

Middle School Initiative

**PART I
COVER SHEET**

CAP 1 SEMESTER 1 WEEK 7

COURSE: Curry Leadership Laboratory, Achievement 1

LESSON TITLE: Duties, Responsibilities, Followership, and Time Management

LENGTH OF LESSON: 50 Minutes

METHOD: Informal Lecture

REFERENCE(S): *Leadership: 2000 and Beyond*, Volume 1, Chapter 1

AUDIO/VISUAL AIDS/HANDOUTS/HANDOUTS:

1. Overhead projector
2. Transparencies

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to become aware of his or her duties and responsibilities as a basic cadet, understand the requirements of being a good follower before he or she can become a leader, and learn how to manage his or her time for effective learning.

COGNITIVE SAMPLES OF BEHAVIOR: Upon completion of this period, each cadet should:

1. Know his or her duties and responsibilities.
2. Understand his or her relationship to becoming a leader by being a follower first.
3. Know how to effectively manage his/her time for a better learning atmosphere.

AFFECTIVE OBJECTIVE: N/A

AFFECTIVE SAMPLES OF BEHAVIOR: N/A

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PART II TEACHING PLAN

Introduction

ATTENTION: A thought-provoking question might be used here, such as, "Which one of you thinks that he or she is a leader and why do you think so?"

MOTIVATION: Leaders are made, not born. Believe it or not.

OVERVIEW: During this period we will define leadership as it applies to you; talk about your duties and responsibilities; talk a little of the art of listening; and learn how to effectively manage your time for a better learning environment.

TRANSITION: While we are progressing through this class, if you have a question relating to this material, please feel free to ask it.

Body

MP 1 What is the definition of leadership? Webster's Unabridged Dictionary has many definitions, but the two most important are: "1. The position or guidance of a leader, and 2. The ability to lead." This should be further expanded so that we know what a leader is. Webster defines a leader in ten different ways. The first definition is most applicable for our use and it is: "A person or thing that leads, directs, commands, or a guiding head, as of a group or activity."

Just a moment here! This needs to be further expanded. If we have a leader then there must be some one or thing to be led. At this point in time you are the ones to be led. You will be guided in the right direction to reach your own fulfillment.

Okay! So we have a leader and those that are to be led. What does the military have to say about leadership?

TRANSPARENCY 1.2.1 - USAF Leadership Definition

The United States Air Force currently defines leadership as "the art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective." With this in mind, the effective leader must have two fundamental elements in the forefront of his thinking – the mission and his people.

TRANSPARENCY 1.2.2 - LeMay's Leadership

General Curtis LeMay, first commander-in-chief of Strategic Air Command and former Chief of Staff of the Air Force, said, "No matter how well you apply the art of leadership, no matter how strong your unit or high the morale of your men, if your leadership is not directed completely toward the mission, your leadership has failed."

The purpose of this course then is to guide you in the right direction and make effective leaders of you. This is our mission.

MP 2 Your duties and responsibilities as a new cadet are very limited. Your primary duties are the learning of basic drill movements, how to report properly and how to fall in to a unit formation. You should learn the names of all your element members.

Stay alert, observe what goes on around you and keep an open mind for tips that will help you improve yourself. As you progress through this course, your duties and responsibility will increase and you should gain proficiency at each level.

MP 3 Followership. The word "follow" has many definitions. Again, Webster in his infinite wisdom, leads us to believe that sometime in our life we are all followers of somebody or thing. Simply put, "to follow is to go or come behind physically; to understand the continuity or logic of some thought; or to watch or listen to closely; be observant of."

Where do you fit, at this time, in the scheme of things? During the first three instructional phases on leadership you will be a follower – one that observes and learns by reasoning and doing.

TRANSPARENCY 1.2.3 - Cadet Oath

By signing your membership application, you attested to an oath that binds you to this program. Let me read that to you now, as you may have over looked it in the rush of administrative actions. "I pledge that I will serve faithfully in the Civil Air Patrol cadet program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."

Your oath makes you subject to the authority of those persons appointed to positions senior to you. Therefore, orders legitimately issued by those senior to you should be obeyed. Orders should only be issued to assure that the "job" is done correctly. Anyone trying to force their authority on you is abusing their authority. As you progress in the program you will be given additional responsibilities and the authority necessary to carry them out.

Your attitude towards yourself and others determines how well you will accept the mandates of this program. If you think that the regimentation; i.e., saluting, wearing the uniform correctly and participating in military drill, is a harassment, then you have a negative attitude towards the

program and all those people associated with it. If your attitude is positive, you will understand the reasoning behind the training you receive and will develop more respect for yourself and your peers.

(Note: The instructor might at this time inject a short story on abuse of authority through peer pressure. This should be based on a practical experience of the instructor.)

MP 4 Many years ago, the military forces adopted a "code of conduct;" a code that decreed how they should act if taken as a prisoner of war. This "code" places a major responsibility on each military member. Many persons that were taken prisoner of war in Vietnam lived up to this code of conduct – they had integrity.

If you have a good attitude and have integrity, we might say that you are also self-disciplined. Self-discipline dictates that you undertake unpleasant tasks and carry them to a finish – like making your bed or cleaning your bedroom – becoming orderly.

MP 5 Next let's talk about listening. Listening is a perfected art; like playing the piano. It takes practice, practice, practice. We hear everything that goes on around us, but are we listening? Probably not. Listening to a piece of music takes concentration as does listening to a person speaking to us. There are external and internal distractions that try to break our concentration – a cough or a wandering thought in our brains.

You listen to gain information, to understand ideas, and formulate your thoughts on the subject. Pay attention to the words that are spoken and try to push aside the act of delivery.

Our friend, Webster says to listen is "to make a conscious effort to hear, to attend closely, so as to hear." Did you hear what I said or were you wandering around in your wasteland of thoughts? If you paid attention you know what listening is.

TRANSITION: Time is a known factor; it does not change. Our bodies have an internal clock that tells us what it needs and we must take care of ourselves. This program requires your time and you must provide that "resource" as equally as you can.

MP 6 Again, let's take a look at the dictionary and define the word "management." Webster tells us that management is: "The act, art, or manner of managing, or handling, controlling, directing, etc." Further definition is written as "careful and tactful treatment."

How are you involved in time management? As I said earlier, you must manage your own time to become an efficient learner; therefore, you are a manager – a person who is in charge of and directs the effective use of available time.

At this point in time, most of your time management has been pre-arranged - what time you arise in the morning, have breakfast, leave for school, start school, leave school, have supper, family time, and go to bed. Somewhere in there is some "free time" that must or should be set aside for all the other things you want or need to do. I guess that time available to you in the PM hours is

about 4 1/2 to 5 hours. Well, there is homework in social studies, English, math, and of course, this course. How are you going to allot sufficient time to accomplish all of this and still have time to watch your favorite TV shows this evening? Time management is essential and proper study habits must be established so that all is accomplished in the time frame that you set for yourself.

TRANSPARENCY 1.2.4 - Study Habits

Take a look at this chart of good study habits. They are listed in your leadership text on page 1-5. (Discuss each item briefly.) As you take time to establish your study habits, look at this guide and see if you can use all of the suggested items.

If you manage your time efficiently and finish all the tasks set before you, you have self-discipline. Having self-discipline in all endeavors will make you an efficient leader/manager.

Conclusion

SUMMARY: Today we have talked about what leadership is and the direction you should be headed. We also looked into being a follower as the lead in to becoming a leader, a short dissertation about being an effective listener, and self-discipline in the area of time management.

REMOTIVATION: Do you want to be a leader in school? How about outside activities such as Civil Air Patrol? To become a leader you must be a follower first. To be a good follower means developing self-discipline. This is part of the learning curve.

CLOSURE: In preparation for your next leadership class, read Chapter 1 in your leadership laboratory manual – *Leadership: 2000 And Beyond*. By doing so you will be better prepared for what lays before you.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson is for each cadet to:

1. Be aware of his or her duties and responsibilities a basic cadet.
2. Understand the requirements of being a good follower.
3. Learn how to effectively manage personal time.

LESSON QUESTIONS:

1. Leaders are born. True/False

Answer: False

2. To become an effective leader one must have learned to be a good follower first.
True/False

Answer: True

3. In your cadet oath you pledged to obey your officers. True/False

Answer: True

4. Were you listening during this period? What officer said, "If your leadership is not directed completely towards the mission, your leadership has failed?"

Answer: General Curtis LeMay

5. Why should we manage our time?

Answer: To become more effective in our day-to-day activities.