

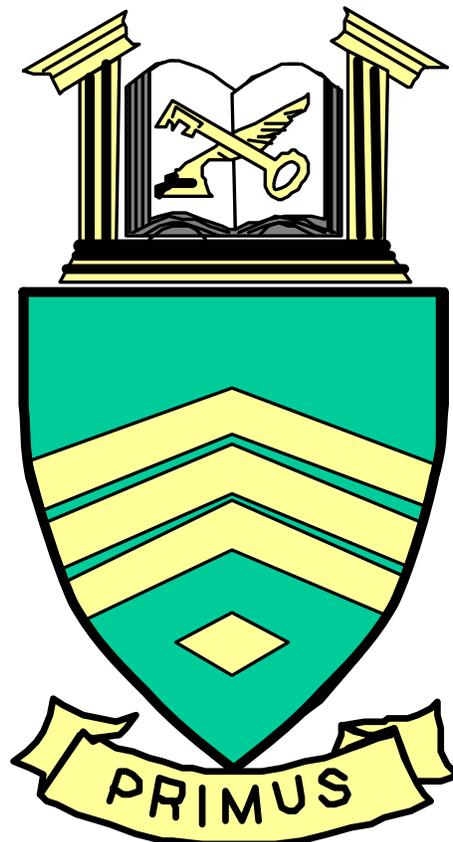
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

T654

OCT 04

LONG AND SHORT RANGE PLANNING

STUDENT HANDOUT



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PRACTICAL EXERCISE 1

Title	Conduct a Quarterly Training Briefing		
Lesson Number / Title	T654 version 1 / LONG-AND SHORT-RANGE PLANNING		
Introduction	This practical exercise will provide you the opportunity to develop and conduct a quarterly training briefing.		
Motivator	This practical exercise will provide insight on conducting a quarterly training briefing and the coordination it requires.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO C. 2)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%;"><tr><td style="width: 15%;">Action:</td><td>Conduct a quarterly training briefing.</td></tr></table>	Action:	Conduct a quarterly training briefing.
Action:	Conduct a quarterly training briefing.		
Safety Requirements	None		
Risk Assessment	Low		
Environmental Considerations	None		
Evaluation	You will determine how well the PE went during the post-PE discussion with the instructor.		
Instructional Lead-In	Completing this PE will provide you the opportunity to develop and participate in a quarterly training briefing.		
Resource Requirements	<p>Instructor Materials:</p> <p>None</p> <p>Student Materials:</p> <ul style="list-style-type: none">• PE-1.• SH-3 and SH-4.• Pen or pencil and writing paper.		
Special Instructions	The focus of this exercise is on <i>PROCESS, not content</i> . The presentation must illustrate the proper conduct of a quarterly training briefing. Initiative by participants will enhance the effectiveness of the presentation.		

Procedures**Requirement:**

1. Prepare for QTB (40 minutes, teams).
2. Conduct QTB (50 minutes, group).
3. Conduct discussion (10 minutes, facilitator-led).

Specific Instructions:

- a. The facilitator will assign one of the following roles for the QTB by the facilitator. You must familiarize yourself with FM 7-1, Appendix F, pages F-2 thru F-12 for the types of information usually briefed. Use this data and the VGTs in Student Handout 3 to prepare for your assigned role.
 1. BN CDR (REF: FM 7-1, pages F-2 thru F-12 and complete VGT-1 on page SH-3-2 and VGT-2 on page SH-3-3)
 2. BN CSM (Complete VGT-12 on page SH-3-13)
 3. Commander Co A (Complete VGT-3 on page SH-3-4 and VGT-4 on page SH-3-5)
 4. Commander Co B (Complete VGT-5 on page SH-3-6)
 5. Commander Co C (Complete VGT-6 on page SH-3-7)
 6. Commander Co D (Complete VGT-7 on page SH-3-8)
 7. 1SG Co A (Complete VGT-8 on page SH-3-9)
 8. 1SG Co B (Complete VGT-9 on page SH-3-10)
 9. 1SG Co C (Complete VGT-10 on page SH-3-11)
 10. 1SG Co D (Complete VGT-11 on page SH-3-12)
 11. BN S1
 12. BN S3
 13. BN S4
- b. You must generate any data you need to present your portion of the QTB. You may use any applicable information from T653, METL Development; T655, Company Training Meeting; and SH-3.
- c. Work on your role slides prior to the start of class.

**Feedback
Requirements**

Discussion with the instructor will serve as feedback for this PE.

**SOLUTION FOR
PRACTICAL EXERCISE 1**

There is no school solution for this PE. Discussion will be instructor led.

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HANDOUTS FOR LESSON: T654 version 1

This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1
SH-2, Student Notes	SH-2-1 thru SH-2-5
SH-3, QTB Slides	SH-3-1 thru SH-3-13
SH-4, Practical Exercise 1	SH-4-1 thru SH-4-3

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Student Handout 1

Advance Sheet

Lesson Hours

This lesson consists of three hours of small group instruction.

Overview

Planning links the unit METL and the execution of battle focused training. It is a centralized process that aligns training priorities with wartime requirements at all levels within the unit. Although there are other training requirements, battle focus allows the leader to narrow his scope of planning to wartime mission essential tasks. As a first sergeant, you assist the commander in conducting long- and short-range planning and participate in the quarterly training briefing (QTB).

Learning Objective

Terminal Learning Objective (TLO)

Action:	Explain the requirements for long-and short-range planning.
Condition:	As a first sergeant in a classroom environment, given FM 7-1.
Standard:	Explained the requirements for long-and short-range planning IAW FM 7-1.

- ELO 1** Explain the long-range planning process.
ELO 2 Explain the short-range planning process.
ELO 3 Explain the Quarterly Training Briefing process.
-

Assignment

The student assignments for this lesson are:

- Read FM 7-1, Chapter 4, and App E, F and H.
 - Read PE-1 and prepare slides for QTB role.
-

Additional Subject Area Resources

FM 7-0, Training the Force.

Bring to Class

You must bring the following materials to class:

- FM 7-1.
 - SH-2 thru SH-4.
 - PE-1 and homework slides for QTB role.
 - All reference material you have received.
 - Pen or pencil and writing paper.
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Student Handout 2

Student Notes

This student handout contains four pages of **slides with student note space**.

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PLANNING

- Long-range planning.
- Short-range planning.
- Near-term planning (discussed in T655).

T654 OCT 04/V07.1

LONG-RANGE PLANNING

- Training assessment.
- Commander's guidance.
- Time management.
- Planning calendars.

T654 OCT 04/V07.2

TIME MANAGEMENT SYSTEM

The Three Cycle System:

- Green Cycle (Prime-Time Training).
- Amber Cycle (Mission).
- Red Cycle (Support).

T654 OCT 04/V07.3

SHORT-RANGE PLANNING

- **Training Assessment.**
- **Training Strategy.**
- **Commander's Guidance.**
- **Training Plans.**

T854 OCT 04/V07.4

RISK MANAGEMENT PRINCIPLES

- **Integrate risk management into training planning, preparation, and execution.**
- **Make risk decisions at the appropriate level in the chain of command.**
- **Accept no unnecessary risk.**

T854 OCT 04/V07.5

QTG TOPICS

- **Commander's assessment of METL.**
- **Training priorities.**
- **Combined arms training.**
- **Organizational inspection program.**
- **JIIM training (as applicable).**
- **Cross reference training events and METL training objectives.**
- **Individual training.**

T854 OCT 04/V07.6

QTG TOPICS (CONT)

- **Leader development and training.**
- **Self development.**
- **Trainer and evaluator training.**
- **Training evaluation and feedback.**
- **Force integration.**
- **Resource guidance.**
- **Training management.**
- **Risk management.**

T854 OCT 04/V07.7

QTB TOPICS

- Training that was planned and briefed at a previous QTB, but not conducted, and why.
- Organization's METL and assessment of proficiency levels.
- Unit's training focus and objectives for the upcoming training period.
- Organization's short range training calendar.
- Upcoming training events.
- Officer leader development programs with emphasis on warfighting skill development

T854 OCT 04/V07.8

QTB TOPICS (CONT)

- **Self development.**
- **Risk management.**
- **Plans for training trainers and evaluators.**
- **Force integration plans for the upcoming period.**
- **Resource allocation.**

T854 OCT 04/V07.9

CSM/1SG AREAS

- Individual training proficiency feedback received for previous short-range planning period.
- Assessment of individual training proficiency.
- Planned individual training events.
- METL-derived soldier tasks for next quarter to be integrated with collective mission essential tasks.

T854 OCT 04/V07-10

CSM/1SG AREAS (CONT)

- Marksmanship and physical fitness programs.
- NCO leader development program.
- Self-development.
- NCO/Enlisted schools.

T854 OCT 04/V07-11

Student Handout 3

QTB Slides

This student handout contains 12 pages of slides for QTB presentation.

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Student Handout 4

Practical Exercise-1

This student handout contains two pages of **Practical Exercise 1**.

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Title Conduct a Quarterly Training Briefing

Introduction This practical exercise will provide you the opportunity to develop and conduct a quarterly training briefing.

Motivator This practical exercise will provide insight on conducting a quarterly training briefing and the coordination it requires.

Safety Requirements None

Risk Assessment Level Low

Environmental Consideration None

Evaluation You will determine how well the PE went during the post-PE discussion with the instructor.

Instructional Lead-in Completing this PE will provide you an opportunity to develop and participate in a quarterly training briefing.

Resource Requirements None

Special Instructions None

**General
Instructions**

The focus of this exercise is on *PROCESS, not content*. The presentation must illustrate the proper conduct of a quarterly training briefing. Initiative by participants will enhance the effectiveness of the presentation.

Requirement

1. Prepare for QTB (40 minutes, teams).
 2. Conduct QTB (50 minutes, group).
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**Specific
Instructions**

- a. The facilitator will assign each student one of the following roles for the QTB by the facilitator. You must familiarize yourself with FM 7-1, Appendix F, pages F-2 thru F-12 for the types of information usually briefed. Use this data and the VGTs in Student Handout 3 to prepare for your assigned role.
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