



Civil Air Patrol's

Professional Development Journal

Summer 2015

Top Tips

1. All adult members (seniors and cadets over 18 years of age) must complete the New Basic Cadet Protection Basic Course by 1 July 2015. It consists of a 20 to 30 minute on line course at http://capmembers.com/cadet_programs/cadet_protection/ followed by an in person discussion. (Commanders may appoint the PD, CP, CV, or the CC to conduct the training.)

Senior members in the following positions (Commander, Vice Commander, Chief of Staff, Director of Cadet Programs, Inspector General, and Deputy Commander of Cadets) must complete the Advanced Cadet Protection course in addition to the Basic Cadet Protection course. The Advanced course includes a quiz. There is no summary conversation required.

2. The new Level I program is now open. Those new members enrolled in the current version will have until 1 Sept 2015 to complete it or they may choose to transfer to the new Level I.
3. Join us in Orlando! We'll have four learning labs ready and waiting for you during the 2015 Summer Conference!

The New Level I, "Starting Your Journey"

By NHQ Staff

Great news! The new Level I, "Starting Your Journey" is on the street and in the Learning Management System (LMS)!

The new Level I takes the best nuggets from the 2013 course and puts it in a smaller package. It retains its blended approach using online and in-residence training, but it compresses the content to make it faster and easier to accomplish.

Specifically, it reduces the number of lessons from 14 to 8; reduces the number of quizzes from 13 to 1, and reduces the summary conversation from 2.5 - 3.5 hours to 1 - 1.5 hours and drastically reduces the number of mentor inputs to the LMS, making things easier for you too!

The course is open now and will become the standard on 6 July. New members presently in the old course may continue taking it; but must finish by 1 Sept.

Networking at Wing Conferences

by LtCol. David Ogden, CAP TXWG

For those of us who have been in CAP, whether it be for a long time or those who are new to the organization, Wing conference season can be an exciting time! It is a great time to reflect on the previous year's accomplishments; to award those who do an amazing job in CAP; and to see friends and colleagues. It is also time to refresh old skills; learn new skills; and hear about all of the new things yet to come. But, wing conferences also have a valuable benefit that most of us don't think of; these are great opportunities to network with our fellow members.

Why is this important? We are also looking to become better in our current jobs and strive to prepare ourselves for what may come next. Regardless of what area of CAP you serve, or how long you have been a member, networking has the ability to improve your CAP skills and knowledge. By networking you can identify mentors, not only for yourself but also for other members throughout your units. And if you are at the point of becoming a mentor, participating in

conferences can help you identify members who might benefit from your personal knowledge and experience.

As a new member you were most likely assigned a mentor. If you think back to that time, it was probably one of your first tastes to CAP networking. Your mentor showed you the ins and outs of CAP regulations, policies and procedures. They helped you understand your duty assignment and were there when you received your first promotion. They made you feel accepted and included. As a new member, knowing that someone cares and is dedicated to your well-being in the organization helps to ensure you start off on the right track. This will affect unknown CAP generations going forward. Having a functioning mentor program helps our organization retain its members while producing more knowledgeable and valuable members.

As you progress in your CAP career, you either have been or will become a mentor to a fellow member. Personally, I feel that you never truly learn something fully until you teach it. By becoming a mentor, I have found it keeps me fresh in the excitement that CAP offers. It keeps my skills current and my knowledge relevant. It makes me a better member and makes our organization stronger, smarter and more able to respond when called upon.

When I have been given the opportunity to mentor a member within the organization, I have benefited as much, if not more than those I've mentored because I accepted the opportunity. New members are in awe of all the things that CAP does and accomplishes for our country and our Air Force and we should capitalize on that enthusiasm!

I challenge every member to network and find a mentor. If you do not have one, seek one out at your next wing conference. If you have CAP experience in a particular duty assignment, I challenge you to find someone to mentor. Using networking to identify members who could benefit from your experience is exactly what our core value of excellence requires. When you are attending any CAP event, especially wing conferences, take the time to engage a conversation with a member unknown to you. Not only might you find a member who needs your experience and knowledge, but you just might network yourself into that next mentorship you never knew you needed!

Stealth PD

By Col. Bryan Cooper

Most of the time I think about PD as being particular classes and courses. But as my wife would say, "Wrong again!" Professional Development can be any moment of learning that helps you grow professionally. We as PDOs can, and should sneak in those moments anywhere we can. The trick is to make it relevant and fun.

Commanders Calls

Competing for time during Commander's Calls can be difficult. Here is what you can tell the boss.

- "It will be brief, five minutes or less".
- "It will be useful to you and the unit commanders."
- "It sends the right message"

It is your job to see the first two are true or you will never get a second chance. If the first two are true then the third one will be true too. Suggested topics are below.

Possible Commander's Call Topics

Two things to remember when selecting a topic; don't step on SE's topics, and just because it is PD does not mean that you have to deliver the training, talk to

the experts, and let them talk during the brief.

Required topics:

- Annual EO briefing
- The latest hot topic – Right now it is CPBC update but in the past it has been hanger rash videos etc. Periodically we come out with stuff “Everybody has to take”. That is your stealth PD queue.

- Defining and recognizing hazing

Things that make the boss crazy

- Correct CAP memo format
- Proper way to write a promotion nomination
- How to submit some local report or request or form correctly and on time
- Why you have to have activities on the wing calendar
- How to access Ribbon Checker
- Proper uniform wear, particularly if there is a new uniform/change to the manual. Or play uniform trivia. (Like how many rings can you wear?)

Subtle Nagging

- November – How to write a good award nomination
- November – How to recommend an organizational Brewer Nominee
- June – The easy way to do annual appointments like CAC rep.
- January – How to approve National Cadet Special Activities applications on time.
- Easy way to update your LG want list
- Tips for recruiting chaplains and CDIs (ask the Chaplain Corps for help)

- How to apply to be the next wing CC (Timing is important on this one)

Other

- YouTube–Ted Talks (famous and successful leaders delivering exciting presentation on leadership and management that take from 3 to 15 minutes)
- Something from the command track
- A fun AE activity (ask AE for help)
- How to prep for the Yeager Test (ask AE for help)
- How to run and use a helpful report in e–Services
- How to look up something efficiently in the knowledge base
- New CAP specific phone apps (ask a cadet for help)
- The commander’s role in the NCO program (ask the NCO for help)
- You don’t have to be a CC to take UCC
- Advantages of cadet promotion boards (ask CP for help)
- Advantages of unit membership boards (ask JA and DP for help)
- Give notice about training windows that are closing. If you don’t complete some training by a certain date you will have to prequalify/start again/take the new course. In the past they have included advanced initial ratings in the command track and general ES test.

Other Events

Another opportunity is when seniors are sitting around waiting at cadet activities. I know that seniors are driving to orientation rides or glider flights and killing a couple of hours waiting around while the cadets fly. That's a good time to do a little PD. Try running a video from the CAP Professional Development Lending Library. (Did you know we had one?) Each is 30 to 120 minutes long, come complete with lesson plans and fit in every squadron's budget. (You can sign them out free for up to 3 weeks.) Show the video in the pilot lounge or training room and serve coffee and donuts. Then chat about it after. Heck, the seniors were going to be standing around drinking coffee and chatting anyway. They might as well get some stealth PD. By the way, this also works at squadron meetings.

Leadership and Command books

All of the books below have very short chapters (5 to 10 pages) and can easily be converted to briefings. "Heirpower" and "Sharing Success/Owning Failure" can be obtained or downloaded from the Air University Press for free.

- Heirpower by CMSgt Bob Vasquez

- Sharing Success Owning Failure by Col. David L Goldfein
- Taking Charge by Perry M. Smith
- Make it So by Wess Roberts and Bill Ross
- Leadership Secretes of Attila the Hun by Wess Roberts
- Lincoln on Leadership by Donald T. Phillips
- One Minute Manager by Ken Blanchard
- The ACTIV²E Leadership essay series is on the CAP University Website.

We want to thank all the writers for this

Writing for the PD Journal

By staff writers

issue and encourage the readers to become writers. You have a lot of good ideas and experience to share with other PDOs. We also find that writing about something helps clarify the ideas and can be very motivational. We are looking for articles on

- Tips for putting on courses like SLS and RSC or setting up and running a PD weekend with several courses.
- Interesting offerings at conference.
- Mentoring new PDOs.
- Best practices for squadron PDOs.
- Acing the SUI or CI.

Send your articles to
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***CAP's Professional Development
Journal***

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New Members on the HQ PD Team

By Bobbie-Jean Tourville

As you know we have been searching for experienced members to help NHQ to get high quality PD products to the field faster. Back in February we advertized for four positions and we received applications for each position from a number of very qualified members. In addition to Col Stan Skrabut, eLearning coordinator, we are pleased to announce the following appointments:

LtCol Christopher Rousseau will be joining the PD Team as the Curriculum Developer for Residence Courses. He will make sure that the material for SLS, CLC, RSC, NSC, UCC and other in residence courses are up to date. LtCol Rousseau is a former cadet, active-duty Air Force officer and the Chief of Leadership Studies at the Holm Center, Air University. He holds a Master of Science in Management and has the AETC Master Instructor certification.

Col Jay Burrell has been appointed the Curriculum Developer for Specialty Tracks. Our goal is to make sure every specialty track gets updated every five years to ensure the requirements and tests reflect the latest publications and practices. He will be working with subject

mater experts and, guiding the pamphlets through the approval process. Col Burrell has served as the Illinois Wing Commander and is working in the IG community. His degrees include a BA in Psychology and an MBA. He has studied at the Sloan School of Management and is an adjunct professor. He has extensive experience in process improvement.

Major Brenda Reed has been appointed as the Asst eLearning Coordinator. She will be helping Col. Stan Skrabut develop and deliver our distance learning versions of SLS, CLC and any future courses. She will be helping with developing and growing a distance learning staff. She carries a Master of Distance Education degree. Major Reed is the Director of Distance Learning for Maryland Wing and the Director of Public Affairs for Middle East Region.

Lt Col Karen Cooper will be our new Analytics officer. She will be collating, organizing and presenting data collected from CAPs databases and from surveys she conducted to help us determine what training members want/need, and the quality of the materials and methods we are currently using. Lt Col Cooper holds a bachelor's degree in applied mathematics and a master's degree in computer science. She is a data analysis and manager for the US Navy.

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