



National
Defence

Défense
nationale

Royal Canadian Air Cadets

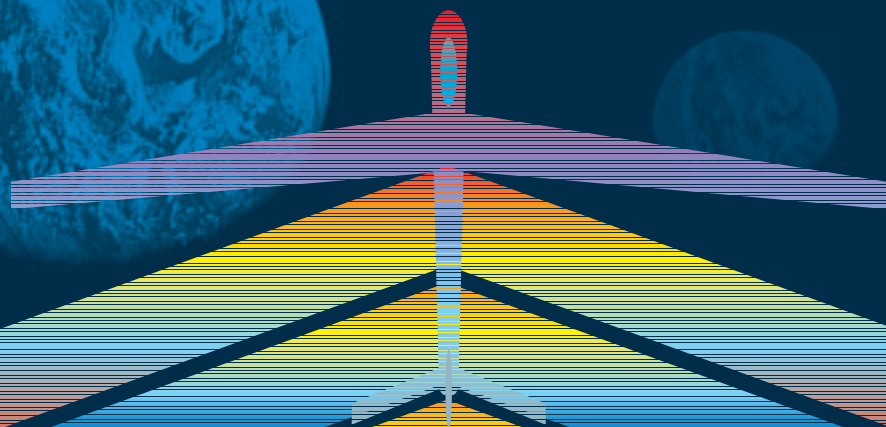
STAFF TRAINING ORGANIZER



LEVEL

5

OJT



Canada

YEAR: _____

LEVEL 5

ROYAL CANADIAN AIR CADETS

A large black rectangular area containing three diagonal white stripes that run from the top-left towards the bottom-right. Below the stripes, the text 'TRAINING ORGANIZER' is written in white, bold, sans-serif capital letters.

TRAINING
ORGANIZER

ROYAL CANADIAN AIR CADETS

TRAINING ORGANIZER

YOU ARE A LEADER!

Congratulations, you are now part of the air cadets' elite! Everything you have learned and experienced so far will help you achieve what very few young adults like you have a chance to experience: You will be asked to play a greater role in the operations of your squadron and your decisions and actions will more than likely influence the lives of many young air cadets! Do you remember your first drill instructor? How about your first staff-cadet? Someone surely did, at one point in time, create such an impression on you that you chose to remain associated with the air cadet organization. The eyes and ears of a new generation of cadets are now turned toward you.

For the past couple of years your superiors have taken charge of you, made all the decisions, organized several activities and told you exactly what to do and when to do it. Basically, you hardly had anything else to do but show-up and enjoy everything that was prepared for you. This time is now over and you must realize that your subordinates expect the same from YOU! No matter how small your tasks are, they **must** be performed to a higher standard.

One of the most important skill required by a good leader is the ability to **organize time**. As you will soon realize, being "in charge" can be lots of fun, but it can also prove to be difficult if you do not learn to keep track of everything said and done.

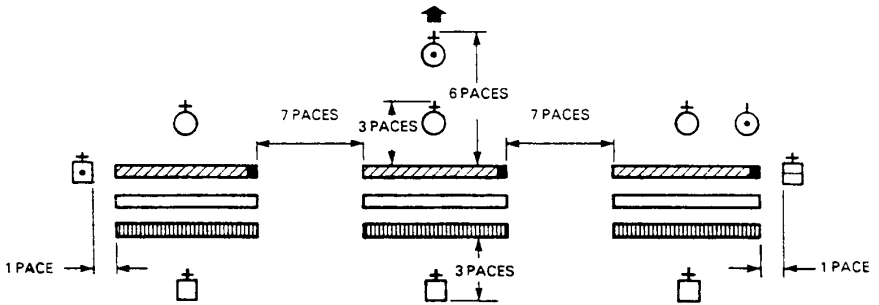
The success of any superior organizations lies in the facility of its members to manage time better and make sound decisions. The way you organize your time and your subordinates' time, as well as the efficiency by which you manage it, will reflect on the success encountered by both your subordinates and, to a certain extent, your squadron.

Have you noticed that it is easier to trust someone who seems to know what he/she is doing? Successful leaders of all time have one thing in common: **THEY KNOW WHAT TO DO AND WHEN TO DO IT!** They have developed an ability to take charge more efficiently. Organizing time will help to plan your tasks in such a way that you will always know exactly what to do and when to do it.

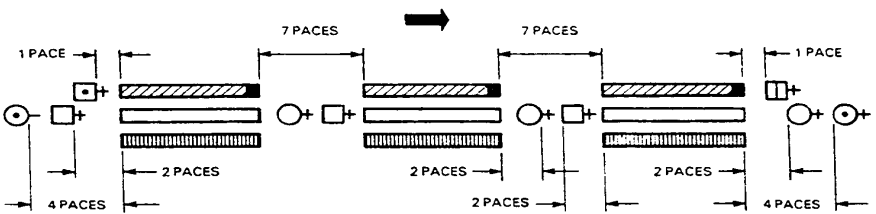
This TRAINING ORGANIZER has been created especially for you. It contains several sections aimed at one goal: **HELP YOU BECOME A GREAT LEADER**. Use it well!

Just to remind you...

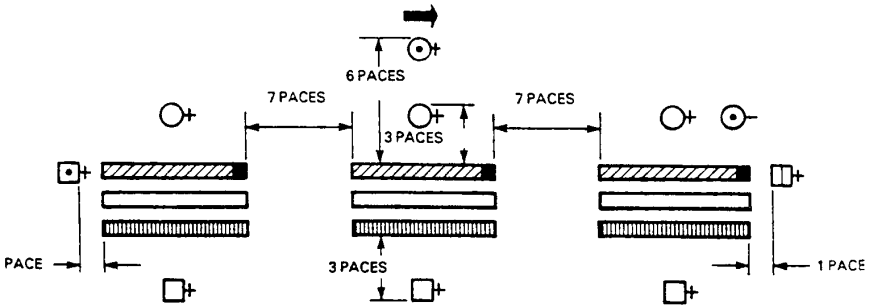
The main squadron parade formations are:



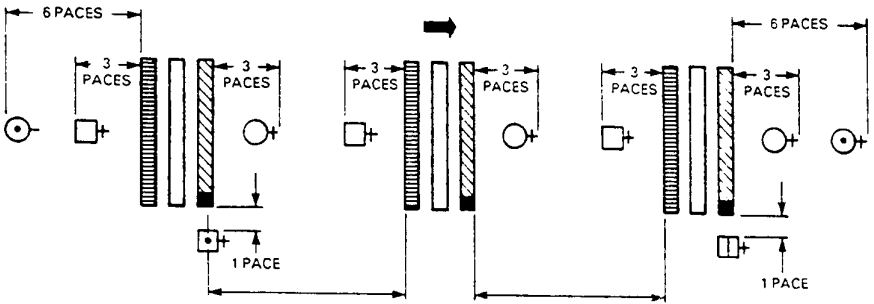
Squadron in Line



Squadron in Column of Route


















Squadron in Column of Threes

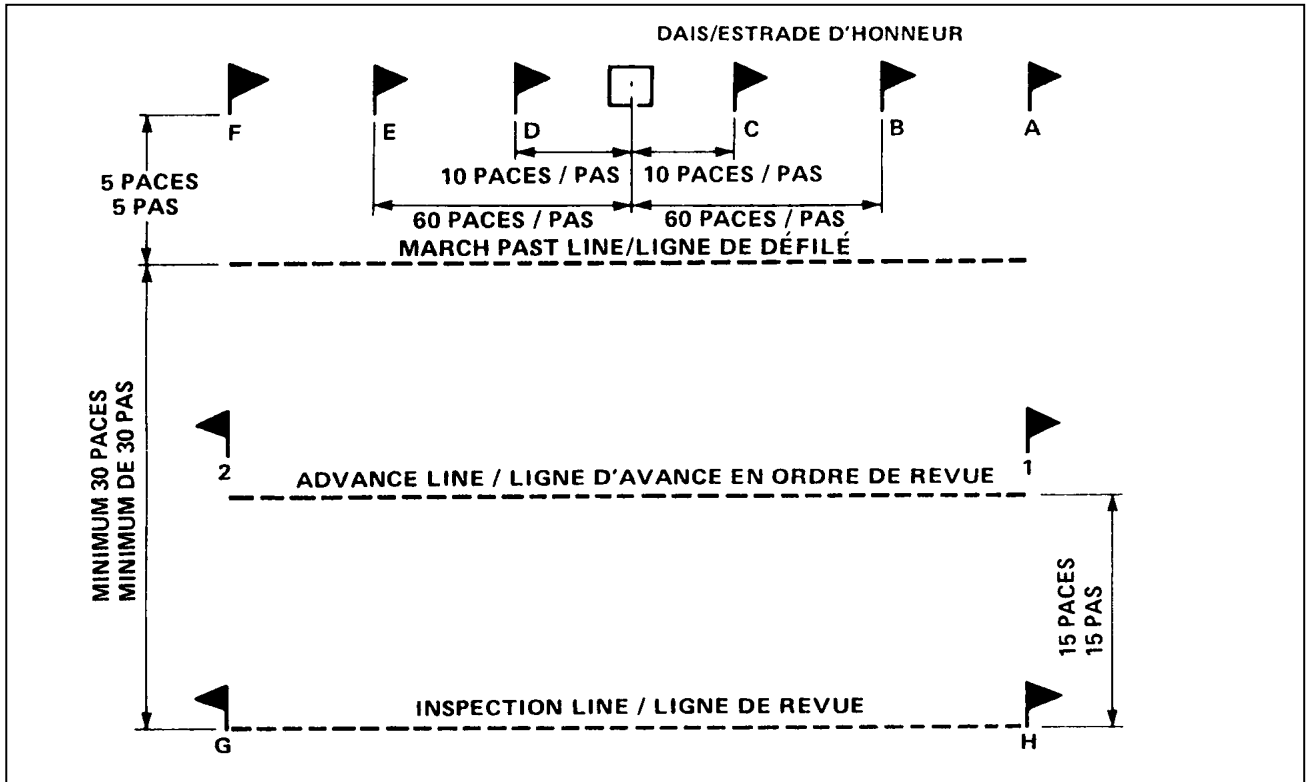


Squadron in Column of Flights

Key to Symbols

	<i>Reviewing Officer</i>
	<i>Squadron Commander</i>
	<i>Squadron Deputy Commander</i>
	<i>Squadron Warrant Officer</i>
	<i>Warrant Officer</i>
	<i>Flight Commander</i>
	<i>Flight Sergeant</i>
	<i>Marker</i>
	<i>Cadet</i>
	<i>Conductor</i>
	<i>Drum Major</i>
	<i>Musician</i>
	<i>Front Rank</i>
	<i>Centre Rank</i>
	<i>Rear Rank</i>

The Review Parade Ground



DIARY

Training Schedule

Reduce your squadron's training schedule and paste it here



Monthly Organizer

September

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October

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November

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Monthly Organizer

December

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Monthly Organizer

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February

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Monthly Organizer

March

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Monthly Organizer

April

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July

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Monthly Organizer

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MEETING NOTES

PROJECT MANAGER

SUPERVISION

A good plan is a good start...but it is not enough to ensure the success of your activity!

Remember to:

- work in close relationship with your subordinates
- ensure that the activity begins and ends at the established times
- spot check while your plan is being carried out
- encourage and motivate your followers
- detect and correct errors immediately
- react to the quality of work done
- respect the established deadlines
- ensure that the equipment is returned after the activity
- conduct a briefing with your staff after the activity
- provide the TrgO with one retroaction report

You must keep in mind that a plan is only a projection on paper of what **should** be happening. You must be able to adapt yourself rapidly and show initiative when something goes wrong. Remember that your subordinates expect **you** to make decisions.

SMEAC

Situation

- Identify the need(s) for the activity

Mission

- Identify the goal(s) for the activity
- Identify the limitation which could affect the completion of the mission

Execution

- detail each step of the activity
- identify the gathering points
- identify the gathering times (cadets and personnel)
- conduct a briefing before the activity begins
- deliver concise, correct, clear and coherent orders
- ensure followers understand what is expected of them

Administration and Logistics

- identify human resources available and required
- identify material resources available and required
- identify the budget required (to the extent of your knowledge)
- ensure all personnel and equipment are available

Command and Communications

- identify who is responsible for each step of the activity
 - identify the deadlines (before, during and after the activity)
-

**Project Manager
After Action Assessment**

Personal assessment of the activity

(strong areas and areas that need improvement)

Suggestions / Recommendations

(what could be done to improve efficiency)

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COMMUNICATIONS

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PERSONAL INFORMATION

Personal Information

Name and Rank: _____

Address: _____

City: _____ Province : _____

Area Code: _____ Phone: () _____

Squadron

Number and Name: _____

Address: _____

City: _____ Province : _____

Area Code: _____ Phone: () _____

Commanding Officer: _____

Training Officer: _____

Warrant Officer 1st Class: _____
