

Officer Training School



Cadet Training Education Program

Course Syllabus

Instructors- Spring 2011:

- C/Lt Col Joshua Pravel
- C/Capt Rand Fowler

Course Description: Officer Training School is the third level in the Cadet Training Education Program. OTS is a Texas Wing Leadership Seminar that introduces several techniques needed for effective performance as a cadet officer. Students are instructed on how to effectively manage, serve in various officer positions, and facilitate their squadron meeting. The instruction given in class is coupled with group leadership projects and planning sessions. These activities provide cadets a way to apply what they have learned during their training.

Course Goal: Students will gain knowledge and experience necessary to function as competent cadet officers in CAP. Students will have a firm

understanding of their Roles and Responsibilities, Drill and Ceremonies, Planning, Communication and other important skills.

Course Content: (10 Hours)

Introduction/ Meeting Brief (15 Min)

“Writing Skills” C/Lt Col Pravel (30 Min)

1. Educational Goal: To teach cadets how their papers will be evaluated.
2. Learning Objectives:
 - a. Cadets will understand why clarity is important during military writing.
 - b. Cadets will understand the grading rubric used for evaluation.
3. Sources: AFH33-337 “The Tongue And Quill”

“Speaking Skills” C/Lt Col Pravel (30 Min)

4. Educational Goal: To teach cadets how their speeches will be evaluated.
5. Learning Objectives:
 - a. Cadets will understand some of the basic methods of communication including preparation, execution, visual aids, and summation.
 - b. Cadets will understand the grading rubric used for evaluation.
6. Sources: “Leadership For The 21st Century”

“Twelve O'clock High” C/Lt Col Pravel and C/Capt Fowler (2.75 Hr)

7. Educational Goal: To teach cadets on how some leadership techniques can be inappropriate for certain situations
8. Learning Objectives:
 - a. Cadets will understand how a good relationship with subordinates is not the only thing to keep in mind when leading others.
 - b. Cadets will understand that leadership is an art that should be adjusted according to the people and the situation.
9. Sources: “COS Cadet Handbook”

“Group Leadership Project: Partially Important” C/Lt Col Pravel and C/ Capt Fowler (1 Hr)

10. Educational Goal: Give cadets the opportunity to execute their potential as cadet officers and leaders in a practical and constructive leadership project.
11. Learning Objectives:
 - a. Cadets will understand how a good communication and planning are essential for an effective activity or event.
 - b. Cadets will understand that leadership is an art that should be adjusted according to the people and the situation.
12. Sources: “N/A”

“Decision Making, Problem Solving, and Conflict Management” CCSC (30 Min)

13. Educational Goal: To understand the basic ways to solve routine problems and get along with other people in order to make sound decisions.
14. Learning Objectives:
 - a. Cadets will identify be able to apply their concepts briefed
15. Sources: “Leadership for the 21st Century”

“Essay 2: Personal Leadership Philosophy” (1.5 Hr)

Educational Goal: To apply new concepts of leadership that may differ from their initial opinions on the subject.

1. Learning Objectives:
 - a. Break free from the idea that leadership is based on the three methods described in the leadership text
 - b. Use personal or witnessed examples to justify claims
 - c. Fully understand the idea that leadership is an art
2. Sources: N/A

“Individual Speech: Transition From NCO to Officer” (1 Hr)

1. Educational Goal: Some of the most difficult problems a new cadet officer faces have to do with the transition between NCO to Officer. The goal of this assignment is to get the students thinking about how they will account for the change.
2. Learning Objectives:

- a. Explain why America needs leadership
 - b. Describe the hallmarks of the “warrior spirit.”
 - c. Identify three benefits to having a warrior spirit
 - d. Explain what a “warrior” is in the context of the “warrior spirit”
3. Sources: Learn to Lead Volume I

“Squadron Meeting” C/Lt Col Pravel (30 Min)

1. Educational Goal: To give students ideas on how to include all of the necessary meeting requirements as listed in CAPR 52-16 and still maintain constructive and entertaining meetings.
2. Learning Objectives:
 - a. Understand the 52-16 Meeting requirements
 - b. Have some ideas for interesting meetings
3. Sources: CAPR 52-16

“Squadron Meeting Plan” - (1.5 Hr)

1. Educational Goal: To practice squadron planning techniques and give practical implications for the areas discussed in the class.
2. Learning Objectives:
 - a. Understand how communication should flow between cadet commander and cadet staff
 - b. Understand the specific roles of various officer positions during the weekly meeting
3. Sources: CAP 52-15 “Cadet Staff Handbook”

“The Cadet Officer” - C/Lt Col Pravel (20 Min)

1. Educational Goal: To cover the various functions of management, counseling, and other concepts required of cadet officers. In additions, this class encompasses the various staff positions a junior officer may fill.
2. Learning Objectives:
 - a. Understand that leadership is an art.
 - b. Understand the importance of consistency in management of others.
 - c. Understand that individuals of a certain experience level may

still be uncomfortable in a new situation.

3. Sources: Leadership For The 21st Century, CAPR 52-16

“Situational Impromptu” (1 Hr)

1. Educational Goals: Cadet Officers must be able to solve difficult situations rapidly and make sound decisions under pressure. This exercise is designed to give students an environment in which they can practice the extent of their ability to think on their feet.
2. Learning Objectives:
 - a. Understand some of the situations they may encounter as officers in the cadet program.
 - b. Use logic and sound thinking to solve their problem while resisting the urge to act rashly.
3. Sources: N/A

“Leader Evaluation, Form 50 Exercise” (1.5 Hr)

1. Educational Goals: Students should be able to look critically at the methods of well known leaders and find their strengths and weak points regardless of pre-conceived ideas.
2. Learning Objectives:
 - a. Provide excellent constructive feedback
 - b. Understand how bias can effect an evaluation
3. Sources: CAPP 52-15 “Cadet Staff Handbook”, CAPR 52-16 “Cadet Programs Management”

“The Staff Duty Analysis” C/Capt Fowler (30 Min)

1. Educational Goal: Cadets should be able to write a thorough analysis of various staff positions according to CAPP 52-14.
2. Learning Objectives:
 - a. Follow the proper SDA formatting.
 - b. Understand what information to include in a Staff Duty Analysis
3. Sources: CAPP 52-14 “Staff Duty Analysis”

“Group Discipline and Delegation” C/Capt Fowler - (45 Min)

1. Educational Goal: Be familiarized with various methods of delegating tasks. Students should also be familiar with disciplinary action that can be taken when required.

2. Learning Objectives:
 - a. Cadet should understand how tasks can be delegated but responsibility cannot.
 - b. Cadet should understand the importance of consistency when enforcing standards and correcting others.
3. Source: “Leadership For The 21st Century”

“Meeting Discussion” (1 Hr)

1. Educational Goal: One of the most important roles a cadet officer fills is at their individual squadron. This discussion should give students the opportunity to converse with senior cadet officers about some of the issues they may be facing. This is also designed to encourage communication with senior cadet officers.
2. Learning Objectives:
 - a. Feel comfortable conversing with senior cadet officers
 - b. Improve their individual squadron by having some of their questions answered

Evaluation (1 hour)

“Drill and Ceremonies” C/Lt Col Pravel (45 Min)

1. Education Goal: Cadets will have a firm understanding of complex flight drill and a general understanding of squadron drill and ceremonies
2. Learning Objectives:
 - a. Be able to sufficiently maneuver a squadron.
 - b. Understand Mass Commanding
 - c. Understand proper spacing during squadron and group formation.

“Recruiting and Retention” C/Lt Col Pravel - (30 min)

1. Educational Goal: Cadets should be able to recruit cadets effectively without stretching any sort of truth about the organization.
2. Learning Objectives:
 - a. Cadets should know to advertise squadron activities rather than NCSAs
 - b. Cadets should formulate well planned meetings to retain

cadets

“Feedback Session” C/Lt Col Pravel and C/Capt Fowler (45)

- 1. Educational Goal: One of the most essential portions of OTS is the feedback session. This section gives the instructors time to reflect on each cadet’s performance during the school. The instructor informs the cadet what went well and what they should work on. Cadets should be open to feedback.**
- 2. Learning Objective:**
 - a. Have an understanding of things to continue to work on after the end of the school**
 - b. Ask questions about certain performance**

“NCOA Speech Critique”

- 1. Educational Goal: Cadet Officers should be comfortable evaluating and giving feedback to cadet Non-Commissioned Officers. This critique should provide a positive work environment for the students to practice what they have learned.**
- 2. Learning Objective:**
 - a. Gain experience mentoring cadet NCOs**
 - b. Realize the importance of consistent feedback**