



Kansas Wing

2021 Conference



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

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

Special activities are scheduled at Kansas State University's Aviation Department for the afternoon.

Lunch is a potluck with a sign-up. The Wing will provide a couple entrees. See sign up for lunch items at: <https://docs.google.com/spreadsheets/d/1jhJyh1Rc06PxSk3gEdiEYcY4UHIxsH5U/edit#gid=662118771>

Senior member breakout sessions include:

- Aerospace Education – Cadet
- Aerospace Education – Senior
- Aerospace Education – External
- Leaders of Cadets
- Emergency Services
- Communications
- Command
- 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.

The event bulletin and other information is available at:

<https://kswg.cap.gov/members/wing-conference-2001>

Breakout Session Schedules

Senior

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

Cadet

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

Breakout Session Overviews

Aerospace Education – Cadets

Overview	Preparation	Deliverables	Facilitator
In this session, the participants will develop a curriculum schedule for the cadet AE program. They will also develop the specifications for training kits for the AE modules.	<ul style="list-style-type: none"> Review sample AE schedule Review AE activities catalog Develop a list of ideas for AE activities Develop a list of ideas for AE module kits 	<ul style="list-style-type: none"> Schedule for AE curriculum Select two AE kits to design Assign AE officers to design kits 	2d Lt Trish Snyder

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

Aerospace Education – Seniors

Overview	Preparation	Deliverables	Facilitator
In this session, the participants will develop a curriculum schedule for a senior AE program. They will also develop the specifications for training kits to support the Senior AE program	<ul style="list-style-type: none"> Review (cadet) schedule sample Develop a list of ideas for AE activities 	<ul style="list-style-type: none"> High-level curriculum for Senior AE program, e.g., Model Rocket Program, Satellite Tool Kit Program, etc. Schedule for AE curriculum Select two AE kits to design Assign AE officers to design kits 	2d Lt Shawn McGee

Cadet Leaders – SUI preparation

Overview	Preparation	Deliverables	Facilitator
In this session, SUI requirements will be reviewed.	<ul style="list-style-type: none"> Review SUI requirements for Cadet Programs 	<ul style="list-style-type: none"> Schedule for cadet programs Best practices 	Lt Col Doug Crockett

Cadet Leaders – Wing activities

Overview	Preparation	Deliverables	Facilitator
In this session the participants will discuss wing activities for cadets.	<ul style="list-style-type: none"> Develop a list of ideas for wing cadet activities 	<ul style="list-style-type: none"> Select several activities to plan Assign officers to develop activity plans 	Lt Col Doug Crockett

Command – Team building exercise

Overview	Preparation	Deliverables	Facilitator
This session is for currently serving squadron commanders	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	Capt Donald Leonhardt

Command – Brainstorm succession

Overview	Preparation	Deliverables	Facilitator
This session is for currently serving squadron commanders. The commanders will brainstorm ideas for command succession.	<ul style="list-style-type: none"> Create list of ideas to improve command succession 	<ul style="list-style-type: none"> Prioritized list of ideas to improve command succession 	Lt Col Eric Davis

Communications – Brainstorm for capabilities

Overview	Preparation	Deliverables	Facilitator
In this session the participants will brainstorm ideas of how we can use our radio infrastructure to advance our current missions and future missions.	<ul style="list-style-type: none"> Develop a list of capabilities 	<ul style="list-style-type: none"> Prioritized list of capability ideas that can be used in the exercise brainstorm session 	Lt Col John Shelton

Communications – Brainstorm for exercise ideas

Overview	Preparation	Deliverables	Facilitator
In this session the participants will brainstorm ideas for communications exercises – both squadron and wing	<ul style="list-style-type: none"> Review past radio exercises Review amateur radio exercises Develop a list of ideas for future exercises 	<ul style="list-style-type: none"> Prioritized list of exercise ideas 	Capt Leighton Davis

Emergency Services – Use Cases for sUAS

Overview	Preparation	Deliverables	Facilitator
This session is a group activity to surface opportunities for sUAS in Emergency Services	<ul style="list-style-type: none"> Research other wings sUAS usage Develop a list of how KSWG could use sUAS 	<ul style="list-style-type: none"> Prioritized list of sUAS usages 	Maj David Atwood

Emergency Services – Transportation Routes

Overview	Preparation	Deliverables	Facilitator
Over 90% of the mission in the Kansas Wing involve transporting emergency cargo across the state. This session will be a group activity to develop relay routes for moving items across the state.	<ul style="list-style-type: none"> Review list of high-volume towns Bring Kansas roadmap to the session Review list of targeted towns for KSWG expansion 	<ul style="list-style-type: none"> Transportation routes to the list of communities with a limit of 2 hours roundtrip per relay leg 	Capt Tim Graham

Emergency Services – Incident Command Best Practices

Overview	Preparation	Deliverables	Facilitator
This session will focus on developing operational standards and best practices for incident commanders of transportation missions	<ul style="list-style-type: none"> Develop list of best practice ideas Develop a list of operational standards 	<ul style="list-style-type: none"> Draft of best practices Draft of Ops standards Assign officers to refine best practices Assign officers to refine Ops standards 	Lt Col Don Whitney

Fundraising – Brainstorm

Overview	Preparation	Deliverables	Facilitator
This session will develop a list of fundraising ideas that can be developed by subsequent teams.	<ul style="list-style-type: none"> Research fund raising ideas Review CAPR 173-4 (7 pages) Develop a list of ideas for wing fund raising Develop a list of ideas for squadron fundraising 	<ul style="list-style-type: none"> Prioritized list of fund-raising activities for the wing Assign officers to plan the activities List of squadron fund raising ideas 	Jack Gonzenbach

Operations – Develop checklist for air crew

Overview	Preparation	Deliverables	Facilitator
	<ul style="list-style-type: none"> Develop a list of tasks that non-pilot air crew members can complete 	<ul style="list-style-type: none"> Draft task list 	Lt Col Doug Dutton

Operations – glider planning

Overview	Preparation	Deliverables	Facilitator
This session will focus on brainstorming increasing glider flights.	<ul style="list-style-type: none"> Develop a list of ideas for increasing glider flights within the wing 	<ul style="list-style-type: none"> Prioritized list of ideas for increasing glider flights 	Lt Col Doug Dutton

Public Affairs – Enhancements to the wing/squadron websites

Overview	Preparation	Deliverables	Facilitator
The new websites were launched in February. This session will develop a list of enhancements to the websites.	<ul style="list-style-type: none"> • Review the wing website • Review your squadron website • Develop a list of ideas for website enhancements 	<ul style="list-style-type: none"> • Prioritized list of ideas for enhancing the wing website • Prioritized list of ideas for enhancing the wing website 	Maj Mike Mathewson

Recruiting – Targeted communities

Overview	Preparation	Deliverables	Facilitator
An analysis of the transportation mission produces a list of three target locations for new units. This session will brainstorm ideas for developing units in those communities.	<ul style="list-style-type: none"> • Review list of high-volume towns • Bring Kansas roadmap to the session • Review list of targeted towns for KSWG expansion 	<ul style="list-style-type: none"> • Prioritized list of ideas for recruiting in targeted towns 	Maj A. W. Pickel

Recruiting – Squadron workshop

Overview	Preparation	Deliverables	Facilitator
This session will brainstorm ideas for squadron recruiting.	<ul style="list-style-type: none"> • Review successful recruiting methods 	<ul style="list-style-type: none"> • List of ideas for recruiting for squadron members 	Maj A. W. Pickel

Safety – Briefing plan brainstorm

Overview	Preparation	Deliverables	Facilitator
This session will brainstorm ideas for a year’s list of safety programs that can be used by squadron safety officers for the monthly safety brief.	<ul style="list-style-type: none"> • Develop a list of safety brief topics 	<ul style="list-style-type: none"> • List of safety briefing topics • Schedule for briefings • Assign safety officers to prepare briefings 	Lt Col Eric Davis

Breakout Session Format

Problem

A problem will be provided for each workshop. It includes any constraints, deliverables and expectations.

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