

Regional Cadet Support Unit (Pacific)
PO Box 17000 Stn Forces
Victoria, BC V9A 7N2

3937-1085-3-5 (J5 Plans O (Reg Trg))

12 January 2021

Distribution List

WARNING ORDER –
PHASE 5 / MASTER CADET / PROFICIENCY LEVEL 5
WORKSHOPS JANUARY – JUNE 2021

- Reference: A. A-CR-CCP-605/PG-001 Phase Five Qualification Standard and Plan
B. A-CR-CCP-705/PG-001 Master Cadet Qualification Standard and Plan
C. A-CF-CCP-805/PG-001 Proficiency Level Five Qualification Standard and Plan
D. A-CF-CCP-900/PF-001 Phase Five/Master Cadet/Proficiency Level 5 Workshop Facilitation Guides
E. 1085-5 (DCOS Trg) Tasking Order 002 to Campaign Plan – Move to Phase 3 Within a COVID Environment 2020-2021; dated 18 Aug 20
F. 1085-5 (DComd) Fragmentary Oder (FRAG O) 001 to Tasking Order 002; dated 16 Sep 20

SITUATION

1. In accordance with (IAW) references, RCSUs are required to provide Professional Development Workshops for all cadets enrolled in Phase 5, Master Cadet, or Proficiency Level 5. The Year 5 Program can be conducted over one or more years and is designed to extend the cadet's knowledge though the end of their involvement in the program. In order to complete PO 513, Year 5 cadets must complete 4 workshop sessions.

MISSION

2. Due to restrictions required for operating in a COVID environment (reference E and F) PO 513 workshops will be conducted solely by virtually means this training year. To provide the greatest opportunity for cadets to attend the workshop of their desire, there will be over 80 sessions conducted between January and June 2021 for cadets of all three elements. Detailed virtual workshop schedule found at annex A.

ADMINISTRATIVE INSTRUCTIONS

3. General Outline. The workshops will be conducted in three phases:
 - a. Phase One – Coordination of training plans, logistical, requirements;

- b. Phase Two – Conduct of workshops; and
- c. Phase Three – Post-workshops administration and after-action feedback.

4. Grouping and Tasks.

- a. Workshop OPI (OPI) – Captain Elaine Chiang. Coordinate with the OC Reg Trg to complete the following:

- (1) Phase One:

- (a) prepare workshops for virtual delivery, (completed);
- (b) prepare draft schedule for workshop delivery, (completed);
- (c) identify facilitators and confirm their availability preferably 45 days prior;
- (d) forward facilitator names to OC Reg Trg for authorization and approval NLT 30 days prior;
- (e) draft the Op O for your workshop and forward to OC Reg Trg for approval NLT 20 days prior to the first workshop session;
- (f) monitor Fortress nominations, update OC Reg Trg as required; and
- (g) ensure connection instructions are distributed to cadets and corps/sqn staff NLT 7 days prior to each session.

- (2) Phase Two:

- (a) manage schedule and conduct of workshop IAW references;
- (b) ensure attendance of cadets is recorded in Fortress prior to the session starting;
- (c) ensure feedback is collected by facilitators from the cadets prior to the conclusion of each session;
- (d) conduct two feedback sessions with facilitators, first NLT 31 March 2021 and the second NLT 1 June 2021; and
- (e) collect completed DND 2893's from staff and submit to OC Reg Trg at the end of each month.

- (3) Phase Three:
 - (a) complete attendance in final Fortress serial NLT 15 June 2021; and
 - (b) submit workshop feedback to OC Reg Trg NLT 25 June 2021.

b. Area OCs:

- (1) Phase One: ensure corps/sqns complete Fortress nominations prior to posted deadlines.
- (2) Phase Two: no action.
- (3) Phase Three: no action.

c. Corps/Sqn COs:

- (1) Phase One:
 - (a) nominate cadets in Fortress for the sessions requested prior to posted deadlines; and
 - (b) ensure cadet's email address is correct in the cadet's Contact Information section of Fortress.
- (2) Phase Two: no action.
- (3) Phase Three: no action.

5. Coordinating Instructions:

- a. Cadet Nominations. As there are multiple sessions that a cadet can be nominated on, corps/sqn staff must ensure they are vigilant to ensure they are selecting the correct session when entering cadet nominations. OPI will monitor entries and will attempt to provide timely summary of the nominations for corps/sqn staff to review. All Fortress serials start with "V-Yr5", followed by the workshop title (abbreviation), then finishes with the date and timeframe.
- b. After Action Reporting (AAR). OPI will consolidate any feedback from attending cadets and staff into a single email report to the OC Reg Trg.

SERVICE SUPPORT

- 6. Financial Authority and Commitments. Financial commitments will be monitored and maintained by J5.

COMMAND AND SIGNALS

7. The following positions shall coordinate activities as indicated:
 - a. general inquires and workshop OPI – Captain Elaine Chiang – Elaine.Chiang@cadets.gc.ca – direct line 604-418-6320; and
 - b. command and support oversight – Major S. Bissell – Scott.Bissell@forces.gc.ca – direct line 250-307-2551.

S. Bissell
Major
Officer Command Regional Training

Annex

Annex A Workshop Schedule

Distribution List

Action

Workshop OPI
OC Reg Trg/OC Lower Mainland/Interior/Vancouver Island
All RCSU (Pac) Corps/Squadron COs

Information

RCSU HQ//DCO/COS/RCSU CWO/J1/J35 Ops & Plans/J4/J5 Plans O (Reg Trg)/PAO/ROCC

Annex A - Workshop Schedule
 3937-1085-3-5 (J5 Plans O (Reg Trg))
 12 January 2021

Workshop Title	Sat, Jan 30		Sun, Jan 31		Wed, Feb 10	Sat, Feb 20		Sun, Feb 21		Thu, Mar 4	Sat, Mar 13		Sun, Mar 14	
	AM	PM	AM	PM	PM	AM	PM	AM	PM	PM	AM	PM	AM	PM
Time Management		1		1		1					1		1	
Supervision	1							1				1		
Ethics - Making Tough Choices						1	1			1				
Corrective Action and Positive Reinforcement					1				1		1			
Dynamic Instruction, Learning Environment and Classroom Management	1			1		1		1			1		1	
Personality and Group Dynamics	1		1				1		1			1		1
Digital Responsibility			1							1			1	1
Team Building		1					1					1		
Healthy Relationships				1	1				1					
Communication Tools		1	1					1						1

Workshop Title	Sat, Apr 10		Sun, Apr 11		Mon, Apr 19	Sat, May 8		Sun, May 9		Tue, May 18	Sat, May 29		Sun, May 30	
	AM	PM	AM	PM	PM	AM	PM	AM	PM	PM	AM	PM	AM	PM
Time Management		1				1			1		1			
Supervision	1			1				1				1		
Ethics - Making Tough Choices	1						1			1		1		1
Corrective Action and Positive Reinforcement			1		1				1		1		1	
Dynamic Instruction, Learning Environment and Classroom Management	1					1			1		1			
Personality and Group Dynamics			1									1		
Digital Responsibility		1			1									1
Team Building		1		1			1			1			1	
Healthy Relationships				1		1		1					1	
Communication Tools			1				1	1						1