

SITUATION		MISSION	
On January 11, 2020, 918 Griffon will be holding a Sr NCO PD day in order to provide extra training for senior cadets of the squadron.		Help senior cadets improve, get on the same page, etc.	
EXECUTION	COORDINATING INSTRUCTIONS	SERVICE SUPPORT	COMMAND AND SIGNALS
<p><u>Scheme of Manoeuvre:</u> This event will be conducted in three phases: Phase 1: Plan and organize event. Phase 2: Conduct event. Phase 3: Debrief and AAR</p> <p><u>Groupings &amp; Tasks:</u></p> <p><b>Phase 1</b></p> <ul style="list-style-type: none"> <li>- OPI and NCOIC <ul style="list-style-type: none"> <li>o Plan and prepare schedule</li> <li>o Assign and brief instructors on lessons</li> </ul> </li> <li>- Instructors <ul style="list-style-type: none"> <li>o Prepare lessons plans at least for the Wednesday prior</li> <li>o Submit material requests for lessons</li> </ul> </li> </ul> <p><b>Phase 2</b></p> <ul style="list-style-type: none"> <li>- OPI and NCOIC <ul style="list-style-type: none"> <li>o Ensure smooth operation of event</li> <li>o Instruct as assigned</li> </ul> </li> <li>- Assisting NCOs <ul style="list-style-type: none"> <li>o Instruct as assigned</li> </ul> </li> <li>- Cadets <ul style="list-style-type: none"> <li>o Attend classes as per Annex A</li> </ul> </li> </ul> <p><b>Phase 3</b></p> <ul style="list-style-type: none"> <li>- OPI and NCOIC <ul style="list-style-type: none"> <li>o Debrief staff</li> <li>o Write/compile AARs</li> </ul> </li> <li>- All staff <ul style="list-style-type: none"> <li>o Write/submit an AAR</li> </ul> </li> </ul>	<p><u>Timings:</u></p> <ul style="list-style-type: none"> <li>- As per Annex A &amp; B</li> </ul> <p><u>Dress:</u></p> <ul style="list-style-type: none"> <li>- Officers: Civilian Professional</li> <li>- Cadets: Civilian Profesional</li> </ul> <p><u>Sign-up:</u> All cadets participating in the day (including Instructing SRs) must sign up for the event via google form</p> <p><u>Media Relations:</u> Pers must maintain at all times a positive image and conduct becoming themselves in a manner that reflects positives on the Squadron. No formal media attention is anticipated.</p>	<p><u>Transport:</u> Personnel are expected to provide personal transport to LHQ</p> <p><u>Rations/Water:</u> Lunch TBD, Pers may bring a water bottle as required.</p> <p><u>Medical:</u> Minor incidents, first aid by qualified first aider and reported to OPI. Major incidents, EMS via 911 and report to Duty Officer</p> <p><u>Finance:</u> Anticipated costs approved by Trg O. Payment method TBC by CFC.</p>	<p><u>Command:</u> OIC: CO OPI: CV Kozbial Assisting O: TBD NCOIC: WO2 Leung Assisting NCOs: TBD</p> <p><u>Locations:</u></p> <ul style="list-style-type: none"> <li>- LHQ</li> </ul> <p><u>Points of Contact:</u> OPI: phone: 587-225-5986 email: ckozbial321@gmail.com</p>

**Annex A**

Timetable

Refer to Annex B for details of each time slot

Time	Description	Location	Instructor(s)
0800	Cadets arrive and attendance is taken	Parade Square	OPI / NCOIC
0815 - 0945	Commanding a Flight (Completing tasks prior to parade)	Parade Square	WO2 Leung
0945 - 1010	Morning Break	Parade Square	NCOIC
1010 - 1055	How To: Teach interesting lessons (Engagement, audience, fun)	Lrg Classroom	WO1 Wong
1055 - 1140	How To: Teach Good lessons (Training aids, class rules, time management)	Lrg Classroom	WO1 Wong
1140 - 1225	Lunch	Lrg Classroom	NCOIC / TBD
1225 - 1310	How To: Uniform (Standardize marking, helpful tips on how to look good, how to teach cadets)	Lrg Classroom	WO2 Leung
1310 - 1355	How To: Squadron Procedures (change of shoes, entering/leaving office, accepting awards)	Lrg Classroom	WO2 Leung
1405 - 1415	Debrief and Cleanup	All facilities	OPI / NCOIC
1415 - 1515	Talking to Captain Angel	Parade Square	Capt Angel
1515 - 1600	Free time	Parade Square	OPI / NCOIC
1600	All cadets have left		OPI / NCOIC
1610	Facilities secured, staff go home		OPI

## Annex B

### Detailed Timetable

- **Cadet's Arrival (0800)**
  - Ensure Admin O has printed an attendance sheet the Wednesday prior
- **Commanding A Flight (0815-0945)**
  - Materials
    - none
  - Support staff
    - WO1 Wong
  - Misc
    - index cards - WO1 Wong
- **Morning Break (0945 - 1000)**
  - No special rules or requirements
- **Teach Interesting Lessons (1000 - 1045)**
  - Materials
    - Projector
  - Support Staff
    - none
  - Misc
    - none
- **Teach Good Lessons (1045 - 1130)**
  - Materials
    - Projector
    - Flipchart paper
  - Support Staff
    - none
  - Misc
    - none
- **Lunch (1130 - 1215)**
  - Tables and chairs will be setup by the cadets in the Large classroom after the end of the previous lesson under the direction of NCOIC (or delegated person)
  - After meal is complete, tables and chairs will be taken down by the cadets, under the direction of the NCOIC (or delegated person)
    - Sweeping may be required
- **Uniform (1215 - 1300)**
  - Materials
    - none
  - Support Staff
    - none
  - Misc
    - none
- **Squadron Procedures (1300 - 1345)**
  - Materials
    - none
  - Support Staff
    - none
  - Misc
    - none
- **Debrief & CleanUp (1400 - 1415)**
- **Talking with Captain Angel (1415 - 1515)**
  - some time for seniors to talk with Capt angel
- **Free time (1515 - 1600)**
  - Sr cadets will be granted the time to chat and enjoy each other's company until they are picked up.