EO M303.07 – LEAD CADETS THROUGH A LEADERSHIP ASSIGNMENT

1. **Performance.** Lead Cadets Through a Leadership Assignment.

2. **Conditions**

   a. Given:

      (1) Sample leadership assignment,

      (2) Supervision, and

      (3) Assistance as required.

   b. Denied: N/A.

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

3. **Standard.** The cadet shall:

   a. plan for a leadership assignment; and

   b. lead a team of cadets through a leadership assignment by:

      (1) preparing for the assignment;

      (2) introducing the assignment;

      (3) conducting the assignment while supervising the team;

      (4) debriefing the team; and

      (5) presenting an after-assignment report to the team leader.

4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Discuss and demonstrate the process of preparing for a leadership assignment, to include: a. ensuring the goal is understood; b. ensuring the required resources are available; c. completing a time appreciation; and d. making a plan.	Demonstration	10 min	C0-114 (p. 16) C0-243 C0-248 (p. 20, p. 21) C0-253 (p. 24) C0-255 (p. 86–89)

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TP	Description	Method	Time	Ref
TP2	Discuss and demonstrate the process of introducing a leadership assignment, to include: a. stating the assignment to be completed; b. stating the goal of the assignment; c. identifying the resources required for the assignment; d. communicating the overall plan; e. assigning tasks to team members as applicable; and f. ensuring the team members understand the assignment.	Demonstration	10 min	C0-114 (p. 36, p. 99) C0-245 (p. 70, p. 71) C0-247 (p. 133–136) C0-254 (p. 34, p. 35)
TP3	Discuss and demonstrate the process for conducting a leadership assignment, to include: a. supervising peers; b. maintaining team control; c. ensuring the assignment is progressing according to the time allotted; and d. modifying the plan as required.	Demonstration	10 min	C0-256 (p. 54, p. 55)
TP4	Discuss and demonstrate the process for debriefing a team following leadership assignment, to include: a. reviewing the goal; b. providing feedback; and c. re-motivating the team.	Demonstration	10 min	C0-240 (p. 19)
TP5	Explain the after-assignment report.	Interactive Lecture	5 min	C0-243
TP6	Discuss how to plan for a leadership assignment.	In-Class Activity	5 min	C0-255 (p. 267, p. 269)

5. **Time**

a.	Introduction/Conclusion:	10 min
b.	Demonstration:	40 min
c.	Interactive Lecture:	5 min
d.	In-Class Activity:	5 min
e.	Total:	60 min

6. **Substantiation**

a. A demonstration was chosen for TPs 1–4 as it allows the instructor to explain and demonstrate the format of a leadership assignment in a safe, controlled environment.

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b. An interactive lecture was chosen for TP 5 to give direction on the procedure for completing an after-assignment report.

c. An in-class activity was chosen for TP 6 as it is an interactive way to provoke thought and stimulate interest among cadets.

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. C0-240 (ISBN 0-934387-05-2) Collard, M. (2005). *No Props: Great Games With No Equipment*. Beverly, MA: Project Adventure, Inc.

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

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

e. C0-245 (ISBN 1-58062-513-4) Adams, B. (2001). *The Everything Leadership Book*. Avon, MA: Adams Media.

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

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

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

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

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

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

8. **Training Aids**

a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area,

b. Handout of the leadership assignment format,

c. Handout of leadership assignment assessment form,

d. Handout of the after-assignment report,

e. Sample leadership assignment, and

f. Resources for the sample leadership assignment as required.

9. **Learning Aids**

a. Handout of the leadership assignment format,

b. Handout of the leadership assignment assessment form,

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c. Handout of the after-assignment report,

d. Leadership assignment, and

e. Pen/pencil.

10. **Test Details.** This EO is assessed IAW Chapter 3, Annex B, Appendix 1 (303 PC).

11. **Remarks.** A minimum of two leadership assignments shall be selected from those listed in Chapter 3, Annex B, Appendix 1, (303 PC).

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