

Aide Memoir Leadership



115 (Peterborough) Squadron
Air Training Corps

PRIOR PREPARATION AND PLANNING PREVENTS POOR PERFORMANCE

- You should command and control!
- Appoint health and safety person
- Appoint a time keeper
- Appoint a ZIC
- Brief your team – SMEAC
- Refine your plan
- Get suggestions from your team
- Formulate your plan
- Listen to your briefing: Make notes
- Ask questions.

ACTIONS:

FAIL TO PLAN AND YOU PLAN TO FAIL

- Outline the SITUATION
- Define the MISSION
- Explain the EXECUTION
- Allow for ANY QUESTIONS
- Ask questions to CHECK UNDERSTANDING

THE BRIEFING SEQUENCE:

Takes appropriate action to fulfill the NEEDS of the TASK, TEAM and INDIVIDUAL according to the PRIORITIES of the situation.

THE EFFECTIVE LEADER:

LEADERSHIP SUMMARY

Functional Leadership

SMEAC Briefing Technique

		NEEDS	FUNCTIONS	EXAMPLES
TASK			Appreciating the situation	Deciding aim / mission Reasoning out factors Understanding limitations
			Making / adjusting the plan	Seeking specialist advice Assessing resources Assessing priorities Providing for contingencies
			Allocating work / resources	Allocating tasks / resources Delegating responsibilities
			Control of quality / tempo	Checking standards Influencing tempo Co-ordinating Measuring effort time / resources used
TEAM			Communications	Informing in logical sequence Checking understanding
			Standards	Giving personal example Correcting faults
			Discipline	Insisting upon obedience Punishing
			Building team Spirit	Bringing group into decision making Encouraging participation
	INDIVIDUAL		Motivating, praising, giving sense of purpose	Knowing names, faces & backgrounds Assessing morale Reinforcing success
			Giving status	Developing potential leaders Appointing sub-leaders Rewarding effort publicly
			Training	Encouraging education & training Practicing for tasks
			Recognising and using individual abilities	Assessing ability Giving right level of responsibilities
	Attending to personal problems	Checking working – living conditions Dealing rapidly with welfare problems		

Situation Explain the situation you are in.

Mission Keep mission simple, and **repeat it**.
Eg: Build a bridge to rescue the casualties

Execution Describe your plan.
Detail what equipment you have.
List any constraints on the exercise.
Detail each persons role, and what is expected of them.

Any questions Answer any questions from your team.

Check understanding Question the team to check they understand the exercise and what they have to do.

AN EFFECTIVE LEADER IS THEREFORE:

Aware of the:

TASK, TEAM MAINTENANCE and INDIVIDUAL NEEDS of their team, and has the SKILL and TRAINING to carry out the FUNCTIONS to MEET those NEEDS in accordance with the PRIORITIES of the SITUATION.