

Course Requirements

Course Listing

Unit Commanders Course participants must complete a total of 16 hours of instruction from the course listing below. Please note that while some courses are elective, the 16-hour total time requirement is mandatory.

Core Curriculum (10 hours)

Must complete all courses below:

Command Responsibility and Accountability

Behavior-Based Safety

Your Role in the Missions

Your Staff: What they do for You

Delegating Authority

Recruiting and Retention

Adverse Membership Actions

Capstone Discussion

Electives (6 hours)

Choose seven from below:

Motivation

Meeting Planning

Unit Training Programs

Working with Families

Generational Differences

Problem Solving

Working with Group and Wing

Budgeting

Integrating Missions

Teamwork Techniques

Listening Effectively

Successful Units

Successful Leaders

The Committed Volunteer

Mentoring

Setting Goals and Objectives

Hazing

Overseas Units

Core Curriculum Outline

Command Responsibility and Accountability

- Special Issues Pertaining to Accounting and Procurement
- Obligations of Financial Management
- Policies Concerning Member Protection
- Core Values and the Commander's Role in Upholding Honorable Values
- CAP's Ethics Policy.
- Command Responsibilities to the Members and to the Command Chain
- The Commander's Responsibility Regarding the CAP Safety Program
- The Commander is Ultimately Responsible
- How to Inspire Unit Members to Follow Your Lead

Behavior-Based Safety

- Behavior-based safety in a positive safety culture
- Requirements of a unit safety program
- Desired qualities of a unit safety officer
- The commander's role in maintaining a culture of safety

Your Role in the Missions

- Your Squadron's Impact
- Your Contribution to the Larger Effort
- Your Units Specialties
- How You can Best Contribute

Your Staff: What They Do for You

- The Basic Composite Squadron Staff
- How Your Staff Helps You
- How You Can Support Your Staff

Delegating Authority

- Definition of Delegation of Authority
- Relationship Between Authority and Responsibility
- When to Delegate
- Definition of Homogeneous Assignment

Recruiting and Retention

- The Importance of Recruiting
- Recruiting Techniques
- Retention Defined
- Importance of Retention
- Retention Techniques
- Recruiting Cadets to turn Senior

Adverse Membership Actions

- Adverse Membership Actions Defined
- Common Disciplinary Problems
- Adverse Membership Action Resources
- Options and the Progressive Approach
- Nondiscrimination
- Documentation

Capstone Discussion:

Given at the end of the course to allow student to apply what they've learned by discussing situations commanders may face.

- Develop Solutions to the Short Discussion Questions
- Develop a Plan of Action

Elective Curriculum Outline

Motivation

- Definition of Motivation
- Why Motivation is Important
- Maslow's Hierarchy of Needs
- Motivational Techniques for Members

Meeting Planning

- The Importance of Planning Your Meetings
- Cadet Meeting Format
- Senior Meeting Format

Unit Training Programs

- Unit Training Defined
- Active and Passive Training Programs
- Continual Training
- The Importance of a Meeting Schedule
- Group, Wing, Region, and National Programs
- Command Must Advocate Training

Working with Families

- Why Include Families
- Explaining the Missions
- Encouraging Family Involvement

Generational Differences

- Identify Basic Generational Differences
- Describe how to Incorporate Multiple Generations in Squadron Operations
- Explain how Generational Differences Affect Recruiting and Retention

Problem Solving

- The Problem solving Model
- Solve a Sample Problem
- Application of the Problem Solving Model

Working with Wing and Group

- Reasons for Groups and Wing headquarters (HQ) staffs
- Relationship between squadron personnel and higher headquarters (HHQ) staffs
- Functional authority of Group and Wing staff agencies
- Potential challenges in relationships between squadron and HHQ staffs
- Techniques squadron members can use to improve relationships with HHQ staffs

Budgeting

- Describe the Importance of Budgeting at the Unit Level.
- Identify Unit Assets and Needs.
- Understand the Unit's Basic Role in the "Wing Banker" Program.
- Discuss Techniques for Raising Funds.
- Complete a Budgeting Exercise.

Integrating the Mission

- Definition of "Integrated Missions"
- What Happens When Missions Aren't Integrated
- Examples of Mission Integration with your Unit's Individual Specialty
- Mission Relationships

Teamwork Techniques

- The Concept of Teamwork.
- The Importance of Teamwork
- Ways to Encourage Teamwork and Build Team Spirit
- How to Maintain Teamwork and Unit Cohesion

Effective Listening

- Definition of Effective Listening
- Critical Attributes of Effective Listening
- The Five Types of Listening
- Effective Listening Techniques
- Your Responsibility as a Listener

Successful Units

- Characteristics of a Successful Unit
- Resources Necessary for Unit Success
- Four Questions that Define a Successful Unit
- Measuring Unit Success

Successful Leaders

- Traits of Managers
- Traits of Successful Leaders
- Differences Between Leaders and Managers
- Communication: A Critical Success Factor of Leadership
- Five Critical Questions to Help Assess Leadership Potential

The Committed Volunteer

- Definition of “Committed Volunteer”
- Volunteer Environment
- Trends that Affect Volunteer Recruiting and Retention
- Motivational Techniques for Members
- Challenges of Developing a Committed Volunteer
- Providing a Graceful Exit When Appropriate

Mentoring

- Definition of Mentoring
- Ways a Unit Mentor Program Can Help New Members Succeed
- Building a Simple Mentoring Program in Your Unit
- Selecting Good Mentors Within Your Unit
- Properly Training, Matching, & Monitoring Mentors in Your Unit
- A Mentoring Program Can Enhance Membership Retention

Setting Goals and Objectives

- The importance of setting goals and objectives
- The term goal defined
- The characteristics of a goal
- The term objective defined
- The characteristics of objectives
- How to set effective goals and objectives

Hazing

- Definition of Hazing
- Civil Air Patrol Hazing Policy
- CAP Reporting Measures
- Preventative Measures

Overseas Units

- Similarities and differences
- AF installation commander’s role
- Limitations
- Special issues
- Challenges