

## Your Staff: What They Do For You

### Lesson Plan:

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**Duration:** 50 Minutes

**Teaching Method:** Lecture/Discussion

**References:** Student Guide & Slide Presentation

**Teaching Aids/Handouts:** Student Guide, Slide presentation, and CAPR 20-1, *Organization of Civil Air Patrol*.

**Reading Assignment:** Student Guide

**Lesson Objective:** Comprehend the importance of your staff.

### Desired Learning Outcomes:

1. Identify the different staff offices in your squadron.
2. Describe how the different staff officers can directly assist you.
3. Explain how you can best support your staff officers in doing their jobs.

### Lesson Strategy:

This segment is designed to make commanders familiar with their staff; what the staff does for them, and finally what the staff needs from the commander in order to do their jobs properly. The focus will be on the composite squadron staff, and the primary reference will be CAP Regulation 20-1, *CAP Organization*, so you may want to have a copy handy.

It is not necessary for the commanders to memorize all the individual tasks their staff accomplish or to be experts in every job. The goal is to get them familiar with the areas of expertise, to have them know where to look. They should also understand what they can do to best support their staffs.

Primarily lecture format. Leave time for questions from the students. Encourage the students to bring their own copies of CAPR 20-1 for reference in this class. Suggest a homework assignment of students preparing a synopsis of staff descriptions as outlined in MP I of their guide.

The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

## Lesson Outline:

### MAIN POINTS:

- I. Basic composite squadron staff.
- II. Your staff helps you succeed.
- III. You should support your staff.

## Teaching Plan

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**Lesson Objective:** Comprehend the importance of your staff.

### ATTENTION:

Your staff is the key to running an effective unit. Their work enables you to juggle a hundred different tasks and keep them all in check. Your staff is your eyes and ears.

### MOTIVATION:

When you were a staff member, your commander depended on you to do your job and provide information about matters important to the operation of the unit. You told your commander about the progress you made and the problems you had. Together, you made the unit work. Now that you are a commander yourself, or soon will be, your perspective of this relationship will naturally change. Instead of being depended upon as a staff member, you now must depend on your staff.

### OVERVIEW:

For the next 50 minutes, we'll take a brief look at the composite squadron staff. We'll sketch out what the major players do. For many this will be a refresher for others it will be a first look. The point will not be to make you an expert in every staff area. What we want to do is show you where to look, to find the information you need as a commander.

### TRANSITION:

**STATE:** You don't need to know every staff position in detail; you just need to know where to look for help.

## Main Points:

### **MP I. Basic composite squadron staff**

**Homework assignment for the class:** provide a 50 word (or less) synopsis of each, refer to CAPR 20-1

- A. Commander
- B. Deputy Commander for Seniors.
- C. Deputy Commander for Cadets.
- D. Operations Officer.
- E. Safety Officer.
- F. Administrative Officer.
- G. Public Affairs Officer.
- H. Finance Officer.
- I. Chaplain.
- J. Communications Officer.
- K. Aerospace Education Officer.
  - 1. For Seniors.
  - 2. For Cadets.
- L. Professional Development Officer.
- M. Logistics Officer.
- N. Leadership Officer.
- O. Activities Officer.
- P. Special Staff Officers.
  - 1. Personnel.
  - 2. Recruiting.
  - 3. Legal.
  - 4. Finance.
  - 5. Medical.
  - 6. Testing.
  - 7. Historian.
- Q. Prioritizing Staffing.
- R. Piggy-backing positions.

### **MP II. Your staff helps you succeed**

- A. They serve as the commander's eyes, ears, and hands
- B. They serve as:
  - 1. Expert advisors.
  - 2. Committee members.
  - 3. Project officers.
  - 4. Sounding boards.

**MP III. How you can support your staff:**

- A. Treat them as professionals.
- B. Give them opportunities to grow professionally.
- C. Apply training programs evenly.
- D. Practice participatory management.
- E. Encourage cross-talk.
- F. Remember jobs and family.

***Student Guide Question:***

List three different special staff officers that the commander can assign as appropriate: *Answer: personnel, recruiting, legal, etc. (see list below)*

**Composite Squadron Staff**

Commander	Aerospace Education Officer
Deputy Commander for Seniors	Professional Development Officer
Deputy Commander for Cadets	Logistics Officer
Operations Officer	Leadership Officer
Safety Officer	Activities Officer
Administrative Officer	Special Staff Officers
Public Affairs Officer	
Finance Officer	
Chaplain	
Communications Officer	

Field any other questions the students may have.

**Reference:** CAPR 20-1, *CAP Organization of Civil Air Patrol*.

### Lesson Summary:

#### **SUMMARY:**

A trained staff is a very important tool for the commander to have, because it enhances capability to do everything the squadron needs to have done.

#### **REMOTIVATION:**

Now that you are a commander yourself, or soon will be, your perspective of this relationship will naturally change. Instead of being depended upon as a staff member, you now must depend on your staff.

#### **CLOSURE:**

Rarely does a squadron have all the people it needs to have a fully-manned staff. The piggy-backing we talked about is the norm, not the exception. To ease the burden on the unit and on the staff, new members must be constantly brought into CAP. Once the members join, they must have reasons to stay. Recruiting and retention are two factors which require the commander's constant attention, and we talk about these very important subjects in another segment.

### Suggested Questions:

1. **Why do you have a staff?**

Answer: May vary, but look for: because running a squadron is more work than one person can do, so you have a staff to help you run the squadron properly.

2. **Who is responsible for the success of a squadron, the commander or the staff members that the commander has tasked to get things done?**

Answer: The commander...a commander's responsibility cannot be delegated.

3. **Can a commander successfully manage a squadron without a staff helping?**

Answer: No, when done correctly, it's more than one person can do.

Field any other questions that the students may have.