THE ROYAL CANADIAN LEGION

ONTARIO COMMAND

TRAINING AND ORGANIZATIONAL DEVELOPEMNT COMMITTEE

BRANCH OFFICER TRAINING

LESSON PLAN

PHASE 1

FOREWARD

A lesson plan is developed for all training sessions for a variety of reasons. The most important of these reasons is that all those who become presenters of any given seminar will in effect be saying the same thing. Lesson plans are not meant to stifle the creativity or presentation style of the presenter. Rather they are meant to augment creativity and presentation style while ensuring that the same message is sent at all seminars.

This could not be more critical than in the Branch Officers Training Seminar. Given the amount of material included in this seminar package and the time constraints that presenters will encounter the lesson plan out lined below is fundamental to the success of this seminar.

The two most important aspects of this seminar are; involvement of the participants and the participants understanding that leadership and other soft skills can be learned and taught.

The Branch Officers Training Seminar is a full day's seminar. Presenters are urged to use the "buzz group" format for this initial training package. This initial seminar will require more than one presenter. One of the presenters (TOD Chairman) will act as a facilitator as well as a presenter. The following points must be made by the presenter (facilitator) to "set up" the seminar.

- 1.....Branch Officers training is required use examples of Branch closures, criminal charges against Branch members, the numerous complaints heard by Ontario Command.
- 2.....The presenter must make the learning experience positive in the minds of the participants; this can be achieved by ensuring participants realize that this type of training will enable them to become more knowledgeable; newly motivated and thereby successful leaders within their Branches.
- 3.....Presenters will reinforce that the success of this type of training will help to create a more positive atmosphere in Branches as well as a new direction which will attract old and new members.

TOOLS FOR THE PRESENTER

BUZZ GROUPS

This format is the most effective way to present this seminar. The facilitator will tell the groups to assemble in the buzz groups. He/she will also ask that members from the same Branch or Zone not sit together. Given the location of the training the following points are made;

- 1....buzz groups should not be larger than 25 to 30 participants.
- 2.....each buzz group will have a presenter available to ensure that the group stays on track and remains focused on the core seminar
- 3.....each buzz group should be asked to determine a name fort heir group this will cause some levity and will enable some members of the group to be more at ease; more importantly it will be the first decision that the buzz group makes for the day.
- 4.....try and ensure that there is adequate space between the buzz groups
- 5.....task the group to have a leader to present their findings to the larger group (the facilitator will ask each group in turn to share their results and ask for comments from the larger group)
- 6....ensure that buzz group presenters change with each task
- 7.....each buzz group will have a flip chart on which to write the groups responses to the assigned task the flip chart paper will then be hung on the wall near the buzz group for future use
- 8.....all the flipchart papers developed by the buzz groups will be collected reviewed by the presenters to determine common points and progress of the buzz groups

ICE BREAKERS

Firstly the facilitator for the seminar will introduce the other presenters and explain their role. Senior Officers present should also be introduced and be given the opportunity to speak; remembering that time will be an issue throughout the day. The ice breaker will be used for the whole group as opposed to the buzz groups.

Ice breakers can take many forms; for example

The facilitator will write down 3 points concerning their personal life. Two of the points will be true with one being false. The participants will try and determine which one is false.

Or the facilitator will write three words on the flipchart. The group will then be asked to write three words which best associate with the words on the flip chart. After a couple of minutes the facilitator will ask the group the share their results. Any words similar to the original three will be written on the flip chart.

The purpose of the ice breaker is to put as many of the participants as possible at ease. It is also an excellent way for the presenter(s) to gauge the group with respect to; willingness to take part, pick out the "quiet ones" as well as "talkative ones"

THE PRESENTATION

A District representative may be asked to conduct the Legion opening ritual.

The Branch Officer Training seminar is broken down into seven key components. In the interest of time the main group will be given these key points.

The seven key points associated with leadership are;

- 1....RESPONSIBLITITES
- 2....REQUIRED RESOURCES
- 3....ROADBLOCKS
- 4.....LEADER AND BRANCH ASSOCIATION WITH ZONE, DISTRICT AND ONTARIO COMMAND
- 5....MOTIVATION SELF AND OTHERS
- 6.....SOLUTIONS TO DETERMINED PROBLEMS-IMMEDAITE AND LONG TERM
- 7.....WHAT HAS THE GROUP LEARNED THAT THEY CAN USE *RIGHT NOW!!*

The facilitator will explain these seven key points and provide the group with a brief description of how they are linked to the Branch leader. The facilitator must ensure that the group understands that these seven points are the basis for all leadership activities within any organization.

Once the seven points are understood by all the actual seminar can start.

TASK #1

WHAT ARE THE RESPONSIBILITES OF LEADERS WITHIN THE BRANCH.....responsibilities are defined as being accountable fro ones actions or ensuring others are aware of their actions results

TASK #2

WHAT ARE THE REQUIRED RESOURCES FOR BRANCH LEADERS.....what is required for Branch leaders to be Branch Leaders?

TASK #3

WHAT ARE SOME OF THE ROAD BLOCKS A BRANCH LEADER WILL ENCOUNTER.....personal roadblocks can hinder a Branch leader, however, not having ones way is not a roadblock

TASK #4

WHAT IS THE BRANCH LEADERS ASSOCIATION WITH ZONE, DISTRICT AND ONTARIO COMMMAND

TASK #5

HOW WILL THE BRANCH LEADER MOTIVATE HIM/HER SELF AND OTHERS.....motivation is usually misunderstood by the majority of people; terms such as "what's in it for me" may be valid TASK #6

ARE THERE IMMEDAITE AND LONGER TERM SOLUTIONS PARTICIPANTS SHOULD CONSIDER FOR BRANCH SUCCESS AND PERSONAL SUCCESS AS A BRANCH LEADER.....immediate solutions will show "right away" value; long term solutions may require a degree of salesman ship from the Branch leader

TASK #7

WHAT ARE SOME SOLUTIONS PARTICIPANTS CAN TAKE BACK TO THEIR BRANCHES AND USE "RIGHT NOW".....a measure of success in any learning experience is taking something away that has immediate value.

SESSION EVALUATION

Fundamental to the success of any learning experience is the participant's evaluation form. Names are optional; however, brutal honesty is encouraged. Ask the group to try and give examples for any changes they feel should be made. Have the evaluation forms handed out towards the end of the day. Designate a person or place that the evaluation forms can be left.

CLOSING

Thank the group for their participation. Time permitting ask if there are any questions. The facilitator must be prepared to deal with "where do we go from here" types of questions.

A District representative can be asked to conduct the closing ritual.

Phase1seminarlessonplan