

Plan & Conduct Special Events – PLOPFC

Planning – Having realistic goals and a knowledge of the operational requirements

Logistics - Figuring out how everything is going to come together. Details that lead to a smooth event.

- ~Organization – Determine who will do all the work. Build a checklist with requirements, dates and the name of who is responsible for completion.
- ~Promotion – Formulate a publicity plan. Who should be invited and how?
- ~Follow-through – Confirm all aspects of the event before
- ~Close-out – Evaluate the event for success. Document things that need to change. Update checklist. Write thank you notes as needed.

Conducting Individual & Team Training

Mentor Roles

- ✓ Teacher – Mentor teaches skills and knowledge required
- ✓ Guide – Mentor guides mentee and explains unwritten rules
- ✓ Counselor – Mentor listens to ethics situations and provides guidance
- ✓ Motivator – Mentor shows support and helps mentee develop job skills
- ✓ Sponsor – Mentor helps create possibilities and opportunities for mentee
- ✓ Coach – Mentor observes performance, assesses capabilities and provides feedback
- ✓ Adviser – Helps develop professional interests and set realistic goals
- ✓ Referral Agent- Mentor helps mentee with approaching persons who can help mentee
- ✓ Role model – The mentor must lead and teach by example
- ✓ Door Opener – Mentor helps mentee develop a network of contacts

Training Implementation

Lecture- Lots of information and a short period of time to present it. Good for specific topic.

Guided Discussion – in-depth discussion or when working on unit problem solving situation

Panel Discussion – Used to gain insights from personnel with greater experience

Case Studies – Used for classroom simulation to gain a more realistic learning experience

Hands-on application – Used for developing command presence & confidence. Hands-on practice