EO M403.06 – ACT AS A TEAM LEADER DURING A LEADERSHIP APPOINTMENT

1. **Performance**: Act as a Team Leader During a Leadership Appointment

2. **Conditions**:

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard**: The cadet shall act as a team leader during a leadership appointment by:

   a. preparing for the leadership appointment;

   b. carrying out the tasks associated with the leadership appointment;

   c. giving feedback to the team; and

   d. meeting with the activity manager to discuss the outcomes of the leadership appointment.

4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Describe a leadership assignment and a leadership appointment.	Interactive Lecture	5 min	
TP2	Describe the leadership appointments that may be assigned at the squadron.	Interactive Lecture	5 min	
TP3	Describe how to conduct the leadership appointment, to include: a. preparing for the leadership appointment, to include: 1. ensuring the required resources are available; 2. completing a time appreciation; and 3. making a plan; b. briefing the team members during the leadership appointment, to include: 1. communicating the overall plan; 2. communicating the tasks involved in the leadership appointment; 3. assigning tasks to team members as applicable; and 4. ensuring the team members understand their tasks;	Interactive Lecture	15 min	C0-114 (p. 16, p. 36, p. 99) C0-243 C0-245 (pp. 70–71) C0-247 (pp. 133–136) C0-248 (p. 20, p. 21) C0-253 (p. 24) C0-254 (p. 34, p. 35) C0-255 (pp. 86–89) C0-256 (p. 54, p. 55)

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TP	Description	Method	Time	Refs
	c. carrying out the tasks associated with the leadership appointment, to include: 1. supervising team members; 2. ensuring the tasks within the appointment are progressing according to the time allotted; 3. providing feedback to the team members throughout the appointment; and 4. modifying the plan as required; d. providing feedback to the team members upon conclusion of the leadership appointment; and e. meeting with the activity manager to discuss the outcomes of the leadership appointment.			

5. **Time**:

a.	Introduction / Conclusion:	5 min
b.	Interactive Lecture:	25 min
c.	Total:	30 min

6. **Substantiation**: An interactive lecture was chosen for this lesson to orient the cadets to the leadership appointment.

7. **References**:

a. C0-114 ISBN 0-02-863656-2 Pell, A. R. (1999). *The complete idiot's guide to team building*. Indianapolis, IN: Alpha Books.

b. C0-243 Clark, D. (2007). *After action reviews*. Retrieved February 21, 2008, from http://www.nwlink.com/~donclark/leader/leadaar.html

c. C0-243 Clark, D. (2007). *Leadership & direction*. Retrieved February 21, 2008, from http://www.nwlink.com/~donclark/leader/leaddir.html

d. C0-245 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.

e. C0-247 ISBN 0-14-024272-4 Rosen, R. H., & Brown, P. B. (1997). *Leading people*. New York, NY: Penguin Books.

f. C0-248 ISBN 0-7894-4862-9 Heller, R. (1999). *Learning to lead*. New York, NY: DK Publishing, Inc.

g. C0-253 ISBN 0-7894-8006-9 Bruce, A., & Langdon, K. (2001). *Do it now!* New York, NY: DK Publishing, Inc.

h. C0-254 ISBN 0-7894-3244-7 Heller, R. (1998). *Communicate clearly*. New York, NY: DK Publishing, Inc.

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Verify against the official publication.

i. C0-255 ISBN 0-7645-5408-5 Brounstein, M. (2002). *Managing teams for dummies*. Indianapolis, IN: Wiley Publishing, Inc.

j. C0-256 ISBN 0-7894-4863-7 Heller, R. (1999). *Achieving excellence*. New York, NY: DK Publishing, Inc.

8. **Training Aids**: Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area.

9. **Learning Aids**: Leadership Appointment Aide-Mémoire.

10. **Test Details**: This EO is assessed IAW Chapter 3, Annex B, 403 PC.

11. **Remarks**: Acquire the list of leadership appointments developed by the Training Officer before instructing this lesson.

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