



TRAINING LEADERS *of* **CADETS**
INTERMEDIATE COURSE
LESSON PLAN

Z.1 Welcome

VERSION:	October 2021 <i>please verify this is the latest version by visiting gocivilairpatrol.com/TLC</i>
DURATION:	20 minutes approximately, and subtopic times shown in margins below are also approximate
INSTRUCTOR:	A master-rated cadet programs officer or highly experienced CC or CDC is suggested
KEY QUESTION:	What is this course deigned to deliver?
OBJECTIVES:	<ol style="list-style-type: none">1. Describe the learning outcomes for the course2. Engage comfortably with other participants
SIMPLE OUTLINE:	<ol style="list-style-type: none">1. Welcome & Starter:2. Learning Outcomes3. Housekeeping Items4. Icebreaker Activity
CLASS ACTIVITIES:	Icebreaker activity aimed at helping to remove the inhibitions that will thwart productive discussion.
EQUIPMENT:	Empty space (inside or out) to gather group



Welcome & Starter

2 min

Welcome to Training Leaders of Cadets – Intermediate Course. This course is for Cadet Programs Officers who want to be better prepared to *lead* a squadron's Cadet Program. Its particularly well suited for:

- Adult volunteers preparing themselves for service as a squadron commander or deputy commander for cadets
- Veteran CP officers seeking refresher training
- Graduates of the TLC Basic Course

The #1 factor affecting the quality of the cadet experience is adult leadership. Survey after survey, cadets tell us that you – their adult leaders – make the difference. Put a handful of well trained, committed Cadet Programs Officers in each squadron and CAP is going to succeed in its cadet mission. Without that training and dedication, the cadets won't achieve their full potential. So, thank you for volunteering your time today.

The most important thing that makes, or breaks, a cadet's experience in CAP is the Adult Leaders. This cannot be overstated. YOU are the reason cadets stay in CAP, YOU are the reason they learn, they grow, they triumph.

So thank you for taking the time to be with us today and to learn how to be a great Cadet Programs leader.

Introduce yourself. Hold off on introducing others until later in this lesson.



Learning Outcomes

3 min

Distribute the Student Packet and refer to page 1.

This course aims to prepare Cadet Programs Officers to lead a squadron-level Cadet Program. This is the TLC Intermediate Course, so we're assuming that you've completed the TLC Basic Course.

How will we fulfill our overall goal? We have three main goals today. Allow me to briefly discuss each. We will:

Discuss how local leaders might serve cadets with special needs: In Block 1 we will familiarize ourselves with CAP policy regarding special needs cadets and consider what specific accommodations might local leaders use to encourage maximum inclusion.

Describe methods for positive, indirect leadership: We reach this goal through the lessons of Block 2, Positive Leadership. We'll ask what it means to be a transformational leader. We'll delve into practical strategies for coaching cadets and giving them feedback. We'll examine CAP's construct for progressive discipline, which stands upon a belief that to discipline is to teach. And finally, we'll explore ways to partner with parents using positive leadership methods.

Describe major national and wing activity programs: We'll reach this goal through the , Cadet Activities lesson in Block 3. We'll describe the premiere wing- and national-level cadet activities, and perhaps share stories about personal experiences at some of those outstanding programs.



Summary. So, you'll notice that the TLC Intermediate Course is divided into three blocks, with six in-person lessons and one web-based lesson that you'll need to do on your own to receive course credit, if you haven't already. Some of our discussions will bleed-over from one lesson to the next, so please take a look at the lessons and try to be mindful of which lessons are still to come in case your question or comment would be better placed in a later class.

Emphasis Item: There is a Web Modules in the Learning Management System in eServices that you should have already completed. If you have not completed them, you will need to do that or you WILL NOT receive credit for the course.

Course Format & Ground Rules 2 min

Each lesson is discussion-based. Notice that each lesson is built around a "Key Question," which, through purposeful discussions, we'll collectively answer in some depth.

Why use a discussion-based approach? Everyone here is an experienced Cadet Programs Officer and/or mature adult, so there's a lot of intelligence and wisdom in this room today. Everyone has valuable input to share, and even the most experienced among us are bound to learn something.

There are no cadets present today. That allows us to speak frankly and discuss real challenges you're encountering in your squadron without fear of hurting a cadet's feelings. Therefore, I ask that everyone respect our discussions here today and agree that what is said here, stays here.

If your question relates to a point we'll be covering later in the day, we may add it to the "holding pattern."

Begin a "holding pattern" using butcher paper that remains visible to all. As needed, add topics to this running list, and delete topics as they are resolved.

Further, most of the lessons include a hands-on activity to help you test your comprehension of the discussion content.

Housekeeping Items

1 min

Take a moment to address the following

- Bathroom location
- Silence telephones
- Internet password; we will periodically use the internet to access regulations and manuals
- When breaks and lunch will be (i.e. after each section)
 - Please be prompt in your return
- Adult Leaders
 - TLC is designed as a collegial space for discussions as adult leaders about how to lead cadets, therefore cadets cannot take this course. We want to foster an environment where the encourages open discussion. People might share some specific challenges that are happening in their squadrons. Let's be respectful and avoid gossip. The objective for today is for there to be open and honest dialog conducive to learning and positive development.



- *Virtual Learning (If the class is being taught on a virtual platform)*
 - Ask all participants to mute themselves unless speaking
 - Explain if you'd like all participants to be on camera
 - Remind presenters to silence cell phones
 - Give a quick tour of the pertinent features, such as the chat box, and the hand raising options.
- *Location of snacks and coffee, if provided*
- *Anything else pertinent*



Icebreaker Activity

14 min

Don't skip the ice breaker. Much of the success of this course is about group discussion. This ice breaker will help your participants get comfortable chatting with one another, which will lead to fuller discussions right from the start of the class.

Have everyone stand up and gather in a circle in another room, or separate part of the classroom. Getting them away from the tables helps to bring barriers down.

Move about the room and find 2-3 people who you don't know and partner up with them.

Find out their names, what squadrons they are from, what they do outside of CAP for work, hobbies, and what motivates them to want to work with cadets.

Give participants a few minutes to chat with one another, and then bring them back together in a circle.

OK so feel free to answer for yourself or for someone you got to know this morning.

- Who traveled the furthest to be here today?
 - *Someone might answer that another participant was born in another country, or that someone traveled from another state to be here today. Either answer is fine. The point is not to get caught up in the tiny details, but to get people talking and sharing.*
- Who has been a part of CAP the longest? When did everyone join?
 - What about the shortest?
- Tell me about some of the professional jobs/careers that you have.
- Does anyone have any really interesting hobbies?

Return to the classroom at the close of the ice breaker.