



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

Z.1 Greetings & Overview

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

1 min

Welcome to Training Leaders of Cadets – Basic Course. This course is for anyone who wants to be a better leader for cadets. Its particularly well suited for:

- New adult volunteers
- Adult volunteers serving in positions below squadron deputy commander
- Veteran CP officers seeking a refresher training

The most important thing that makes, or breaks, a cadet's experience in CAP is the Adult Leaders they interact with. 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.



Learning Outcomes

3 min

By the end of today you should be able to:

- Articulate the Cadet Programs vision
- Explain CP Officers' roles and responsibilities at the squadron level
- Describe operating principles for squadron-level cadet programs



The course contains three main sections:

- Block 1: Introduction to the CAP Cadet Program
- Block 2: Cadet Program Leaders
- Block 3: Squadron-Level Cadet Program

Emphasis Item: There are 2 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.



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

15 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 someone who you don't know and partner up with them. Keep it to 2 people whenever possible.

Find out their name, what squadron 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.