



TRAINING LEADERS *of* CADETS

INTERMEDIATE COURSE

LESSON PLAN

Z.2 Course Conclusion

VERSION: December 2016 *please verify this is the latest version by visiting capmembers.com/TLC*

DURATION: 30 minutes approximately

INSTRUCTOR: Course Director

PROCESS & NOTES: This session is administrative, containing no substantial instructional content. Because time is limited, the course director is advised to proceed as follows:



1. Clear the Holding Pattern

15 min

Review your notes. Now is the time to address any issues that were placed in a "holding pattern."



2. Administrative Tasks

5 min

Distribute course critiques. As participants complete the critiques, distribute the graduation certificates; shake hands and say thank you, but time probably will not allow for a "ceremony."

3. Briefing Content: Students' Next Steps

5 min

(reminders / remotivations to briefly mention)

- Remember the variety of curricular resources; try a new hands-on activity in your squadron meeting next quarter.
- As TLC Intermediate graduates, you're no longer apprentice-level Cadet Programs Officers, so reach back to TLC Basic and try doing the Unit Climate Survey again, this time with a deeper and broader knowledge about Cadet Programs.
- Also reaching back to TLC Basic, pull up your Quality Cadet Unit Award report in eServices. Take a fresh look at how your squadron is doing with the fundamentals and be a leader who builds upon your local unit's successes.
- Speaking of TLC Basic, we need you. The next time TLC Basic comes along, please consider volunteering as an instructor. *It'd be useful to have the dates, locations, course director name and contact information handy.*
- Get involved in a special activity you haven't tried yet, such as Wreaths Across America, Cyber Patriot, encampment, or an NCSA.

4. Collect critiques (review at a later time and share with staff and NHQ)

2 min

5. One final thank you to everyone, clean-up facility, & depart

2 min