

1085-12-1 (SWOA Z Trg O 2)

23 Nov 22

Distribution List

**OPERATIONS ORDER - SWOA PHASE FIVE/  
MASTER CADET/LEVEL FIVE WORKSHOPS: TY 22-23**

Reference: A. CATO 11-03, Cadet Program Mandate;

B. A-CR-CCP-900/PF-001, Workshop Facilitation Guides, 2011-01-01

C. RCSU Central 2022-2023 Training Directive

D. Operations Order – Central Region Phase Five/Master Cadet/Level Five Workshops 2022-2023 Training Year

**SITUATION**

1. In accordance with the references, RCSU Central is to provide selected cadets with professional development to enhance common training skills by allowing cadets to participate in consolidated training workshops with peers from different corps and squadrons on a variety of topics related primarily to leadership and instructional techniques.

**MISSION**

2. In the absence of hotel contracts this fall the RCSU Central SWOA office will conduct a one day hybrid PO 513 Workshops for selected Phase Five/Master Cadet/Proficiency Level Five cadets as part of the mandatory training program.

**EXECUTION**

3. **General Outline:** Operation will be conducted in three (3) phases:

a. Phase One – pre-activity planning to include:

(1) Virtual serial creation in Fortress, Summer Training and Activities by Selection;

(2) Cadet selection and publication of Offers of Participation; and

(3) Instructor selection.

b. Phase Two – conduct hybrid, one day virtual workshop 03 December 2022 via Cadet 365 TEAMS.

c. Phase Three – Post workshop activities:

(1) Complete PO 513 qualification entries in Fortress; and

- (2) Conduct after action meeting and provide lessons learned feedback to the Area Lessons Learned Coordinator.

4. Coordinating Instructions:

- a. Application submitted through Fortress, Summer Training and Activities by Selection tab:

- (1) Corps/Squadrons will be allocated billets in Fortress. Corps/Squadron COs are responsible to ensure that their eligible participating cadets have applied to participate in the training. Deadline for applications will be communicated by the area OPI;

- (2) Corps/Squadron COs will priority rank all cadet applications in Fortress; and

- (3) Once the participating cadets have been selected by the Area OPI and results are published back to the corps/squadrons, each unit must ensure that they accept the Offer of Participation in Fortress.

- b. Cadet workshop choices selection:

- (1) Cadets should apply for minimum four workshops from the workshop choices for workshops conducted virtually, detailed at Annex A; and

- (2) Additional details and deadline for applications will be provided under SEPCOR by the Area OPI.

SERVICE SUPPORT

5. Dress:

- a. Officers will wear 3B or 3C; and

- b. Cadets will wear C3 daily duty dress, C3 (Highland) dress is not authorized.

6. Transportation: Not required as this is a virtual session.

7. Rations: Not required as this is a virtual session with staff and cadets participating from the place of residence. There will be a lunch break from 1200 hrs to 1245hrs.

8. Accommodations: Not required

9. Personnel: Workshops will be delivered by full time staff members and augmented by Class A staff.

10. Finance: In support of the cadet participation for the PO 513 Workshops, designated RC Managers are authorized to initiate (Sec 32 of the FAA) and approve (Sec 34 of the FAA)

expenditures for staff pay associated with the subject activity. The RC Manager may designate employees under his/her chain of command to exercise these authorities using the following financial coding:

- a. Fund: C120;
- b. CC: 48449A;
- c. G/L: as appropriate; and
- d. IO: 216458.

COMMAND AND SIGNALS

11. SWOA Office OPI for this competition will be Lt(N) Karl Vos at karl.vos2@forces.gc.ca or 519-660-5020.

12. Further communication will be provided in the Administrative Instructions that will be published by the Area OPI prior to the workshop weekend

**MARTIN,  
JAMES  
864**

Digitally signed  
by MARTIN,  
JAMES 864  
Date: 2022.11.25  
17:53:57 -05'00'

J. N. Martin  
LCdr  
OC SWOA  
RCSU Central  
519-660-5189  
neil.martin@forces.gc.ca

Distribution List

Action

RCSU Central SWOA Office Staff\AEAs\CC\Sqn COs

Info

RCSU Central\J5 Plans O (Rgn Trg)\PAO

# SWOA PO 513 Session Selections

The survey will take approximately 4 minutes to complete.  
Please fill in the required information and select 4 of the 6 offered session.

\* Required

1. Question \*

SEA

ARMY

AIR

2. CC/Sqn number \*

3. Rank \*

4. Last Name \*

5. First Name \*

6. Question

Please select 4 options.

- Supervision
- Corrective Action and Positive Reinforcement
- Healthy Relationships
- Learning Environment and Classroom Management
- Communication Tools
- Personality and Group Dynamics

7. Email address \*

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PO513 WORKSHOP

Link and QR Code for Cadet registration:

<https://forms.office.com/Pages/ResponsePage.aspx?id=-2oSqwzmL062z8c1DHbchAhcug0QbjlFgMoiBDDeMSdUNTVGTFIXTE83MjZWU1BVM1VF MFIUWTRERS4u>

