LEADERSHIP ASSIGNMENT FORMAT

1. Prepare for the leadership assignment by:
   a. ensuring the goal is understood;
   b. ensuring the required resources are available;
   c. completing a time appreciation; and
   d. making a plan.
2. Introduce the leadership assignment by:
   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.
3. Conduct the leadership assignment by:
   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.
4. Debrief the team following the leadership assignment by:
   a. reviewing the goal;
   b. providing feedback; and
   c. re-motivating the team.
5. Complete an after-assignment report and a self-assessment.
6. Attend a debriefing with the directing staff.

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