one word, and remove that cube from the stack. The facilitator will again indicate the group or individual with which the selected cube is associated, and the participants should discuss how that word relates to the role of the group or individual. Continue until the stack has been exhausted. (The number of sets of cubes you use will determine how many terms you will discuss from each. Share the ***KEHA Building Blocks for Success*** with the group so everyone is aware of the various roles described by the cubes.)

Option 5

Toss it Out

At the beginning of your meeting or training, select one cube from the set of six. Tell your audience which group or individual within KEHA the cube describes. Toss the cube to one of the attendees. Ask that person to share one word listed on the cube. Discuss how that term relates to the particular group or individual. The cube can then be tossed up to five more times so that you may discuss multiple terms listed.

Select a second cube, and tell your audience which group or individual within KEHA it describes. Toss it to someone, and repeat the activity as described above. Continue to select cubes, share the group or individual represented, toss and discuss until all six cubes in the set have been reviewed. Share the ***KEHA Building Blocks for Success*** handout with the group so everyone is aware of the various roles described by the cubes.

Option 6

Under Your Thumb

Prior to the beginning of the session, randomly place one or more sets of cubes on the tables throughout the room. When the group convenes, ask a volunteer at one table to pick up a specific colored cube. Share the person or group within KEHA to which the cube is associated. Ask the member holding the cube to read the word under their right or left thumb. Discuss how the term on the cube relates to the role for that individual or group. If you have multiple sets of cubes throughout the room, ask someone at another table to pick up the same color cube and read the term under their thumb. Continue until you have discussed multiple terms from that cube. Be sure you share all six terms, but discussion can be tailored to fit the time allotted.

Once you have completed the discussion of one particular color cube, move on by asking another member to select a different color cube (specify which). Share the person or group within KEHA to which the cube is associated, and discuss the term(s) on that cube as outlined above. Work through the colors until all six cubes have been discussed. Share the ***KEHA Building Blocks for Success*** handout with the group so everyone is aware of the various roles described by the cubes.

Activity 2 *Role Reality*

We often hear terms like communicate, support, organize, and empower used to describe the roles individuals play in relation to their careers, volunteer work, leadership positions, and community activities, but do we understand the meaning of the terms? To understand terminology associated with various roles and responsibilities related to KEHA, participants will complete the *KEHA Building Blocks for Success Role Reality* word match activity. Challenge members to consider each of the six specific positions and the roles listed for each as they match the roles and definitions. After everyone has an opportunity to complete the activity, discuss the definitions and how they relate to each specific position within KEHA. The answers are provided below.

KEHA Building Blocks for Success – Word Match Answers

KEHA Members:

1. Recruit – d. to enlist new members
2. Nurture – f. to further the development of
3. Participate – a. to take part
4. Volunteer – b. to willingly undertake service
5. Learn – c. to gain knowledge
6. Champion – e. to act as a supporter of

County Leaders:

1. Promote – b. to contribute to the growth of
2. Implement – c. to carry out
3. Establish – a. to bring into existence
4. Share – f. to tell or distribute to others
5. Partner – d. to join or associate with
6. Connect – e. to place or establish in relationship

FCS Agents:

1. Educate – e. to train by instruction
2. Facilitate – c. help bring about
3. Empower – a. to enable
4. Support – b. to promote the interest or cause of
5. Communicate – d. to transmit information
6. Advise – f. to counsel

Area Leaders:

1. Represent – b. to serve as a delegated authority of
2. Serve – c. to be of use
3. Focus – d. to cause to be concentrated
4. Inform – e. to communicate knowledge to
5. Correspond – f. to communicate with
6. Advance – a. to accelerate the progress of

KEHA State Board:

1. Challenge – e. to stimulate, especially by presenting difficulties
2. Lead – c. to direct on a course
3. Strategize – a. to devise a course of action
4. Organize – f. to arrange to systematic planning
5. Develop – d. to create or produce
6. Unite – b. to put together to form a single unit

FCS State Staff:

1. Inform – c. to communicate knowledge to
2. Author – d. one that originates or creates
3. Deliver – a. to produce the expected result
4. Partner – f. to join or associate with another
5. Research – e. studious inquiry or examination
6. Encourage – b. to spur on

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Definitions from: Merriam-Webster's Online Dictionary – <http://www.merriam-webster.com/dictionary/>. Accessed July 8, 2009.

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