

Middle School Initiative

**PART I
COVER SHEET**

CAP 4 SEMESTER 1 WEEK 7

COURSE: Flight Commander Staff Duty Analysis, Achievement 9

LESSON TITLE: A Case Study

LENGTH OF LESSON: 50 Minutes

METHOD: Performance

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 8
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPM 39-1, *Civil Air Patrol Uniform Manual*, Chapter 1, 1 Jul 97
4. CAPR 52-16, *Cadet Program Management*, 31 Dec 98
5. CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem: Use and Display of the United States Flag and Civil Air Patrol Flags*, Sections A and B, 10 Sep 99
6. CAPVA 52-1, *CAP Cadet Program Achievement Specifications and Awards*, 31 Dec 98
7. CAPVA 52-2, *Cadet Progress Chart Through Mitchell*, 31 Dec 98
8. CAPVA 52-3, *Cadet Officer Progress Chart Through Spaatz*, 31 Dec 98

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): Handout 1 - A Case Study

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to understand the reasons for taking specific actions in a given case study.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will willingly achieve the goals set for the unit by the unit leader and the goals of the individuals in his/her flight.

AFFECTIVE OBJECTIVE: The objective of this lesson is to respond positively to the flight commanders' direction on time and personnel management.

AFFECTIVE SAMPLES OF BEHAVIOR:

1. Actively participates in a case study on time and personnel management in a cadet flight.
2. Independently researches the case study for class presentation showing how effective time and personnel management increases unit productivity.

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PART II TEACHING PLAN

Introduction

ATTENTION: Today, we will continue with the SDA with a given case study. You will then answer a set of questions based on the case study.

MOTIVATION: SDAs are a different type of learning exercise. One, I'm sure, that will allow for your individual leadership style to emerge. There is no right or wrong style of leadership, only different styles.

OVERVIEW: In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. In this second of three lessons we will look at a case study and determine specific actions that should be taken.

TRANSITION: Shall we get started?

Body

MP 1 This exercise serves two purposes. You will be expected to answer a set of questions based on a case study. Next week after you have completed that exercise and feel confident about how a flight commander might handle his or her responsibilities, you will fill out a staff summary sheet.

MP 2 The job of the flight commander is to train cadets to be successful leaders. You must ensure that cadet basics can wear their uniform properly, practice customs and courtesies, and are eager to participate in unit activities. You must keep track of your cadets' progress, helping them when they have problems passing their leadership and AE tests, and physical fitness tests. The flight commander listens to people when they have problems and teaches NCOs to assume more challenging responsibilities. The flight commander is obligated to satisfy the needs of his people. To do all this you must practice the leadership, management and communication principles you have studied prior to receiving your Mitchell Award. You must be loyal to your people, set a good example, and be trustworthy and dependable. You must be well organized and follow through on all your directives. You must treat your cadets the way you would like to be treated. Praise them openly when they do a good job, but discipline them privately. Your success as a flight commander depends directly on the success of your flight. This staff duty analysis will give your some experience as a flight commander.

Now let's look at the case study.

Instructor's Note: Distribute Handout 1 - A Case Study and allow each cadet to study it and the review and evaluation. Then discuss leadership, management and communication styles and techniques so each cadet can feel confident about functioning as a flight commander.

Conclusion

SUMMARY: We have been given a case study to review and evaluate. The following discussion on leadership, management and communication styles was held to help each cadet feel confident about functioning as a flight commander.

REMOTIVATION: The purpose in exposing you to the position of flight commander is to help you become an effective staff officer within the cadet program. Leadership skills are something that will serve you well throughout you entire life.

CLOSURE: Next week, we will work on the summary exercise and complete you SDA report for submission.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet to study, review, and evaluate the given case study.

LESSON QUESTIONS: None