

Annex A

1085 12-1 (J5 Plans O (Rgn Trg))

Dated 13 July 2018

PO 513 WORKSHOP TOPICS AND SERIAL NUMBERS

Time Management - This workshop will provide cadets with tools to better manage their busy schedules. Topics for discussion include managing stress, honouring commitments, meeting deadlines, limiting procrastination, identifying and dealing with scheduling changes, keeping an agenda, and multi-tasking.

Supervision - This workshop explores what it means to be a good supervisor and, more specifically, what to look for as a supervisor. Through various discussions and activities, this workshop provides the opportunity for the cadets to recognize the importance of effective supervision. Cadets take a closer look at their supervisory responsibilities with regard to enforcing the rules and factors that affect supervisor and subordinate alike (e.g., peer pressure). Additionally, cadets will take a look at some of the reasons why cadets leave the program, how these reasons may relate to supervision, and how they can help retain cadets in the program.

Ethics: Making Tough Choices - This workshop will provide cadets with the opportunity to discuss ethics with their peers as it relates to their role as a cadet. It has been designed to include a discussion on what ethics is and how it is present in all aspects of life. Cadets will work through case studies to examine their own perceptions of ethics and how ethical decision-making can often require making tough choices.

Corrective Action and Positive Reinforcement - This workshop challenges cadets' perception of discipline within the cadet program. Corrective action and positive reinforcement should be seen as two sides of the same coin and applied equally to all subordinates. Topics such as appropriate corrective action, why we correct and the importance of positive reinforcement will be discussed along with cadets' own personal experiences, both good and bad. Topics from Positive Social Relations for Youth will be discussed and cadets will participate in practical conflict management scenarios.

Dynamic Instruction - This workshop is designed to provide cadets with additional tools to deliver exciting and dynamic instruction. Activities focus on developing creative lesson plans and training aids, leading fun and exciting in-class activities, and knowledgeably preparing for lessons.

Learning Environment and Classroom Management - This workshop focuses on developing cadets' ability to foster a positive atmosphere within a learning environment. It will provide them with skills in dealing with disruptive students as well as instructing in differing environments and conditions. This workshop will also provide strategies to cadets for forming appropriate groups when conducting group activities during a lesson.

Personality and Group Dynamics - This workshop explores the ways an individual's personality affects their learning and interaction with others. Discussions will include personality traits and types, how personality affects relationships and interactions, personality and leadership, and why recognizing your own personality type allows for self-development. Activities will focus on simple tests and quizzes that can be used by cadets to self-identify their personality.

Team Building - This workshop provides cadets a toolkit to conduct team building activities. Cadets participating in the workshop will take part in a discussion based on why team building activities are valuable in maintaining morale. Cadets will then work through activities that focus on different aspects of

team building and will learn when to use them. The toolkit will allow the cadets to lead the same team building activities at their corps/squadron.

Healthy Relationships - This workshop deals with the various relationships that senior cadets must make and maintain. Discussions on the difference between professional and personal relationships as well as the need to establish relationships with subordinates, superiors and peers will be combined with activities dealing with transitional relationships and the impact of inappropriate relationships (e.g., moral, legal, administrative). The idea of a relationship between the cadet corps/squadron and the community will also be explored.

Communication Tools - This workshop provides cadets the tools to enhance their communication skills. Activities covering active listening, summarizing tools, and tips on paraphrasing are combined with discussions on effective questioning techniques as well as non-verbal communications (e.g. body language).

Stress Management - This workshop will provide cadets the tools to better understand stress management. Discussions will include types of stress, ways to detect stress, coping with stress and skills to minimize or alleviate stress in one's daily routine.

Unit Command Team Working Relationship - This workshop will focus on the interaction between the Unit CO and senior cadet. Discussions will include command team concept, roles and responsibilities of the CO and CPO1/CWO/WO1.