

Your Staff: What They do for You

Lesson Plan

DURATION: 50 Minutes

TEACHING METHOD: Lecture/Discussion

REFERENCES: Student Guide, CAPM 20-1, CAPP 50-1

TEACHING AIDS/HANDOUTS: Student Guide, slide presentation

READING ASSIGNMENT: Student Guide

Lesson Objective:	Identify staff positions in your unit and discuss your relationship with them.
Behavioral Objectives: At the end of this segment students will be able to:	<ol style="list-style-type: none">1. Identify the different staff offices in your squadron.2. Describe how the different staff officers can directly assist you.3. Explain how you can best support your staff officers in doing their jobs.

LESSON STRATEGY

This segment is designed to make commanders familiar with their staff; what the staff does for them, and finally what the staff needs from the commander in order to do their jobs properly. The focus will be on the composite squadron staff, and the primary reference will be CAP Manual 20-1, *CAP Organization*, so you may want to have a copy handy.

It is not necessary for the commanders to memorize all the individual tasks their staff accomplish or to be experts in every job. The goal is to get them familiar with the areas of expertise, to have them know where to look. They should also understand what they can do to best support their staffs.

Primarily lecture format. Leave time for questions from the students. Encourage the students to bring their own copies of CAPM 20-1 for reference in this class.

The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

LESSON OUTLINE

MAIN POINTS:

- I. The basic composite squadron staff
- II. How your staff helps you
- III. How you can support your staff

Teaching Plan

Lesson Objective:

Identify staff positions in your unit and discuss your relationship with them.

ATTENTION:

Your staff is the key to running an effective unit. Their work enables you to juggle a hundred different tasks and keep them all in check. Your staff is your eyes and ears.

MOTIVATION:

When you were a staff member, your commander depended on you to do your job and keep him/her informed about matters important to the operation of the unit. You told your commander about the progress you made and the problems you had. Together, you made the unit work. Now that you are a commander yourself, or soon will be, your perspective of this relationship will naturally change. Instead of being depended upon as a staff member, you now must depend on your staff.

OVERVIEW:

For the next 50 minutes, we'll take a brief look at the composite squadron staff. We'll sketch out what the major players do. For many this will be a refresher from the SLS, for others it will be a first look. The point will not be to make you an expert in every staff area. What we want to do is show you where to look, to find the information you need as a commander.

Transition:

STATE: You don't need to know every staff position in detail; you just need to know where to look for help.

MP I. The basic composite squadron staff (**NOTE:** provide 50 word or less synopsis of each, refer to CAPM 20-1)

- A. Deputy Commander for Seniors.
- B. Deputy Commander for Cadets.
- C. Operations Officer.
- D. Safety Officer.
- E. Administrative Officer.
- F. Public Affairs Officer.
- G. Chaplain.
- H. Communications Officer.
- I. Aerospace Education Officer.
 - 1. For Seniors.
 - 2. For Cadets.
- J. Senior Programs Officer.
- K. Logistics Officer.
- L. Leadership Officer.
- M. Activities Officer.
- N. Special Staff Officers.
 - 1. Personnel.
 - 2. Recruiting.
 - 3. Legal.
 - 4. Finance.
 - 5. Medical.
 - 6. Testing.

- 7. Historian.
- O. Prioritizing Staffing.
- P. Piggy-backing positions.

MP II. How your staff helps you

- A. They serve as the commander's eyes, ears, and hands
- B. They serve as:
 - 1. Expert advisors.
 - 2. Committee members.
 - 3. Project officers.
 - 4. Sounding boards.

MP III. How you can support your staff

- A. Treat them as professionals.
- B. Give them opportunities to grow professionally.
- C. Apply training programs evenly.
- D. Practice participatory management.
- E. Encourage cross-talk.
- F. Remember jobs and family.

Reference materials: CAPM 20-1 *CAP Organization*, CAPP 50-1 *Commander's Guide*

Questions and Answers

Student Guide Questions:

List three different special staff officers that the commander can assign as appropriate: *EX: Personnel, recruiting, legal.*

Field any other questions the students may have.

Conclusion

SUMMARY:

A trained staff is a very important tool for the commander to have, because it enables him/her to do everything the squadron needs to have done.

CLOSURE:

Rarely does a squadron have all the people it needs to have a fully-manned staff. The piggy-backing we talked about is the norm, not the exception. To ease the burden on the unit and on the staff, new members must be constantly brought into CAP. Once the members join, they must have reasons to stay. Recruiting and retention are two factors which require the commander's constant attention, and we'll talk about these very important subjects in the next segment.