

COMMON TRAINING

PROFICIENCY LEVEL ONE

INSTRUCTIONAL GUIDE

SECTION 5

EO C103.02 – PARTICIPATE IN SELF INTRODUCTIONS

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Prepare all materials listed in the resource section of each activity.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

An in-class activity was chosen for TP 1 as it is an interactive way to reinforce self-introductions and to provoke thought and stimulate interest among cadets.

A group discussion was chosen for TP2 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about self-introductions.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

The cadet shall introduce themselves to the group.

IMPORTANCE

Communication is an important aspect of leadership. Being able to communicate with other members of the group and the leader will lead to successful completion of tasks. Starting with a short, informal introduction will give the cadets confidence to start developing their communication skills.

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Teaching point 1 **Conduct a self-introduction activity.**

Time: 15 min Method: Interactive Lecture

BACKGROUND KNOWLEDGE

COMMUNICATION

Effective communication skills are key to any successful group or team and are an important factor in becoming an effective leader. A leader who can communicate effectively with the team will move the team towards a positive outcome.

Communication works in both directions. When one person is delivering a message, the team members must be listening to ensure they receive the message correctly. Part of becoming a leader is developing good listening skills. Team members should feel comfortable enough to bring forth ideas to the leader and feel that their ideas are heard and taken into account.

ACTIVITY

OBJECTIVE

The objective of this activity is to have each of the cadets present themselves to the class.

RESOURCES

- White board with markers;
- Pens; and
- Paper.

ACTIVITY LAYOUT

If the class is big, divide the group into smaller groups and use assistant instructors to facilitate the introductions.

ACTIVITY INSTRUCTIONS

1. Have each cadet stand in front of the class and present a short introduction.
2. The introduction should include information such as:
    a. their name;
    b. what school they attend;
    c. what grade they are in;
    d. why they joined cadets;
    e. their hobbies;
    f. their interests; and
    g. their general career ambitions.
3. Write this list on the board for the cadets to reference during the introduction.

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4. Give the cadets two minutes to write some notes to use during the introduction.

5. Each introduction should be no more then two minutes in length.

SAFETY

Nil.

CONFIRMATION OF TEACHING POINT 1

The cadets' participation in the activity will serve as the confirmation of this TP.

Teaching point 2 **Lead a discussion on the importance of the self-introduction activity in regards to developing communication skills.**

Time: 10 min Method: Group Discussion

DISCUSSION QUESTIONS



TIPS FOR ANSWERING/FACILITATING DISCUSSION:

- Prepare questions ahead of time.
- Be flexible (you are not bound to only the prepared questions).
- Encourage cadets to participate by using praise such as "great idea" or "excellent response, can anyone add to that?".
- Try to involve everyone by directing questions to non-participants.

SUGGESTED QUESTIONS:

Q1. How does this exercise emphasize the importance of communication?

Q2. Why is communication important in a team setting?

Q3. What feelings were experienced while introducing yourself?



Other questions and answers will develop throughout the reflection stage. The discussion should not be limited to only those suggested.

END OF LESSON CONFIRMATION

The cadets' participation in the activities will serve as the confirmation of the lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

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METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

Being able to communicate with others is essential in leadership both as a follower and a leader. Participating in self-introductions will give the cadet confidence to communicate with others in the group and with the leader.

INSTRUCTOR NOTES / REMARKS

Nil.

REFERENCES

C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.

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