

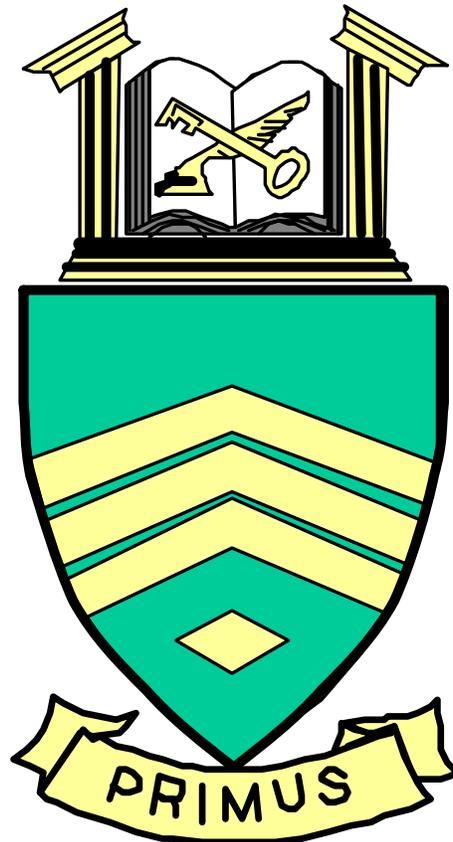
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

T655

OCT 03

COMPANY TRAINING MEETINGS

TRAINING SUPPORT PACKAGE



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TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	T655 / COMPANY TRAINING MEETINGS
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	T655, Company Training Meetings, May 01
TSP Users	400-521-SQIM, Phase II, Resident
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm): (915) 568-8875 Telephone (DSN) 978-8875 e-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number

Task Title

Individual

152-R-0040

Train a Company

This TSP
Contains

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COMPANY TRAINING MEETINGS
T655 / Version 1
01 Oct 2003

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	400-521 SQIM	1	First Sergeant Course - The Army Training System (FSC - TATS)

Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>
	<u>Individual</u>	
	152-020-0040 (*)	MONITOR UNIT AND INDIVIDUAL FITNESS TRAINING PROGRAMS

Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>
	800-400-AAAP	CONDUCT BATTLE FOCUSED TRAINING
	878-400-5ABX	DEVELOP A UNIT MISSION ESSENTIAL TASK LIST (METL)
	878-400-7AAQ	PREPARE THE BATTALION (COMPANY) INDIVIDUAL TRAINING PORTION OF THE QUARTERLY TRAINING BRIEFING (QTB)
	878-400-7AAR	ADVISE THE COMMANDER ON THE STATUS OF INDIVIDUAL AND UNIT TRAINING
	878-400-7AAS	ASSESS INDIVIDUAL TRAINING TO SUPPORT THE BATTALION (COMPANY) MISSION ESSENTIAL TASK LIST (METL)
	878-400-7AAT	MANAGE TRAINING DISTRACTORS
	878-400-7AAU	IMPLEMENT THE BATTALION (COMPANY) NONCOMMISSIONED OFFICER DEVELOPMENT PROGRAM (NCODP)
	878-400-AAAQ	CONDUCT AN AFTER ACTION REVIEW

Academic Hours	The academic hours required to teach this lesson are as follows:		
		<u>Resident Hours/Methods</u>	
		2 hrs	10 mins / Conference / Discussion
			45 mins / Role Playing
	Test	0 hrs	
	Test Review	0 hrs	
	Total Hours:	3 hrs	5 mins

Test Lesson Number	<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review)	N/A

Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>
	T651	TRAIN A COMPANY, OVERVIEW (FSC RESIDENT)

Clearance Access	Security Level: Unclassified
	Requirements: There are no clearance or access requirements for the lesson.

Foreign	FD5. This product/publication has been reviewed by the product developers in
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Disclosure Restrictions

coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
FM 25-101	BATTLE FOCUSED TRAINING	30 Sep 1990	
TC 25-30	A LEADER'S GUIDE TO COMPANY TRAINING MEETINGS	27 Apr 1994	

Student Study Assignments

Before class--

- Read Advance Sheet.
- Study TC 25-30, pages 1-3 thru 4-11.
- Skim TC 25-30, Chapter 5, and Appendixes A and B.
- Skim FM 25-101, pages 2-10, 3-17, 3-31, 5-11, 5-12, and Appendix A.
- Review PE-1 and SH-2, and prepare your assigned portion of the training meeting.

During class--

- Participate in classroom discussion.
- Complete PE-1.

After class--

- Review classroom notes and materials.
- Return recoverable materials to the instructor.

Instructor Requirements

1:14, Special Qualifications-FSC Grad, Served as 1SG, ITC, SGITC, and VTT-ITC (VTT only) qualified.
1:16, at USASMA VTT site for Distance Learning (DL).

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
One site coordinator at each VTT site to operate the TNET equipment and coordinate classroom instruction. Must be FSC grad, served as 1SG, ITC, and SGITC qualified. (Enlisted)	1:16	2	2 hrs 45 mins

Equipment Required for Instruction

<u>ID Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
7025-01-248-4317 COMPUTER: DESK TOP	1:14	1:1	N	1	N
7110-00-T81-1805 DRY ERASE BOARD	1:14	1:1	N	1	N
FSC-1 TNET COMMUNICATIONS EQUIPMENT SUITE (VTT LESSON ONLY)	1:14	1:1	N	1	N
FSC-10	1:14	1:1	N	1	N

INFOCUS LCD PROJECTOR						
FSC-2 TNET ROOM EQUIPMENT SUITE (VTT LESSON ONLY)	1:14	1:1	N	1	N	
FSC-7 VIEWGRAPH OVERHEAD PROJECTOR	1:14	1:1	N	1	N	
FSC-8 WHITE BOARD	1:14	1:1	N	1	N	
SNV1240262544393A TV MONITOR, 32 INCH	1:14	1:1	N	1	N	

Materials Required

Instructor Materials:

- Visual Aids (VGT): 10.
- TSP.
- FM 25-101.
- TC 25-30.
- TVT 22-22, P/N 709756, "Where the Training Really Begins."

Student Materials:

- FM 25-101.
- TC 25-30.
- Pen or pencil and writing paper.

Classroom, Training Area, and Range Requirements

CLASSROOM, APPLIED INSTRUCTION - (CODE ROOM)

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spot Qty</u>
	None				

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read all TSP material.
- Issue PE-1 and assign individual roles to selected students.

During class--

- Ensure the students are familiar with SH-2-1 thru SH-2-4 and the information on SH-1-1.
- Conduct class in accordance with the Training Support Package (TSP).
- Ensure students share experiences that relate to the material, if any.
- Conduct the PE IAW the instructions.
- Use the questions provided to generate discussion among the students at the different sites.
- The facilitator may need to create additional questions to ensure student participation continues throughout the lesson material.
- The DL (VTT) instructor will select an appropriate site prior to asking a student a question.

After class--

-
- Report any lesson discrepancies to the Senior Instructor.
-

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Stephens, Frederick	CIV	Training Developer	
Graham, Kevin L.	MSG	Chief, Course FSC	
Gratton, Steven M.	SGM	Chief Functional Courses	
Mays, Albert J.	SGM	Chief, CDDD	

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio is: 1:14
Time of Instruction: 5 mins
Media: VGT-1

Motivator

SHOW VGT-1, COMPANY TRAINING MEETINGS



Camera: Main camera on the instructor. Ask each Distance Learning site if they are prepared for training.

The keystone for the success of the U.S. Army on the battlefield is quality training. One of the most effective tools the commander can use to ensure the proper planning of quality training is the company-training meeting. You, the first sergeant, will contribute heavily to the success or failure of these meetings. This lesson will provide you with the tools necessary to assist your commander in preparing for and conducting effective training meetings.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

Action:	Analyze the procedures for conducting a company training meeting.
Conditions:	As a first sergeant in a classroom environment, given FM 25-101 and TC 25-30.
Standards:	Analyzed the procedures for conducting a company-training meeting IAW FM 25-101 and TC 25-30.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.
None

Evaluation

At the end of this module you will receive a written, objective examination. It will test your learning of the objectives from this and other lessons. You must correctly answer at least 70 percent of the questions (28 out of 40) to receive a GO.

Instructional Lead-In

In lesson T651, Train a Company Overview, we discussed the training management cycle. When we discussed near-term planning, we talked about the company-training meeting. During this lesson, we will discuss the details of the company-training meeting.

REMOVE VGT-1

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify the training management responsibilities of key personnel.
CONDITIONS:	As a first sergeant in a classroom environment, given TC 25-30.
STANDARDS:	Identified the training management responsibilities of key personnel IAW TC 25-30.

1. Learning Step / Activity 1. Where the Training Really Begins

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:16
Time of Instruction: 35 mins
Media: TVT

NOTE: Show the TVT, "Where the Training Really Begins." Use the situations in the tape to generate discussion throughout the lesson.

NOTE: Conduct a check on learning by clarifying any questions the students have on the information provided by the TVT. Lead the discussion into ELO 1.

2. Learning Step / Activity 2. Responsibilities

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: VGT-2 and VGT-3

The battalion commander and his staff play a key role in the successful execution of company-level training. We will begin the discussion by defining the battalion commander's training management responsibilities.

NOTE: Initiate discussion of training management by asking the students to describe training management responsibilities for the personnel listed on the VGT. Ensure the students briefly discuss how the first sergeant can facilitate the actions of the other key personnel.

We will now look at the training management key personnel responsibilities.

SHOW VGT-2, TRAINING MANAGEMENT RESPONSIBILITIES.

**TRAINING MANAGEMENT
RESPONSIBILITIES**

- **BN CDR and staff.**
- **Commander.**
- **Executive officer.**
- **Platoon leaders.**
- **Platoon sergeants.**
- **First sergeant.**
- **Other leaders.**

T655/OCT 03/VGT-2

Ref: TC 25-30, pp 1-3 thru 1-7

REMOVE VGT-2

Probably the most difficult responsibility for any of these key personnel is planning.

The planning phases of the training management cycle depend on the time frame you have designated.

SHOW VGT-3, PLANNING

PLANNING

- **Long-range**
- **Short-range**
- **Near-term**

T655/OCT 03/VGT-3

Ref: TC 25-30, pp 1-8 thru 1-10

QUESTION: What is the focus of short-range planning?

ANSWER: Short-range planning refines the long-range calendar and defines the broad guidance on training events and activities.

Ref: TC 25-30, p 1-8

REMOVE VGT-3

CHECK ON LEARNING:

B. ENABLING LEARNING OBJECTIVE

ACTION:	Review the steps for preparing for a training meeting.
CONDITIONS:	As a first sergeant in a classroom environment, given TC 25-30.
STANDARDS:	Reviewed the steps for preparing for a training meeting IAW TC 25-30.

1. Learning Step / Activity 1. The Training Meeting Process

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 20 mins
Media: VGT-4 thru VGT-8

To understand the planning process conducted prior to a company training meeting, we must understand just what occurs during the meeting.

QUESTION: What are the objectives of a training meeting?

ANSWER:

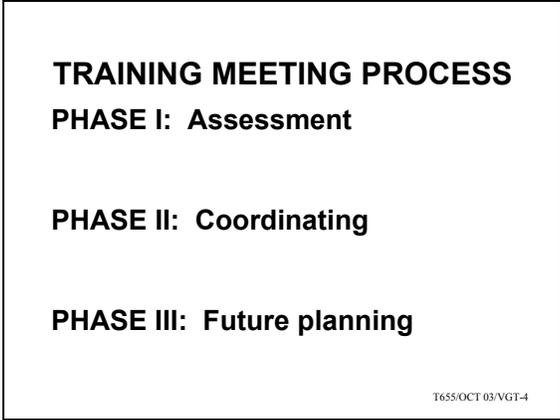
- a. Review complete training.
- b. Deconflict training issues.
- c. Plan and prepare future training.
- d. Exchange timely training information between participants.

Ref: TC-25-30, p 2-1

NOTE: Ensure students briefly discuss how these objectives relate to the Training Management Cycle.

With the training meeting objectives in mind, we now need to discuss the phases of the training meeting process.

SHOW VGT-4 TRAINING MEETING PROCESS



Ref: TC 25-30, p 2-1

NOTE: Ensure students briefly cover the following key points:

- The assessment phase describes effectiveness of the training conducted since the last training meeting.
- The coordination phase includes detailed and specific instructions added to training events currently on the published training schedule.
- The future planning phase develops the future training plans that support the assessment conducted in Phase I.

REMOVE VGT-4

BREAK: TIME: 0:50 to 01:00

TIME: 01:00 to 01:15 (continue Learning Step/Activity 1, ELO B)

NOTE: Have students list who should attend the company training meeting and have them explain why.

SHOW VGT-5 TRAINING MEETING PLANNING PROCESS ATTENDEES



Ref: TC 25-30, p 2-2, fig 2-1

REMOVE VGT-5

SHOW VGT-6 TRAINING MEETING PLANNING PROCESS ATTENDEES (CONT)

<p style="text-align: center;">TRAINING MEETING PLANNING PROCESS ATTENDEES (Cont)</p> <ul style="list-style-type: none">• Master gunner/chief of firing battery/ shop supervisor• Maintenance team chief• Supply sergeant• NBC NCO• Food service sergeant• Others as designated by the CDR <p style="text-align: right;"><small>T655/OCT 03/VGT-6</small></p>

Ref: TC 25-30, p 2-2, fig 2-1

NOTE: Ensure discussion covers why attendance is mandatory for individuals listed on the VGT.

WHO

WHY (TC 25-30)

Company Commander	See p 2-2, para 2
Executive Officer	See p 2-2, para 3
First Sergeant	See p 2-2, para 4
Platoon Leaders	See p 2-3, para 1
Platoon Sergeants	See p 2-3, para 2
Master Gunner/Chief of Firing Battery/Shop Supervisor	See p 2-3, para 3
Maintenance Team Chief	See p 2-3, para 4
Supply Sergeant	See p 2-3, para 5
NBC NCO	To provide input related to NBC Training.
Slice/Attached Leaders	See 2-4, para 1

QUESTIONS: Who else should attend the company training meeting?

ANSWER: Others designated by the commander.

REMOVE VGT-5

QUESTION: When should training meetings occur?

ANSWER: Commanders should strive to hold training meetings on the same day and at the same time each week (or month for RC units).

Ref: TC 25-30, pp 2-4 thru 2-7

C. ENABLING LEARNING OBJECTIVE

ACTION:	Review the steps for conducting a training meeting.
CONDITIONS:	As a first sergeant in a classroom environment, given TC 25-30.
STANDARDS:	Reviewed the steps for conducting a traing meeting IAW TC 25-30.

1. Learning Step / Activity 1. Training Meeting Preparation

Method of Instruction: Conference / Discussion
Technique of Delivery: Small Group Instruction (SGI)
Instructor to Student Ratio: 1:14
Time of Instruction: 35 mins
Media: VGT-7 thru VGT-10

QUESTION: What actions are necessary prior to conducting a training meeting?

ANSWER: The commander must make his training assessment, someone must prepare the training meeting worksheets, and someone must provide the necessary training aids.

Ref: TC 25-30, pages 3-1 thru 3-10

SHOW VGT-7, PREPARATION FOR TRAINING MEETINGS

<p style="text-align: center;">PREPARATION FOR TRAINING MEETINGS</p> <ul style="list-style-type: none">• Commander's assessment• What to bring• Worksheets• Training aids• Homework <p style="text-align: right;"><small>T655/OCT 03/VGT-7</small></p>
--

NOTE: Ensure students discuss the first sergeant actions to assist in the preparation of the commander's assessment and the training meeting worksheets. Ask the students what the first sergeant should bring to the meeting (e.g., duty rosters for the week of training, taskings from higher headquarters). Ask what homework the attendees should do prior to the meeting.

With proper preparation, a training meeting should run smoothly and effectively. As

with all meetings, it is important to have an agenda and follow it.

QUESTION: What are the three phases to company-training meetings and how long should each phase last?

ANSWER:

Completed Training	15 minutes
Near-Term Training	30 minutes
Short-range Training	15 minutes

Ref: TC 25-30, pp 4-1 and 4-2, fig 4-1

REMOVE VGT-7

NOTE: Limit discussion to identifying the phases and time requirements.

QUESTION: What items do we discuss during the completed training phase of the company training meeting?

ANSWER: Platoon assessments, training shortfall, and METL update.

SHOW VGT-8, COMPLETED TRAINING

COMPLETED TRAINING

- **Platoon assessments**

- **Training shortfalls**

- **METL update**

T655/OCT 03/VGT-8

Ref: TC 25-30, pp 4-2 thru 4-5

NOTE: Ensure students discuss how the first sergeant assists in preparing platoon assessments, identifying training shortfalls, and preparing the METL update.

NOTE: Students should discuss page 4-5, figure 4-4 in TC 25-30 and the Training Assessment Work Sheet and how it can depict training needs.

REMOVE VGT-8

QUESTION: What two elements do we address during Near-Term Training?

ANSWER: Command guidance and pre-execution check review.

Ref: TC 25-30, p. 4-6

SHOW VGT-9, NEAR-TERM TRAINING

NEAR-TERM TRAINING

- **Command guidance**

- **Pre-execution check review**

T655/OCT 03/VGT-9

Ref: TC 25-30, p. 4-6

NOTE: Ensure students discuss command guidance and how it affects the training schedule and the following key points:

- The fourth paragraph of page 4-6 beginning with “Commanders focus on specific details...” and continue to the bullets that end at the top of page 4-7.
- The pre-execution checklist (fig. 4-5, p. 4-8) is only a sample and is not complete because it only shows one training event per week. A complete checklist would show all the significant training events for each week.

REMOVE VGT-9

QUESTION: What items do we address during the short-range planning phase?

ANSWER: Calendar review, PLT LDR/PSG input, and training schedule development.

Ref: TC 25-30, p. 4-6

SHOW VGT-10, SHORT-RANGE TRAINING

NEAR-TERM TRAINING

- **Command guidance**

- **Pre-execution check review**

T655/OCT 03/VGT-9

Ref: TC 25-30, pp 4-9 thru 4-11

NOTE: Ensure students discuss:

- How the commander, during the Calendar Review, places the information from the battalion long-range training calendar and command training guidance on the draft training schedule.
- How the PLT LDR/PSGs must have well thought-out plans before they provide their input.
- Training event worksheets and their use; they are an example of the “homework” done by attendees.
- How the commander completes his training schedule development. Remind students about the importance of rules one and two.

REMOVE VGT-10

BREAK: TIME: 01:50 to 02:00

2. Learning Step / Activity 2. Conduct a Company Training Meeting

Method of Instruction: Role Playing

Technique of Delivery: Small group Instruction (SGI)

Instructor to Student Ratio: 1:14

Time of Instruction: 45 mins

Media: PE-1

Now that we have a better understanding of the actions that occur before and during the training meeting, we will conduct a practical exercise to reinforce that learning.

NOTE: Assign the roles for practical exercise the night before the lesson as homework. The students will present their solution in class. Complete PE-1 (Training Meeting).

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Technique of delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

Questions throughout the lesson.

Review / Summarize Lesson

The first sergeant must assist the commander in ensuring that the conduct of unit training remains within the spirit and intent of Army regulations. The company training meeting is the key to successful and proper execution of battle focused training at platoon and company level.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

You will receive a 40 question written examination that will include questions from this lesson. To receive a GO, you must answer at least 28 of 40 or more questions correctly.

**Feedback
Requirements**

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

You will participate in an After-Action Review (AAR) immediately following the examination for this particular lesson.

Terminal Learning Objective

VGT-1, COMPANY TRAINING MEETINGS

COMPANY TRAINING MEETINGS

**ANALYZE THE PROCEDURES FOR
CONDUCTING A COMPANY TRAINING
MEETING**

T655/OCT 03/VGT-1

TRAINING MANAGEMENT RESPONSIBILITIES

- **BN CDR and staff.**
- **Commander.**
- **Executive officer.**
- **Platoon leaders.**
- **Platoon sergeants.**
- **First sergeant.**
- **Other leaders.**

T655/OCT 03/VGT-2

PLANNING

- **Long-range**
- **Short-range**
- **Near-term**

T655/OCT 03/VGT-3

TRAINING MEETING PROCESS

PHASE I: Assessment

PHASE II: Coordinating

PHASE III: Future planning

T655/OCT 03/VGT-4

TRAINING MEETING PLANNING PROCESS ATTENDEES

- **Company Commander**
- **Executive Officer**
- **First Sergeant**
- **Platoon Leaders**
- **Platoon Sergeants**
- **Slice leaders and attachments**

T655/OCT 03/VGT-5

TRAINING MEETING PLANNING PROCESS ATTENDEES (Cont)

- **Master gunner/chief of firing battery/
shop supervisor**
- **Maintenance team chief**
- **Supply sergeant**
- **NBC NCO**
- **Food service sergeant**
- **Others as designated by the CDR**

T655/OCT 03/VGT-6

PREPARATION FOR TRAINING MEETINGS

- **Commander's assessment**
- **What to bring**
- **Worksheets**
- **Training aids**
- **Homework**

T655/OCT 03/VGT-7

COMPLETED TRAINING

- **Platoon assessments**
- **Training shortfalls**
- **METL update**

T655/OCT 03/VGT-8

NEAR-TERM TRAINING

- **Command guidance**
- **Pre-execution check review**

T655/OCT 03/VGT-9

SHORT-RANGE TRAINING

- **Calendar review**
- **PLT Leader, PLT Sergeant input**
- **Training schedule development**
- **Rule # 1**
- **Rule # 2**

T655/OCT 03/VGT-10

Appendix B Test(s) and Test Solution(s) (N/A)

PRACTICAL EXERCISE SHEET PE-1

Title	Conduct a Company Training Meeting		
Lesson Number/Title	T655 version 1 / COMPANY TRAINING MEETINGS		
Introduction	This practical exercise will provide you the opportunity to participate in a company training meeting.		
Motivator	This practical exercise will illustrate how proper preparation for a training meeting will enhance both the conduct of the meeting and the training that results from the meeting.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO C)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Action:</td> <td>Conduct a Company Training Meeting</td> </tr> </table>	Action:	Conduct a Company Training Meeting
Action:	Conduct a Company Training Meeting		
Safety Requirements	None		
Risk Assessment Level	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 an opportunity to complete a task list.		
Resource Requirements	<p>Instructor Materials:</p> <p>None</p> <p>Student Materials:</p> <p>None</p>		
Special Instructions	The focus of this exercise is on <i>PROCESS</i> . Use Student Handout 2 and FM 25-101 in assessing the unit and identifying training requirements for the 22-28 JAN XX training schedule. The presentation illustrates the proper conduct of recurring high visibility training tasks. Initiative by participants will enhance the effectiveness of the presentation.		

REQUIREMENT:

1. Prepare for training meeting (Homework).
2. Conduct training meeting (35 minutes, group).
3. Discussion (13 minutes, facilitator-led).

SPECIFIC INSTRUCTIONS:

1. Preparation (Homework): Group members must prepare to assume their assigned role. Your instructor will assign every student a role to play.

NOTE: Role assignments may vary depending on class size (e.g. class size of 14 students may combine the commo sgt, FIST chief, and Sr. aidman briefings for a training NCO).

You need to be familiar with the following:

- SH-2-1 thru SH-2-4 (training schedules).
 - FM 25-101, fig 2-17, p 2-10 (Team A's METL).
 - FM 25-101, fig 3-13, p 3-17 (Team A Commander's Training Assessment).
 - FM 25-101, fig 3-28, p 3-31 (sample training meeting agenda).
 - FM 25-101, p A-27 thru A-30 (BN training guidance and short-range training calendar).
2. The specific material for your position.
 - Commander, FM 25-101, fig. 5-11, p. 5-12.
 - XO, see (10th) thru (14th) bullets this paragraph.
 - 1SG, SH-2 and SH-3.
 - 1st Platoon Leader, FM 25-101, fig. 5-9, p 5-11.
 - 2nd Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p 2-13.
 - 3rd Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p 2-13.
 - 1st PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
 - 2nd PSG, 1 overweight soldier; PMCS procedures weak.
 - 3rd PSG, 2 unqualified on individual weapon; 7 soldiers need vehicle licensing; NCOs weak on risk assessment.
 - Armorer, all weapons dirty; no DA Forms 2404; 6 weapons deadlined; 0 balance on handguards and firing pins.
 - NBC NCO, 30 soldiers have not fitted mask; no DA Forms 2404 on hand; NBC chamber scheduled on 28 Jan.
 - Supply Sergeant-(Hand receipts need updating; A-21 needs BII for turn-in; breakfast hours changed from 0630-0830 to 0700-0900; 10% inventory due by 25 Jan.
 - Motor Sergeant, DA Forms 2404 on most vehicles improperly completed; 2nd Platoon's vehicles A-20, A-22, and A-23 dead-lined for low oil level; DMMC not accepting canvas repair work orders until 1 FEB; no annual training annotated on DA Forms 348.
 - Commo SGT, BDE SINCGARS training scheduled on 30 JAN for SFCs and above.
 - FIST Chief, Call for fire class scheduled on 26 JAN for all SFCs and above.
-

-
- Sr. Aidman, CLS classes scheduled for 2 FEB; flu shots for Company A on 7 FEB.

GLOSSARY OF TERMS

BII	Basic Issue Items
BOS	Battlefield Operating Systems
CIP	Command Inspection Program
CLS	Combat Lifesaver
COMMO	Communications
DMMC	Division Material Management Center
FIST	Fire Support Team
EO	Equal Opportunity
ODP	Officer Development Program
NCODP	Noncommissioned Officer Development Program
PMCS	Preventive Maintenance Checks and Services
SINGARS	Single Channel Ground Airborne Radio System

Procedures

1. Conduct Training Meeting (00:20 to 0:35 of PE)
 - a. Identify company A's training requirements for 22-28 JAN XX training schedule (ref: FM 25-101, p A-30).
 - b. Participate IAW your role's rank and authority.
 - c. Discuss past, present, and future training assessments, requirements, and guidance.
 - d. Incorporate METL, BOS and principles of training in decisions.
 - e. You must generate any data required to effectively conduct the training meeting.
 - f. You may use any available materials to prepare and conduct a representative training meeting. Student Handout 2 contains training schedules for your use.
2. Discussion for the training meeting: The Brigade CIP will consist of the following areas:
 - a. Weapons.
 - b. Maintenance.
 - c. Supply (Hand Receipts, Command Supply Discipline Program, Excess, etc).
 - d. Training (Records, CTT, Weapons Qualification, APFT, PT, etc).
 - e. ODP/NCODP.
 - f. Counseling.
 - g. Administration.
 - h. In-Ranks, TA-50, and billets inspection (Class A's).
 - i. EO/EEO.
 - j. Safety.

Feedback Requirements

You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.

HANDOUTS FOR LESSON 1: T655 version 1

This Appendix Contains This appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1 to SH-1-3
SH-2, Training Schedule	SH-2-1 to SH-2-5
SH-3, Duty Roster and Calendar	SH-3-1 to SH 3-4
SH-4, Student Note	SH-4-1 to SH-4-4
SH-5, Practical Exercise	SH-5-1 to SH-5-4

Student Handout 1

This Student Handout contains Advance Sheet.

Student Handout 1

Advance Sheet

Lesson Hours

This lesson consists of three hours of small group instruction

Overview

The keystone for the success of the U.S. Army on the battlefield is quality training. One of the most effective tools the commander can use to ensure the proper planning of quality training is the company training meeting. You, the first sergeant, will contribute heavily to the success or failure of these meetings. This lesson will provide you with the tools necessary to assist your commander in preparing and conducting effective training meetings.

Learning Objective

Action:	Analyze the procedures for conducting a company training meeting.
Conditions:	As a first sergeant in a classroom environment, given FM 25-101 and TC 25-30.
Standards:	Analyzed the procedures for conducting a company-training meeting IAW FM 25-101 and TC 25-30.

ELO A Identify the training management responsibilities of key personnel.

ELO B Review the steps for preparing for a training meeting.

ELO C Review the steps for conducting a training meeting.

Assignment

The student assignments for this lesson are:

- Study TC 25-30, p 1-3 thru 4-11.
 - Skim TC 25-30, Chapter 5 and Appendix A and B.
 - Skim FM 25-101, p 2-10, 3-17, 3-31, 5-11, 5-12 and Appendix A.
 - Review PE-1 (SH-5) and SH-2, and prepare your assigned portions of the training meeting.
-

Additional Subject Area Resources

FM 7-0, Train the Force.

Bring to Class

TC 25-30

FM 25-101

SH-2

PE-1 (SH-5) and homework notes for training meeting.

All reference material you have received.

Pen or pencil and writing paper.

Student Handout 2

This Student Handout contains Training Schedules.

Student Handout 2

Training Schedules

<u>DAY & DATE</u> <u>TIME</u>	<u>PERSONNEL</u> <u>TRAINED</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT</u> <u>REFERENCE</u> <u>S</u>	<u>UNIFORM &</u> <u>EQUIPMENT</u>
MON 25 DEC		NO TRAINING SCHEDULED				
TUE 26 DEC		NO TRAINING SCHEDULED				
WED 27 DEC						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1200	A CO	PLATOON DRILLS	CO AREA	PLT LDR/SGT	ARTEP 7-8- MTP	1
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO	SQUAD DRILLS	CO AREA	SQD LDR	ARTEP-7-8- MTP	1
THUR 28 DEC						
0700-1200	A CO (1)	SGT'S TIME	BLDG XXXX	NCOS	NOTES-7-8- MTP	2
0700-0900	OFF	OPD (OPORDERS)	BLDG XXXX	LT XXXX	FM 101-5	2
0900-1000	OFF	BN OPD (CIP)	BLDG XXXX	CPT XXXX	SOP	2
1000-1200	OFF	ADMIN MTG	BLDG XXX	CDR	CDR/STAFF NOTES	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1500	NCOs	NCOPD (QTLY TNG)	BLDG XXXX	SGT XXXX	BN CDR GUIDANCE	2
1300-1700	A CO (-)	TA-50 INSPECTION	BLDG XXXX	PLT SGT	SOP	2
FRI 29 DEC						
0600-0700	A CO	PT/4 MILE RUN	BLDG XXXX	CDR	FM 21-20	3
0700-0930	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0930-1030	A CO	IN RANKS INSPECTION	BLDG XXXX	CDR	AR 670-1	4
1030-1200	A CO	BILLETS INSPECTION	BLDG XXXX	1SG	BILLETS SOP	4
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO	COMMANDER'S TIME	CO AREA	CDR	CDR'S NOTES	2
1500-1600	A CO	CO TNG MEETING	CO AREA	CDR	NOTES	2
1630-1700	A CO	SAFETY BRIEF	CO AREA	CDR	A5 385-10	
SAT/SUN 30-31 DEC		NO TRAINING SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

<u>DAY & DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE</u>	<u>UNIFORM & EQUIPMENT</u>
<u>TIME</u>	<u>TRAINED</u>				<u>S</u>	
MON 1 JAN		NO TRAINING SCHEDULED				
TUE 2 JAN						
0100-2400	A CO	ALERT	CO AREA	CDR	SOP	1
0200-0800	A CO (-)	MOVEMENT TO PREP	CO AREA	PLT LDR/SGT	SOP	1
0800-EOM	ADV PARTY	MOVEMENT TO SITE	PJ0000000	XO	OPORDER	1
0800-1200	A CO (-)	MOVEMENT T SITE	PJ0000000	CDR	OPORDER	1
1200-1800	A CO	PREPARE POSITIONS	PJ0000000	PLT LDR/SGT	SOP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1800-2000	SELECT PER	AAR	BEIEF TENT	CDR	NOTES	1
1800-2400	A CO	FTX	PJ0000000	CDR	OPORDER	1
WED 3 JAN						
0001-2400	A CO	FTX	PJ0000000	CDR	ARTEP-7-8-MTP	1
0430-0600	A CO	STAND TO	PJ0000000	PLT LDR'S	SOP	1
0700-0900	A CO	BREAKFAST/SICK CALL	PJ0000000	1SG	SOP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1830-2000	A CO	STAND DOWN	PJ0000000	PLT LDR'S	SOP	1
2030-2200	SELECT PER	AAR	BRIEF TENT	CDR	NOTES	1
THUR 4 JAN						
0001-0700	A CO	NIGHT MOVE	PJ0000000	CDR	ARTEP-7-8-MTP	1
0700-2400	A CO	FTX	PJ0000000	CDR	ARTEP-7-8-MTP	1
1700-1800	A CO	DINNER	PJ0000000	1SG	SOP	1
1800-1930	A CO	STANDDOWN	PJ0000000	PLT LDR'S	SOP	1
FRI 5 JAN						
0001-0430	A CO	REDEPLOY TO GARRISON	CO AREA	CONVOY CDR	SOP	1
0430-2400	A CO	RECOVERY	CO AREA	PLT LDR/SGT	SOP	2
1630-1730	A CO	ACCOUNTABILITY FORMATION	CO AREA	1SG	FM 22-5	2
1800-EOM	SELECT PER	SENSITIVE ITEMS INV	ARMS ROOM	XO	AR 190-11	2
TBA	A CO	SAFETY BRIEF	TBD	CDR	NOTES	2
SAT/SUN		NO TRAINING SCHEDULED				
6-7 JAN						

- NOTES:
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 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

<u>DAY & DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE S</u>	<u>UNIFORM & EQUIPMENT</u>
MON 8 JAN						
0001-2400	SELECT PER	BN TEWT	FIELD SITE	BN CDR	SOP	1
0600-0700	A CO	FORMATION/PT	BLDG	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-EOM	1 ST PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDRs	STP 21-1	5
TUE 9 JAN						
0001-1700	SELECT PER	BN TEWT	FIELD SITE	BN CDR	SOP	1
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PERS HYGIENE				2
0900-EOM	2 ND PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDR	STP 21-1	5
WED 10 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PERS HYGIENE				2
0900-EOM	3 RD PLT	GUNNERY TNG (DAY/NIGHT)	RANGE 24	PLT LDR/SGT	FM XX-XX	1
0900-1200	A CO (-)	VEHICLE/WPNS MAINT	CO AREA	PLT LDR/SGT	APPL TMs	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1700	A CO (-)	CTT	CO AREA	SQD LDR	STP 21-1	5
THUR 11 JAN						
0700-1200	A CO (-)	SGT'S TIME	BLDG XXXX	NCOs	NOTES	2
0700-0900	OFF	OPD (EO/EEO)	BLDG XXXX	LT XXXX	AR600-20	2
0900-1000	OFF	BN OPD (LEGAL)	BLDG XXXX	CPT XXXX	AR 27-10	2
1000-1200	OFF	ADMIN MTG	BLDG XXXX	CDR	STAFF	2
					NOTES	
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
1300-1400	NCOs	NCODP (INSPECTIONS)	BLDG XXXX	SGT XXXX	FM XX-XX	2
1300-1530	A CO (-)	TA-50 INSPECTION	BLDG XXXX	PLT SGT	SOP	2
1530-1630	SELECT PER	CO TNG MEETING	BLDG XXXX	CDR	NOTES	2
1630-1700	A CO	SAFETY BRIEF	BLDG XXXX	CDR	AR 380-10	2
FRI 12 JAN		TRAINING HOLIDAY				
SAT/SUN		NO TRAINING				
13-14 JAN		SCHEDULED				

- NOTES:
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 2. DUTY UNIFORM
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 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

<u>DAY & DATE</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>TRAINER</u>	<u>TEXT REFERENCE</u>	<u>UNIFORM & EQUIPMENT</u>
<u>TIME</u>	<u>TRAINED</u>				<u>S</u>	
MON 15 JAN		NO TRAINING SCHEDULED				
TUE 16 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	PER HYGIENE				
0900-EOM	1 ST PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL FMS	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
WED 17 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1000	1 ST PLT	AAR	PLT AREA	PLT LDR	FM 25-101	2
0900-EOM	2 ND PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL TMS	2
1000-EOM	1 ST PLT	RECOVERY	CO AREA	PLTLDR/SGT	SOP	2
1200-1300	A CO	LUNCH	CO AREA	SQD LDR	SOP	2
THUR 18 JAN						
0700-1200	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1000	2 ND PLT	AAR	PLT AREA	PLT LDR	FM 25-101	2
0900-EOM	3 RD PLT	GUNNERY	RANGE 40	RANGE NCOIC	RANGE SOP	1
0900-1700	A CO (-)	GUNNERY PREPARATION	CO AREA	PLT LDR/SGT	APPL TMS	2
1000-EOM	2 ND PLT	RECOVERY	CO AREA	PLT LDR/SGT	SOP	2
1200-1300	A CO	LUNCH	DINING FAC	SQD LDR	SOP	2
FRI 19 JAN						
0600-0700	A CO	FORMATION/PT	BLDG XXXX	1SG	FM 21-20	3
0700-0900	A CO	B'FAST/HYGIENE	CO AREA	SQD LDR	SOP	2
0900-1700	A CO	COMMAND	CO AREA	PLT LDR/SGT	APPL TMS	2
1300-1400	NCOs	MAINTENANCE				
1415-1515	NCOs	NCODP (GUNNERY AAR)	BLDG XXXX	1SG	FM 25-101	2
1300-1400	OFFICERS	1SG TIME	BLDG XXXX	1SG	NOTES	2
		OPD (SUPPLY)	BLDG XXXX	SUPPLY SGT	SUPPLY	2
1500-1600	SELECT PER	UPDATE				
1630-1700	A CO	CO TNG MEETING	BLDG XXXX	CDR	NOTES	2
		SAFETY BRIEF	MOTOR POOL	CDR	AR 385-10	2
SAT/SUN 20-21 JAN		NO TRAINING SCHEDULED				

- NOTES:
1. FIELD SOP
 2. DUTY UNIFORM
 3. PT UNIFORM
 4. CLASS A WITH ALL AWARDS AND DECORATION
 5. DUTY UNIFORM WITH KEVLAR, LBE, AND NBC SUIT PACKED IN ALICE PACK
 6. CLASS B

Student Handout 3

This Student Handout contains Duty Roster and Calendar.

JANUARY XXXX

	1 <i>New Years Day</i>	2	3	4	5	6
			← FTX →			
7	8	9	10	11	12	13 BN requests PLT for parade downtown 0900
14	15 <i>MLK JR Day</i>	16	17	18	19	20
			← Gunnery →			
21	22	23	24 BN Training Officers Meeting 0800-1600	25	26	27
28	29	30	31			

Student Handout 4

This Student Handout contains Student Notes.

Student Notes

TRAINING MANAGEMENT RESPONSIBILITIES

- BN CDR and staff.
- Commander.
- Executive officer.
- Platoon leaders.
- Platoon sergeants.
- First sergeant.
- Other leaders.

T655/OCT 03/VGT-2

PLANNING

- Long-range
- Short-range
- Near-term

T655/OCT 03/VGT-3

TRAINING MEETING PROCESS

PHASE I: Assessment

PHASE II: Coordinating

PHASE III: Future planning

T655/OCT 03/VGT-4

**TRAINING MEETING
PLANNING PROCESS**

ATTENDEES

- Company Commander
- Executive Officer
- First Sergeant
- Platoon Leaders
- Platoon Sergeants
- Slice leaders and attachments

T655/OCT 03/VGT-5

**TRAINING MEETING
PLANNING PROCESS**

ATTENDEES (Cont)

- Master gunner/chief of firing battery/
shop supervisor
- Maintenance team chief
- Supply sergeant
- NBC NCO
- Food service sergeant
- Others as designated by the CDR

T655/OCT 03/VGT-6

**PREPARATION FOR TRAINING
MEETINGS**

- Commander's assessment
- What to bring
- Worksheets
- Training aids
- Homework

T655/OCT 03/VGT-7

COMPLETED TRAINING

- Platoon assessments
- Training shortfalls
- METL update

T655/OCT 03/VGT-8

NEAR-TERM TRAINING

- Command guidance
- Pre-execution check review

T655/OCT 03/VGT-9

SHORT-RANGE TRAINING

- Calendar review
- PLT Leader, PLT Sergeant input
- Training schedule development
- Rule # 1
- Rule # 2

T655/OCT 03/VGT-10

Student Handout

This Student Handout contains Practical Exercise 1.

PRACTICAL EXERCISE SHEET PE-1

Title	Conduct a Company Training Meeting		
Lesson Number/Title	T655 version 1 / COMPANY TRAINING MEETINGS		
Introduction	This practical exercise will provide you the opportunity to participate in a company training meeting.		
Motivator	This practical exercise will illustrate how proper preparation for a training meeting will enhance both the conduct of the meeting and the training that results from the meeting.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO C)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"><tr><td>Action:</td><td>Conduct a Company Training Meeting</td></tr></table>	Action:	Conduct a Company Training Meeting
Action:	Conduct a Company Training Meeting		
Safety Requirements	None		
Risk Assessment Level	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 an opportunity to complete a task list.		
Resource Requirements	<p>Instructor Materials: None.</p> <p>Student Materials: None.</p>		
Special Instructions	<p>The focus of this exercise is on <i>PROCESS</i>. Use Student Handout 2 and FM 25-101 in assessing the unit and identifying training requirements for the 22-28 JAN XX training schedule. The presentation illustrates the proper conduct of recurring high visibility training tasks. Initiative by participants will enhance the effectiveness of the presentation.</p> <p>REQUIREMENT:</p> <ol style="list-style-type: none">1. Prepare for training meeting (Homework).2. Conduct training meeting (35 minutes, group).		

3. Discussion (13 minutes, facilitator-led).

SPECIFIC INSTRUCTIONS:

1. Preparation (Homework): Group members must prepare to assume their assigned role. Your instructor will assign every student a role to play.

NOTE: Role assignments may vary depending on class size (e.g. class size of 14 students may combine the commo sgt, FIST chief, and Sr. aidman briefings for a training NCO).

You need to be familiar with the following:

- SH-2-1 thru SH-2-4 (training schedules).
- FM 25-101, fig 2-17, p 2-10 (Team A's METL).
- FM 25-101, fig 3-13, p 3-17 (Team A Commander's Training Assessment).
- FM 25-101, fig 3-28, p 3-31 (sample training meeting agenda).
- FM 25-101, p A-27 thru A-30 (BN training guidance and short-range training calendar).

2. The specific material for your position.

- Commander, FM 25-101, fig. 5-11, p. 5-12.
- XO, see (10th) thru (14th) bullets this paragraph.
- 1SG, SH-2 and SH-3.
- 1st Platoon Leader, FM 25-101, fig. 5-9, p. 5-11.
- 2nd Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p. 2-13.
- 3rd Platoon Leader, select any 3 tasks as "U" from FM 25-101, fig. 2-21, p. 2-13.
- 1st PSG, A-10 and A-11 deadlined; 3 APFT failures; no Combat Lifesavers.
- 2nd PSG, 1 overweight soldier; PMCS procedures weak.
- 3rd PSG, 2 unqualified on individual weapon; 7 soldiers need vehicle licensing; NCOs weak on risk assessment.
- Armorer, all weapons dirty; no DA Forms 2404; 6 weapons deadlined; 0 balance on handguards and firing pins.
- NBC NCO, 30 soldiers have not fitted mask; no DA Forms 2404 on hand; NBC chamber scheduled on 28 Jan.
- Supply Sergeant-(Hand receipts need updating; A-21 needs BII for turn-in; breakfast hours changed from 0630-0830 to 0700-0900; 10% inventory due by 25 Jan.
- Motor Sergeant, DA Forms 2404 on most vehicles improperly completed; 2nd Platoon's vehicles A-20, A-22, and A-23 dead-lined for low oil level; DMMC not accepting canvas repair work orders until 1 FEB; no annual training annotated on DA Forms 348.
- Commo SGT, BDE SINCGARS training scheduled on 30 JAN for SFCs and above.
- FIST Chief, Call for fire class scheduled on 26 JAN for all SFCs and above.
- Sr. Aidman, CLS classes scheduled for 2 FEB; flu shots for Company A on 7 FEB.

GLOSSARY OF TERMS

BII	Basic Issue Items
BOS	Battlefield Operating Systems
CIP	Command Inspection Program
CLS	Combat Lifesaver
COMMO	Communications
DMMC	Division Material Management Center
FIST	Fire Support Team
EO	Equal Opportunity
ODP	Officer Development Program
NCODP	Noncommissioned Officer Development Program
PMCS	Preventive Maintenance Checks and Services
SINCGARS	Single Channel Ground Airborne Radio System

Procedures

1. Conduct Training Meeting (00:20 to 0:35 of PE)
 - a. Identify company A's training requirements for 22-28 JAN XX training schedule (ref: FM 25-101, p. A-30).
 - b. Participate IAW your role's rank and authority.
 - c. Discuss past, present, and future training assessments, requirements, and guidance.
 - d. Incorporate METL, BOS and principles of training in decisions.
 - e. You must generate any data required to effectively conduct the training meeting.
 - f. You may use any available materials to prepare and conduct a representative training meeting. Student Handout 2 contains training schedules for your use.

2. Discussion for the training meeting: The Brigade CIP will consist of the following areas:
 - a. Weapons.
 - b. Maintenance.
 - c. Supply (Hand Receipts, Command Supply Discipline Program, Excess, etc).
 - d. Training (Records, CTT, Weapons Qualification, APFT, PT, etc).
 - e. ODP/NCODP.
 - f. Counseling.
 - g. Administration.
 - h. In-Ranks, TA-50, and billets inspection (Class A's).
 - i. EO/EEO.
 - j. Safety.

Feedback Requirements

You will participate in an After Action Review (AAR) immediately following the examination for this particular lesson.