Elective Curriculum Outline

Motivation

- Definition of Motivation
- Why Motivation is Important
- Maslow's Hierarchy of Needs
- Motivational Techniques for Members

Delegating Authority

- Definition of Delegation of Authority
- Relationship Between Authority and Responsibility

- When to Delegate
- Definition of Homogeneous Assignment

Meeting Planning

- Why Plan Your Meetings?
- Cadet Meeting Format
- Senior Meeting Format

Unit Training Programs

- Unit Training Defined
- Effective Unit Training
- Integrating Individual Functions
- Passive Training Programs
- Active Training Programs
- Continual Training
- Group, Wing, Region, and National Programs
- Commitment of Command

Working with Families

- Why Include Families
- Explaining the Missions
- Encouraging Family Involvement

Problem Solving

- The Problem solving Model
- The Case Study

How to Work with Group, Wing, and the LO

- Group/Wing
- The Staff
- Your Boss (the Group/Wing Commander)
- The LO
- Working Together

Budgeting

- The importance of Budgeting at the Unit Level
- Determining Your Assets and Needs
- Raising Funds

Your Staff: What They Do for You

- The Basic Composite Squadron Staff
- How Your Staff Helps You
- How You Can Support Your Staff

Effective Listening

- Definition of Effective Listening
- Critical Attributes of Effective Listening
- The Five Types of Listening
- Effective Listening Techniques

Successful Units

- Characteristics of a Successful Unit
- Resources Necessary for Unit Success
- Four Questions that Define a Successful Unit
- Measuring Unit Success

Successful Leaders

- Traits of Managers
- Traits of Successful Leaders
- Differences Between Leaders and Managers
- Communication: the Critical Success Factor
- Five Critical Questions to Help Assess Leadership Potential

Hazing

- Definition of Hazing
- Civil Air Patrol Hazing Policy
- CAP Reporting Measures
- Preventative Measures

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