

**SECTION 5****PO 103 – PARTICIPATE AS A MEMBER OF A TEAM**

1. **Performance:** Participate as a Member of a Team
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet will participate as a member of a team, to include:
  - a. explaining the responsibilities of a follower in a team;
  - b. mapping personal goals for the training year; and
  - c. participating in teambuilding activities with other members of the squadron in order to improve communication skills, enhance teamwork and build trust and mutual support.
4. **Remarks:** Nil.
5. **Complementary Material:** Complementary material under PO 103 is designed to enhance the cadets' knowledge of being a member of a team through a number of activities:
  - a. EO C103.01 (Participate in Icebreaker Activities);
  - b. EO C103.02 (Participate in Self-Introductions); and
  - c. EO C103.03 (Participate in Teambuilding Activities).

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**EO M103.01 – IDENTIFY THE RESPONSIBILITIES OF A FOLLOWER IN A TEAM**

1. **Performance:** Identify the Responsibilities of a Follower in a Team
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall identify the responsibilities of a follower in a team environment.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the following four responsibilities of a follower, to include: <ol style="list-style-type: none"> <li>a. respect the leader and other team members;</li> <li>b. cooperate with others;</li> <li>c. admit mistakes and learn from experience; and</li> <li>d. accept constructive feedback.</li> </ol>	Interactive Lecture	10 min	C3-038
TP2	Explain the following five responsibilities of a follower in a team, to include: <ol style="list-style-type: none"> <li>a. assume responsibility;</li> <li>b. be honest;</li> <li>c. accept other team members for who they are;</li> <li>d. know the job and be prepared; and</li> <li>e. communicate clearly with others.</li> </ol>	Interactive Lecture	15 min	C3-038

5. **Time:**
  - a. Introduction / Conclusion: 5 min
  - b. Interactive Lecture: 25 min
  - c. Total: 30 min

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to identify responsibilities of a follower in a team and generate interest.
7. **Reference:** C3-038 Campbell, R. (2006). *Leadership: Getting it done*. Retrieved 16 March 2006, from <http://www.ssu.missouri.edu/faculty/rcampbell/leadership/chapter5.htm>
8. **Training Aids:** Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area.
9. **Learning Aids:**
  - a. Scrambled words handout; and
  - b. Container.
10. **Test Details:** Nil.
11. **Remarks:** Nil.

**EO M103.02 – MAP A PERSONAL GOAL FOR THE TRAINING YEAR**

1. **Performance:** Map a Personal Goal for the Training Year
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Any.
3. **Standard:** Cadets shall:
  - a. identify goals using SMART; and
  - b. map a personal goal for the training year.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the concept of goal setting, to include: <ol style="list-style-type: none"> <li>a. the definition of a goal,</li> <li>b. the difference between short-term and long-term goals,</li> <li>c. how to develop goals, and</li> <li>d. how to set goals using the SMART (specific, measurable, attainable, realistic, and timely) method.</li> </ol>	Interactive Lecture	10 min	C0-021 C0-022 C0-431
TP2	Conduct a goal mapping activity.	In-Class Activity	15 min	

5. **Time:**

a. Introduction / Conclusion:	5 min
b. Interactive Lecture:	10 min
c. In-Class Activity:	15 min
d. Total:	30 min
6. **Substantiation:**
  - a. An interactive lecture was chosen for TP1 as it is an effective way to generate interest and motivate the cadets to set personal goals for themselves.
  - b. An in-class activity was chosen for TP2 as it is an interactive way to provoke thought and stimulate interest among cadets.

7. **References:**

- a. C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The Everything Leadership Book*. Avon, MA: Adams Media.
- b. C0-022 ISBN 0-02864-207-4 Cole, K. (2002). *The Complete Idiot's Guide to Clear Communication*. Indianapolis, IN: Alpha Books.
- c. C0-431 Health Canada. (2011). *Eat Well and Be Active Education Toolkit*. Retrieved September 29, 2011, from <http://hc-sc.gc.ca/fn-an/food-guide-aliment/educ-comm/toolkit-trousse/plan-3a-eng.php>

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the training area, and
- b. SMART worksheet.

9. **Learning Aids:** SMART worksheet.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

**EO M103.03 – PARTICIPATE IN TEAMBUILDING ACTIVITIES**

1. **Performance:** Participate in Teambuilding Activities
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in teambuilding activities and discuss the characteristics and advantages of a successful team.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the teambuilding activity “the Human Knot.”	In-Class Activity	10 min	C0-003 (p. 88)
TP2	Conduct the teambuilding activity “Memory.”	In-Class Activity	10 min	C0-005 (p. 27)
TP3	Conduct the teambuilding activity “Silent Birthdays.”	In-Class Activity	10 min	C0-003 (p. 95)
TP4	<p>Lead a discussion on the characteristics of a successful team, to include:</p> <ol style="list-style-type: none"> <li>a. strong communication;</li> <li>b. mutual cooperation and support;</li> <li>c. sharing a common goal; and</li> <li>d. high esprit de corps.</li> </ol> <p>Have the cadets discuss the advantages of a successful team, to include:</p> <ol style="list-style-type: none"> <li>a. including everyone;</li> <li>b. producing a better outcome;</li> <li>c. making the task easier to complete because more people are involved; and</li> <li>d. develops communication skills.</li> </ol>	Group Discussion	20 min	C0-004 (pp. 114-118)

5. **Time:**

- |                               |        |
|-------------------------------|--------|
| a. Introduction / Conclusion: | 10 min |
| b. In-Class Activity:         | 30 min |
| c. Group Discussion:          | 20 min |
| d. Total:                     | 60 min |

6. **Substantiation:**

- a. An in-class activity was chosen for TPs 1–3 as it is an interactive way to present team building activities and the learning objective.
- b. A group discussion was chosen for TP4 as it allows the cadet to interact with their peers and share their knowledge, opinions and feelings about the advantages and characteristics of a successful team.

7. **References:**

- a. C0-004 ISBN 1-58062-577-0 McClain, G. & Romaine, D. S. (2002). *The everything managing people book*. Avon, MA: Adams Media.
- b. C0-003 ISBN 0-943210-44-5 Pike, B. & Busse, C. (1995). *101 more games for trainers*. Minneapolis, MN: Lakewood Publishing.
- c. C0-005 ISBN 0-07-046414-6 Scannell, E.E. & Newstrom, J. W. (1994). *Even more games trainers play*. New York: McGraw-Hill.

8. **Training Aids:** presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the training area.

9. **Learning Aids:**

- a. Paper and pens; and
- b. Flip chart markers.

10. **Test Details:** Nil.

11. **Remarks:** Nil.



**EO C103.01 – PARTICIPATE IN ICEBREAKER ACTIVITIES**

1. **Performance:** Participate in Icebreaker Activities
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in icebreaker activities in order to become familiar with other cadets in the group.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the icebreaker activity “True Confession Toothpicks.”	In-Class Activity	5 min	C0-003 (p.18)
TP2	Conduct the icebreaker activity “Two Truths and a Lie.”	In-Class Activity	5 min	C0-029 (p. 331)
TP3	Conduct the icebreaker activity “Self Disclosure Introductions.”	In-Class Activity	5 min	C0-028 (p.15)
TP4	Lead a group discussion on the effectiveness of the icebreakers in introducing themselves to each other.	Group Discussion	10 min	

5. **Time:**
  - a. Introduction / Conclusion: 5 min
  - b. In-Class Activity: 15 min
  - c. Group Discussion: 10 min
  - d. Total: 30 min
6. **Substantiation:**
  - a. An in-class activity was chosen for TPs 1 to 3 as it is an interactive way to present icebreaker activities and the learning objective.
  - b. A group discussion was chosen for TP 4 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about icebreaker activities.

7. **References:**

- a. C0-028 ISBN 0-07-046513-4 Newstrom, J and Scannell, E. (1998). *The big book of teambuilding games*. New York, NY: McGraw-Hill.
- b. C0-003 ISBN 0-943210-44-5 Pike, B and Busse, C. (1995) *101 more games for trainers*. Minneapolis, MN: Lakewood Books.
- c. C0-029 ISBN 0-7872-4532-1 Cain, J and Jolliff, B. (1998). *Teamwork and teamplay*. Brockport, NY: Kendall/Hunt.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area; and
- b. Toothpicks.

9. **Learning Aids:** Nil.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

**EO C103.02 – PARTICIPATE IN SELF-INTRODUCTIONS**

1. **Performance:** Participate in Self-Introductions
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall introduce themselves to the group.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct a self-introduction activity by having the cadets: <ol style="list-style-type: none"> <li>a. prepare notes before the introductions begin; and</li> <li>b. introduce themselves, to include:               <ol style="list-style-type: none"> <li>(1) name;</li> <li>(2) what school they attend;</li> <li>(3) what grade they are in;</li> <li>(4) why they joined cadets;</li> <li>(5) hobbies;</li> <li>(6) interests;</li> <li>(7) in general, career ambitions; and</li> <li>(8) any other information they wish to share with the group.</li> </ol> </li> </ol>	In-Class Activity	15 min	C0-021 (pp. 2 and 3)
TP2	Lead a discussion on the importance of the self-introduction activity in regards to developing communication skills.	Group Discussion	10 min	

5. **Time:**
  - a. Introduction / Conclusion: 5 min
  - b. In-Class Activity: 20 min
  - c. Group Discussion: 5 min
  - d. Total: 30 min

6. **Substantiation:**
  - a. An in-class activity was chosen for TP 1 as it is an interactive way to reinforce self-introductions and to provoke thought and stimulate interest among cadets.

- b. A group discussion was chosen for TP2 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about self-introductions.
- 7. **References:** C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.
- 8. **Training Aids:** Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for the training area.
- 9. **Learning Aids:**
  - a. White board and markers; and
  - b. Paper and pens.
- 10. **Test Details:** Nil.
- 11. **Remarks:** Nil.

**EO C103.03 – PARTICIPATE IN TEAMBUILDING ACTIVITIES**

1. **Performance:** Participate in Teambuilding Activities
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in teambuilding activities and discuss the characteristics and advantages of a successful team.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the teambuilding activity "Jigsaw."	In-Class Activity	5 min	C0-028 (pp. 67-68)
TP2	Lead a discussion on how the cadets viewed the Jigsaw game in terms of how it fostered teamwork.	Group Discussion	5 min	
TP3	Conduct the teambuilding activity "Alphabetically."	In-Class Activity	10 min	C0-029 (p. 74)
TP4	Lead a discussion on the characteristics of a successful team.	Group Discussion	5 min	

5. **Time:**
  - a. Introduction / Conclusion: 5 min
  - b. In-Class Activity: 15 min
  - c. Group Discussion: 10 min
  - d. Total: 30 min
6. **Substantiation:**
  - a. An in-class activity was chosen for TPs 1 and 3 as it is an interactive way to present team building activities and the learning objective.
  - b. A group discussion was chosen for TPs 2 and 4 as it allows the cadet to interact with their peers and share their knowledge, opinions and feelings about teamwork.

7. **References:**

- a. C0-028 ISBN 0-07-046513-4 Newstrom, J and Scannell, E. (1998). *The big book of teambuilding games*. New York, NY: McGraw-Hill.
- b. C0-029 ISBN 0-7872-4532-1 Cain, J and Jolliff, B. (1998). *Teamwork and teamplay*. Brockport, NY: Kendall/Hunt.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the training area; and
- b. Picture puzzle; and
- c. CD player and cds (optional).

9. **Learning Aids:** Picture puzzle.

10. **Test Details:** Nil.

11. **Remarks:** Nil.