ANNEX E

TRAINING COUNSELLING SESSION GUIDELINES

GENERAL

The purpose of the Training Counselling Session (TCS) is to formally meet with a cadet who is having difficulty achieving and / or maintaining qualification standards and to create an action plan to assist this cadet.

PRE-COUNSELLING SESSION INSTRUCTIONS

Gather the required resources, such as TCS Form, cadet's training file, pen, paper, etc.

Review the cadet's training file and discuss their performance with other staff members as required.

Complete Section 1 of the TCS Form.

CONDUCT OF COUNSELLING SESSION



Tips for a successful interview:

- Ask questions that will provoke thought; avoid "yes or no" questions.
- Manage time by ensuring the cadet stays on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadet time to respond to your questions.

1. Welcome the cadet.
2. Complete Sections 2 and 3 of the TCS Form.
3. Have the cadet sign the TCS Form.
4. Sign the TCS Form.

POST-COUNSELLING SESSION INSTRUCTIONS

The goal of conducting training counselling is to guide a cadet towards success in the Cadet Program. Following the training counselling session the Training Officer shall meet with the CO to discuss the outcome of the session and any further steps required.

The Commanding Officer shall contact the guardian to open the lines of dialogue and include them in the action plan.

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ANNEX E, APPENDIX 1

TRAINING COUNSELLING SESSION FORM

SECTION 1 – BACKGROUND INFORMATION	
Name:	Rank:
Proficiency Level:	Flight:
Circumstances requiring TCS:	
Overall training progress (eg, seriousness of failure, performance in related POs, any previous difficulty and action taken, performance / behaviour, etc.):	

SECTION 2 – SESSION FINDINGS

1. Inform the cadet they are not achieving and / or maintaining qualification standards and that you are meeting to help them correct the situation.
2. Discuss the following:
   - Circumstances affecting training progress
   - Any previous difficulty and action taken (eg, whether or not help / additional training was provided)
   - Overall performance / behaviour of cadet (eg, attendance, effort, motivation, attitude)

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SECTION 3 – SESSION RECOMMENDATIONS (ACTION PLAN)	
With the cadet, create an action plan that highlights the actions required for success. Brief the cadet on the consequences should no improvement be noticed.	
Cadet's Signature:	
Training Officer's Signature:	Date:
SECTION 4 – COMMANDING OFFICER REVIEW	
Record any discussion with parents regarding the progress of the cadet.	
Commanding Officer's Signature:	Date:

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