



Kansas Wing

2021 Conference



ONE CIVIL AIR PATROL | EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS

22 September 2021

Facilitator Workbook - Aerospace Education - External

Conference Format

We have adopted a workshop format for the 2021 Kansas Wing Conference. This workbook includes preparation exercises that will increase the effectiveness of the breakout sessions. The schedule is:

- 1000 – 1030 General session
- 1030 – 1130 Morning breakout sessions
- 1130 – 1300 Lunch
- 1300 – 1550 Afternoon breakout sessions
- 1600 – 1700 Awards

Lunch is a potluck with a sign-up. The Wing will provide _____ **Planning in process**

Breakout sessions include:

- Aerospace Education – Cadet
- Aerospace Education – Senior
- Aerospace Education – External
- Leaders of Cadets
- Emergency Services
- Communications
- Fundraising
- Operations
- Public Affairs
- Recruiting
- Safety

Most of the sessions will include brainstorming exercises. The format for these sessions is included in the rear of this workbook. Overviews for each session are listed below. The overviews include preparation activities. Preparing (before the conference) for your breakout sessions will increase the effectiveness of the session.

Aerospace Education – External

Overview	Preparation	Deliverables	Facilitator
In this session, the participants will develop a program that can be used by all AE officers to deliver an AE presentation to external organizations and communities.	<ul style="list-style-type: none"> • Develop a list of AE program ideas for external audiences 	<ul style="list-style-type: none"> • Two ideas for AE programs that can be delivered to external audiences • Assign AE officers to develop programs 	Maj Cathy Mages

Breakout Session Schedules

Senior

Room	1030 - 1130	1300 - 1350	1400 - 1450	1500 - 1550
Falcon	Comm. - Brainstorm capability ideas Lt Col John Shelton	ES - uSAS brainstorm Maj David Arwood	ES - Transportation Routes Capt Tim Grabson	Comm. - Exercise brainstorm Capt Leighton Davis
Reaper	AE - Cadet schedule & kit design 2d Lt Trish Snyder	AE - Sr. schedule & kit design 2d Lt Shawn McGee	AE - External planning Maj Caitlyn Magee	PA - website enhance brainstorm Maj Mike Mathewson
Lancer	Cadet Leaders - SUI preparation brainstorm Lt Col Doug Crockett	Cadet Leaders - Wing activity brainstorm Lt Col Doug Crockett	Recruiting - targeted communities Maj A. W. Pickel	Recruiting - squadron workshop Maj A. W. Pickel
Hercules	Ops - Aircraft scheduling solution. Lt Col Doug Dutton	Ops - Glider planning Lt Col Doug Dutton	Fund Raising - brainstorm Capt Jack Gouzenbach	ES - IC Best Practices Lt Col Don Whitney
Phantom	CMd - Team building exercise Capt Donald Leoubarat	CMd - Succession brainstorm Lt Col Eric Davis	Safety - Briefing plan brainstorm Lt Col Eric Davis	

Cadet

Room	1030 - 1130	1300 - 1350	1400 - 1450	1500 - 1550
TBD	Cadet Advisory Board CAC Advisor	K-State Polytechnic - Aviation maint. interactive activity CAP Officers	K-State Polytechnic - Aviation maint. interactive activity CAP Officers	K-State Polytechnic - Aviation maint. interactive activity CAP Officers
		K-State Polytechnic - sUAS CAP Officers	K-State Polytechnic - sUAS CAP Officers	K-State Polytechnic - sUAS CAP Officers
		K-State Polytechnic - Aviation Dept. Tour CAP Officers	K-State Polytechnic - Aviation Dept. Tour CAP Officers	K-State Polytechnic - Aviation Dept. Tour CAP Officers

Breakout Session Overviews

Breakout Session Format

Idea Generation - 15 minutes

The participants will provide brief ideas as the facilitator adds them to a whiteboard

- Be prepared to start on time and end on time
- Be succinct – state your idea, not an explanation of how to accomplish it
- Capture as many ideas as possible during the idea generation section
- Don't qualify ideas – just add them to the list
- Avoid “rabbit trail” discussions
- Share the floor – state one idea then let someone else speak
- The participants may need to raise their hands to allow the scribe time to capture the ideas
- All ideas are recorded

Discussion – 5 minutes

If an idea isn't understood, explain the idea - only if necessary

- Be succinct

Select Options 10 minutes

Multi-voting is used to determine the option priorities

- Each participant will be issued 10 sticky notes
- They put the sticky notes on the options
- The ideas with the highest number of votes will be discussed for additional planning

Confirm Selection – 5 minutes

Count the sticky notes for the obvious top ideas

- Determine the top ideas
- Brief reasonability check

Develop Follow-up Plan – 15 minutes

Develop a follow-up plan for highly ranked ideas with practical potential

- Select a project officer
- Select volunteers
- Determine a due date for the project and deliverables

Project Name 1, Project Officer 1

Deliverable	Owner	Due