

SECTION 5**PO 103 – PARTICIPATE AS A MEMBER OF A TEAM**

1. **Performance:** Participate as a Member of a Team
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet will participate as a member of a team, to include:
 - a. explaining the responsibilities of a follower in a team;
 - b. mapping personal goals for the training year; and
 - c. participating in teambuilding activities with other members of the corps in order to improve communication skills, enhance teamwork and build trust and mutual support.
4. **Remarks:** Nil.
5. **Complementary Material:** Complementary material associated with PO 103 is designed to enhance the cadets' knowledge of being a member of a team through a number of activities:
 - a. EO C103.01 (Participate in Icebreaker Activities),
 - b. EO C103.02 (Participate in Self-Introductions), and
 - c. EO C103.03 (Participate in Teambuilding Activities).

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EO M103.01 – IDENTIFY THE RESPONSIBILITIES OF A FOLLOWER IN A TEAM

1. **Performance:** Identify the Responsibilities of a Follower in a Team
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall identify the responsibilities of a follower in a team environment.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the following four responsibilities of a follower, to include: <ol style="list-style-type: none"> a. respect the leader and other team members; b. cooperate with others; c. admit mistakes and learn from experience; and d. accept constructive feedback. 	Interactive Lecture	10 min	C3-038
TP2	Explain the following five responsibilities of a follower in a team, to include: <ol style="list-style-type: none"> a. assume responsibility; b. be honest; c. accept other team members for who they are; d. know the job and be prepared; and e. communicate clearly with others. 	Interactive Lecture	15 min	C3-038

5. **Time:**
 - a. Introduction / Conclusion: 5 min
 - b. Interactive Lecture: 25 min
 - c. Total: 30 min

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient the cadets to identify responsibilities of a follower in a team and generate interest.
7. **References:** C3-038 Campbell, R. (2006). *Leadership: Getting it done*. Retrieved 16 March 2006, from <http://www.ssu.missouri.edu/faculty/rcampbell/leadership/chapter5.htm>
8. **Training Aids:** Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for classroom/training area.
9. **Learning Aids:**
 - a. Scrambled words handout, and
 - b. Container.
10. **Test Details:** Nil.
11. **Remarks:** Nil.

EO M103.02 – MAP A PERSONAL GOAL FOR THE TRAINING YEAR

1. **Performance:** Map a Personal Goal for the Training Year
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Any.
3. **Standard:** The cadet shall:
 - a. identify goals using SMART; and
 - b. map a personal goal for the training year.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the concept of goal setting, to include: <ol style="list-style-type: none"> a. the definition of a goal, b. the difference between short-term and long-term goals, c. how to develop goals, and d. how to set goals using the SMART (specific, measurable, attainable, realistic, and timely) method. 	Interactive Lecture	10 min	C0-021 C0-022 C0-431
TP2	Conduct a goal mapping activity.	In-Class Activity	15 min	

5. **Time:**

a. Introduction / Conclusion:	5 min
b. Interactive Lecture:	10 min
c. In-Class Activity:	15 min
d. Total:	30 min
6. **Substantiation:**
 - a. An interactive lecture was chosen for TP1 as it is an effective way to generate interest and motivate the cadets to set personal goals for themselves.
 - b. An in-class activity was chosen for TP2 as it is an interactive way to provoke thought and stimulate interest among cadets.

7. **References:**

- a. C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The Everything Leadership Book*. Avon, MA: Adams Media.
- b. C0-022 ISBN 0-02864-207-4 Cole, K. (2002). *The Complete Idiot's Guide to Clear Communication*. Indianapolis, IN: Alpha Books.
- c. C0-431 Health Canada. (2011). *Eat Well and Be Active Education Toolkit*. Retrieved September 29, 2011, from <http://hc-sc.gc.ca/fn-an/food-guide-aliment/educ-comm/toolkit-trousse/plan-3a-eng.php>

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area, and
- b. SMART worksheet.

9. **Learning Aids:** SMART worksheet.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

EO M103.03 – PARTICIPATE IN TEAMBUILDING ACTIVITIES

1. **Performance:** Participate in Teambuilding Activities
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in teambuilding activities and discuss the characteristics and advantages of a successful team.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the teambuilding activity “the Human Knot.”	In-Class Activity	10 min	C0-003 (p. 88)
TP2	Conduct the teambuilding activity “Memory.”	In-Class Activity	10 min	C0-005 (p. 27)
TP3	Conduct the teambuilding activity “Silent Birthdays.”	In-Class Activity	10 min	C0-003 (p. 95)
TP4	<p>Lead a discussion on the characteristics of a successful team, to include:</p> <ol style="list-style-type: none"> a. strong communication, b. mutual cooperation and support, c. sharing a common goal, and d. high esprit de corps. <p>Have the cadets discuss the advantages of a successful team, to include:</p> <ol style="list-style-type: none"> a. including everyone; b. producing a better outcome; c. making the task easier to complete because more people are involved; and d. develops communication skills. 	Group Discussion	20 min	C0-004 (pp. 114-118)

5. **Time:**

- | | |
|-------------------------------|--------|
| a. Introduction / Conclusion: | 10 min |
| b. In-Class Activity: | 30 min |
| c. Group Discussion: | 20 min |
| d. Total: | 60 min |

6. **Substantiation:**

- a. An in-class activity was chosen for TPs 1–3 as it is an interactive way to present team building activities and the learning objective.
- b. A group discussion was chosen for TP4 as it allows the cadet to interact with their peers and share their knowledge, opinions and feelings about the advantages and characteristics of a successful team.

7. **References:**

- a. C0-003 ISBN 0-943210-44-5 Pike, B. & Busse, C. (1995). *101 more games for trainers*. Minneapolis, MN: Lakewood Publishing.
- b. C0-004 ISBN 1-58062-577-0 McClain, G. & Romaine, D. S. (2002). *The everything managing people book*. Avon, MA: Adams Media.
- c. C0-005 ISBN 0-07-046414-6 Scannell, E.E. & Newstrom, J. W. (1994). *Even more games trainers play*. New York: McGraw-Hill.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area; and
- b. Collage provided in Annex A of the Instructional Guide.

9. **Learning Aids:**

- a. Collage found in Annex A of the Instructional Guide,
- b. Paper and pens, and
- c. Flip chart markers.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

EO C103.01 – PARTICIPATE IN ICEBREAKER ACTIVITIES

1. **Performance:** Participate in Icebreaker Activities
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in icebreaker activities in order to become familiar with other cadets in the group.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the icebreaker activity “True Confession Toothpicks.”	In-Class Activity	5 min	C0-003 (p.18)
TP2	Conduct the icebreaker activity “Two Truths and a Lie.”	In-Class Activity	5 min	C0-029 (p. 331)
TP3	Conduct the icebreaker activity “Self Disclosure Introductions.”	In-Class Activity	5 min	C0-028 (p.15)
TP4	Lead a group discussion on the effectiveness of the icebreakers in introducing themselves to each other.	Group Discussion	10 min	

5. **Time:**
 - a. Introduction / Conclusion: 5 min
 - b. In-Class Activity: 15 min
 - c. Group Discussion: 10 min
 - d. Total: 30 min
6. **Substantiation:**
 - a. An in-class activity was chosen for TPs 1 to 3 as it is an interactive way to present icebreaker activities and the learning objective.
 - b. A group discussion was chosen for TP 4 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about icebreaker activities.

7. **References:**

- a. C0-028 ISBN 0-07-046513-4 Newstrom, J and Scannell, E. (1998). *The big book of teambuilding games*. New York, NY: McGraw-Hill.
- b. C0-003 ISBN 0-943210-44-5 Pike, B and Busse, C. (1995) *101 more games for trainers*. Minneapolis, MN: Lakewood Books.
- c. C0-029 ISBN 0-7872-4532-1 Cain, J and Jolliff, B. (1998). *Teamwork and teamplay*. Brockport, NY: Kendall/Hunt.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for classroom/training area, and
- b. Toothpicks.

9. **Learning Aids:** Nil.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

EO C103.02 – PARTICIPATE IN SELF-INTRODUCTIONS

1. **Performance:** Participate in Self-Introductions
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall introduce themselves to the group.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct a self-introduction activity by having the cadets: <ol style="list-style-type: none"> a. prepare notes before the introductions begin; and b. introduce themselves, to include: <ol style="list-style-type: none"> (1) name, (2) what school they attend, (3) what grade they are in, (4) why they joined cadets, (5) hobbies, (6) interests, (7) in general, career ambitions, and (8) any other information they wish to share with the group. 	In-Class Activity	15 min	C0-021 (pp. 2 and 3)
TP2	Lead a discussion on the importance of the self-introduction activity in regards to developing communication skills.	Group Discussion	10 min	

5. **Time:**
 - a. Introduction / Conclusion: 5 min
 - b. In-Class Activity: 15 min
 - c. Group Discussion: 10 min
 - d. Total: 30 min

6. **Substantiation:**
 - a. An in-class activity was chosen for TP 1 as it is an interactive way to reinforce self-introductions and to provoke thought and stimulate interest among cadets.

- b. A group discussion was chosen for TP2 as it allows the cadets to interact with their peers and share their knowledge, opinions and feelings about self-introductions.
- 7. **References:** C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.
- 8. **Training Aids:** Presentation aids (eg, whiteboards / flipcharts / OHP / multimedia projector) appropriate for classroom/training area, and
- 9. **Learning Aids:**
 - a. White board and markers, and
 - b. Paper and pens.
- 10. **Test Details:** Nil.
- 11. **Remarks:** Nil.

EO C103.03 – PARTICIPATE IN TEAMBUILDING ACTIVITIES

1. **Performance:** Participate in Teambuilding Activities
2. **Conditions:**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: Nil.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in teambuilding activities and discuss the characteristics and advantages of a successful team.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct the teambuilding activity “Jigsaw.”	In-Class Activity	5 min	C0-028 (pp. 67-68)
TP2	Lead a discussion on how the cadets viewed the Jigsaw game in terms of how it fostered teamwork.	Group Discussion	5 min	
TP3	Conduct the teambuilding activity “Alphabetically.”	In-Class Activity	10 min	C0-029 (p. 74)
TP4	Lead a discussion on how the cadets viewed the Alphabetically game in terms of how it demonstrated the need for teamwork.	Group Discussion	5 min	

5. **Time:**
 - a. Introduction / Conclusion: 5 min
 - b. In-Class Activity: 15 min
 - c. Group Discussion: 10 min
 - d. Total: 30 min
6. **Substantiation:**
 - a. An in-class activity was chosen for TPs 1 and 3 as it is an interactive way to present team building activities and the learning objective.
 - b. A group discussion was chosen for TPs 2 and 4 as it allows the cadet to interact with their peers and share their knowledge, opinions and feelings about teamwork.

7. **References:**

- a. C0-028 ISBN 0-07-046513-4 Newstrom, J and Scannell, E. (1998). *The big book of teambuilding games*. New York, NY: McGraw-Hill.
- b. C0-029 ISBN 0-7872-4532-1 Cain, J and Jolliff, B. (1998). *Teamwork and teamplay*. Brockport, NY: Kendall/Hunt.

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area, and
- b. Picture puzzle, and
- c. CD player and cds (optional).

9. **Learning Aids:** Picture puzzle.

10. **Test Details:** Nil.

11. **Remarks:** Nil.