EO C503.01 – EXAMINE MEETING PROCEDURES

1. **Performance**: Examine Meeting Procedures
2. **Conditions**:
   a. Given:
      (1) Self study package,
      (2) Supervision, and
      (3) Assistance as required.
   b. Denied: Nil.
   c. Environmental: Classroom or training area suitable to complete the self study package.
3. **Standard**: The cadet will examine meeting procedures by completing a self study package.
4. **Teaching Points**: Have the cadet complete the self study package, which includes:
   a. identifying types of meetings;
   b. examining how to organize meetings; and
   c. examining how to facilitate meetings.
5. **Time**:

a.	Self Study:	90 min
b.	Total:	90 min

6. **Substantiation**: A self study was chosen for this lesson as it allows the cadet to examine meeting procedures at their own learning pace. This encourages the cadet to become more self-reliant and independent by focusing on their own learning instead of learning directed by the instructor
7. **References**:
   a. A0-010 CATO 11-03 Director Cadets 2. (2006). *Cadet program mandate*. Ottawa, ON: Department of National Defence.
   b. A0-201 United States Army Medical Department Battle Simulation Center (2003). *Military briefings*. Retrieved February 26, 2010 from http://www.cs.amedd.army.mil/simcenter/military_briefings.htm
   c. C0-004 ISBN 1-58062-577-0 McClain, G., & Romaine, D. S. (2002). *The everything managing people book*. Avon, MA: Adams Media.
   d. C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.
   e. C0-022 ISBN 0-02864-207-4 Cole, K. (2002). *The complete idiot's guide to clear communications*. USA: Pearson Education, Inc.
   f. C0-112 ISBN 0-8407-6744-7 Maxwell, J. C. (1993). *Developing the leader within you*. Nashville, TN: Thomas Nelson Inc. Publishers.
   g. C0-113 ISBN 1-882664-12-4 Karnes, F. A., & Bean, S. M. (1995). *Leadership for students: A practical guide for ages 8–18*. Waco, TX: Prufrock Press.

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Verify against the official publication.

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

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j. C0-144 Colver, E., & Reid, M. (2001). *Peacebuilders 3: Peer helping*. Ottawa, ON: YouCAN.

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n. C0-271 Farthing, D. (2001). *Peacebuilders 1: Conflict resolution youth reference guide*. Ottawa, ON: YouCAN.

o. C0-410 The ASPIRA Association. (2009). *Module #5: Defining leadership styles*. Retrieved on February 12, 2009, from http://www.aspira.org/files/documents/youthdev08/U_V_M_5_dls.pdf

p. C0-413 University of Arkansas, Division of Agriculture, Cooperative Extension Service. (2006). *4-H volunteer leaders' series: The enabler–A leadership style*. Retrieved February 18, 2009, from http://www.uaex.edu/other_areas/publications/PDF/4HCD2.pdf

q. C0-468 ISBN 0-06-091573-0 Hamlin, S. (1989). *How to talk so people listen*. New York, NY: Harper & Row Publishers.

r. C0-469 ISBN 1-57851-143-7 Argyris, C., Bartolomé, F., Bourgeous, L. J., III, Eisenhardt, K. M., Jay, A., Kahwajy, J. L., et al. (1999). *Harvard business review on effective communication*. Boston, MA: Harvard Business School Publishing.

s. C3-251 ISBN 978-0-306-81354-2 Robert, H. M., III, Evans, W. J., & Honemann, D. H. (2004). *Robert's rules of order: Newly revised in brief*. New York, NY: Perseus Books Group.

8. **Training Aids**: Nil.

9. **Learning Aids**:

   a. Self study package, and

   b. Pen / pencil.

10. **Test Details**: Nil.

11. **Remarks**: This self study package shall only be completed after the mandatory component of PO 503 (Lead Cadet Activities).

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