

FTAC LESSON PLAN
PART I
COVER SHEET

LESSON TITLE: CHIEFS' PANEL (Topic Outline)

TIME: 1 hour

METHOD: Informal Lecture

REFERENCES: None

STUDENT PREPARATION: None

AUDIO/VISUAL INSTRUCTIONAL AIDS

Multimedia presentation aids may be developed by and used at the referral agency's discretion

ORGANIZATIONAL PATTERN: Topical

STRATEGY: To inform first term/first duty station airmen on the opportunities they have by making rank, going to college, and performing well in their career fields.

Discussion will be conducted by Chief Master Sergeants. The following is a list of suggested topics:

MP 1. Promotion System

Panel will discuss promotion and rank progression.

MP 2. Career Enhancement

Panel will address Career Development Courses (CDCs), EPRs, Feedback, Off-duty education (CCAF) and PME.

MP 3. Quarterly and Annual Awards

Panel will discuss the importance of squadron, group, wing and community involvement.

MP 4. Meeting the Board (BTZ)

Board presentation and conduct.

LESSON OUTLINE

INTRODUCTIONS	5 minutes
Attention, Motivation and Overview	
MP 1. PROMOTION SYSTEM	10 minutes
A. Promotion B. Rank Progression	
MP 2. CAREER ENHANCEMENT	10 minutes
A. Career Development Courses B. EPR C. Feedback D. Off-duty Education E. PME	
MP 3. QUARTERLY AND ANNUAL AWARDS	10 minutes
A. Squadron, group, and wing involvement B. Community involvement	
MP 4. MEETING THE BOARD	10 minutes
A. Presentation B. Conduct	
CONCLUSIONS	5 minutes
Summary, Remotivation and Closure	

PART II TEACHING PLAN

Introduction

ATTENTION: Developed by individual speaker(s).

MOTIVATION: Developed by individual speaker(s).

OVERVIEW: An overview should cover the main points as well as the objectives for the lesson.

TRANSITION:

MP 1: PROMOTION SYSTEM

- A. Promotion**
- B. Rank Progression**

MP 2: CAREER ENHANCEMENT

- A. Career Development Courses**
- B. EPR**
- C. Feedback**
- D. Off-duty Education**
- E. PME**

MP 3: QUARTERLY AND ANNUAL AWARDS

- A. Squadron, group, and wing involvement**
- B. Community involvement.**

MP 4: MEETING THE BOARD

- A. Presentation**
- B. Conduct**

TRANSITION:

Conclusion

SUMMARY: Summarize all main and key points. Review relationships between main and key points. Be thorough--the summary is a key part of the lesson

REMOTIVATION: Best if tied to the motivation step.

CLOSURE: Speaker will conclude with appropriate remarks. A good closure is linked to the attention step. If time permits, the speaker may answer questions from the audience.