

31 October 2024

Distribution List

**WARNING ORDER – SWOA – PO 513 - PHASE FIVE/MASTER
CADET/PROFICIENCY LEVEL FIVE WORKSHOPS 2023-2024 TRAINING YEAR**

References: A. CATO 11-03, Cadet Program Mandate;
B. CJCR Gp O 8002-0, Cadet Program Structure;
C. A-CR-CCP-900/PF-001, Workshop Facilitation Guides, 2011-01-01;
D. RCSU Central OPLAN 2023-24; and
E. FRAG O 001 to OPLAN 2023-24.

SITUATION

1. The aim of PO 513 workshops is to provide selected cadets with professional development to enhance common training skills. Workshops are intended to provide the opportunity for cadets to participate in consolidated training with peers from different corps and squadrons on a variety of topics related primarily to leadership and instructional techniques. PO 513 contributes directly to the achievement of the program aim of developing the attributes of leadership and the participant outcomes of social and cognitive competence.

MISSION

2. Southwestern Ontario Area Office (SWOA) will conduct virtual workshops between January 20th to January 21st, 2024, to satisfy PO 513. Cadets will attend workshops for selected phase five/master cadet/level five proficiency cadets as part of the training program.

EXECUTION

CONCEPT OF OPERATIONS

3. Sessions will be conducted in the following phases.

Phase 1 Planning and preparation Sept 30 to October 31, 2023;
Phase 2 Set-up/IT Fax Check (test of equipment) January 19th, 2024;
Phase 3 Conduct Workshops January 20th to January 21st, 2024; and
Phase 4 Lessons Learned, January 22nd to January 24th, 2024.

COORDINATING INSTRUCTIONS

4. Conduct of phase five/master cadet/proficiency level five workshops 2023-2024 training year– General guidelines:
 - a) Corps/sqns will be given Billot allocations, based 75% of eligible cadets NLT October 31st, 2023;
 - b) Corps/sqns will nominate cadets in FORTRESS under SWOAPO51324-virtual NLT November 30th, 2023; and
 - c) A formal schedule will be provided to participants by the Area OPI NLT 7 days prior to the training day. PO 513 workshop topics located in Annex A.

5. **Eligibility criteria:** Cadets will be selected based on the following criteria:
 - a) must be currently undertaking phase five/master cadet/proficiency level five training (qualified phase four, gold star or proficiency level four only);
 - b) medical condition must be validated in FORTRESS;
 - c) must be able to attend the workshops for all sessions virtually;
 - d) must be recommended by the Corps/Squadron CO. If recommending more than one cadet, the Corps/Squadron CO must prioritize their cadets in FORTRESS;
 - e) must be selected by the Area OPI; and
 - f) 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.

SERVICE AND SUPPORT

6. a. **Equipment:**

Cadets and staff may use any type of device with a camera and microphone to participate in the 513 workshops.

- b. **Dress:**

Dress – Participants: Dress for cadets will be in Service Dress C3.

Dress – Adult Staff: staff and facilitators will wear Service Dress 3B/3C.

c. **Call for Adult Facilitator/Instructors:**

Adult staff wishing to assist as facilitators/instructors for one or both days, please email the OPI, Capt Dufour @ gregory.dufour@forces.gc.ca NLT 30 November 2023 with your name, rank, SN, availability and which subjects you would like to facilitate/instruct.

COMMAND AND SIGNALS

7. Command:

a. Area OPI Capt GD Dufour

8. Signals: Questions related to this order can be direct to the OPI as follows,

a. Position: OPI;

b. Name: Capt GD Dufour;

c. Cell: 226-234-8854; and

d. Email: Gregory.Dufour@forces.gc.ca.

M. Stacey
Major
OC SWOA