

Elective Curriculum

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 Group and Wing

- 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