

**ARNG-SLC - Discuss Counseling
805B-PCB99991 / Version 2.1
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

**All Course
Masters/POIs
Including This
Lesson**

Courses				
<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
805B-79T4 (SLC)	2.2	ARNG Recruiting and Retention SLC (Draft)	N/A	Analysis

POIs				
<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
805B-79T4 (SLC)	2.2	ARNG-SLC-Senior Leader Course Draft 31jan14	0	Analysis

**Task(s)
Taught(*) or
Supported**

<u>Task Number</u>	<u>Task Title</u>
None	

**Reinforced
Task(s)**

<u>Task Number</u>	<u>Task Title</u>
None	

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
805B-K-0012	Know Waiver procedures	Yes	Yes
805B-K-0014	Know Microsoft Office Suite	Yes	Yes
805B-K-0016	Know Recruiting Doctrine	Yes	Yes
805B-K-0034	Knowledge of Graphical Accessions Mapping Analysis Tool (GAMAT)	Yes	Yes
805B-K-0040	Know Windows Operating Systems	Yes	Yes
805B-K-0043	Knowledge of Leader Zone	Yes	Yes
805B-K-0058	Know Recruiting Operational Environment	Yes	Yes
805B-K-0065	Knowledge of RMZ	Yes	Yes
805B-K-0073	Knowledge of RZ Calendar	Yes	Yes
805B-K-0099	School Zone (SZ)	Yes	Yes
805B-K-0102	Know ARNG Strength Maintenance Objectives	Yes	Yes
805B-K-0114	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
805B-K-0080	Know Recruiter Zone Application	Yes	Yes
805B-K-0079	Know Guard Incentive Management System (GIMS)	Yes	Yes
805B-K-0123	Know Army Physical Readiness Training	Yes	Yes
805B-K-0128	Know After Action Review process	Yes	Yes
805B-K-0132	Know Recruit Sustainment Program (RSP)	Yes	Yes
805B-K-0088	Know State Marketing Plan	Yes	Yes
805B-K-0089	Know ARNG Career Planning	Yes	Yes
805B-K-0090	Know Recruiter Temporary Reservation System (RTRS) application	Yes	Yes

Skill	Skill Id	Title	Taught	Required
	805B-S-0075	Perform After Action Review	Yes	Yes
	805B-S-0004	Navigate Computer Software	Yes	Yes
	805B-S-0027	Utilize Active Listening	Yes	Yes
	805B-S-0035	Perform Research Skills	Yes	Yes
	805B-S-0085	Navigate the Report Management Zone (RMZ)	Yes	Yes
	805B-S-0093	Navigate Leaders Zone	Yes	Yes
	805B-S-0007	Operate A Computer	Yes	Yes
	S2030	Navigate the Internet	Yes	Yes
	805B-S-0054	Navigate the Defense Travel System (DTS) System	Yes	Yes
	805B-S-0058	Perform Coaching	Yes	Yes
	805B-S-0062	Perform Analysis of Information	Yes	Yes
	805B-S-0063	Perform Goal Setting	Yes	Yes
	805B-S-0065	Perform Organizational Skills	Yes	Yes
	805B-S-0066	Perform Army Writing Skills	Yes	Yes
	805B-S-0069	Perform Capturing Data	Yes	Yes
	805B-S-0073	Perform Problem Solving	Yes	Yes

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:

Academic	Resident Hours / Methods		
Yes	1 hr	45 mins	Facilitator
Yes	0 hrs	5 mins	Conference/Discussion
<hr/>			
Total Hours:	2 hrs	0 mins	

Test Lesson(s)

Hours	Lesson Number Version	Lesson Title
None		

**Prerequisite
Lesson(s)**

Hours	Lesson Number Version	Lesson Title
None		

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the product developers in coordination with the SMTC-RRS foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

Number	Title	Date
FM 6-22 (FM 22-100)	ARMY LEADERSHIP COMPETENT, CONFIDENT, AND AGILE	12 Oct 2006

**Student Study
Assignment**

The study assignment is listed on course syllabus

**Instructor
Requirements**

SMTC Qualified Instructor(s) each instructor must be familiar with the material within the lesson plan.

Support Personnel Requirements

None

Additional Support Personnel RequirementsNameStudent RatioQtyMan Hours

None

Equipment Required for InstructionID - NameStudent RatioInstructor RatioSptQtyExp

6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC

1:5

1:1

No

0

No

6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson

0:0

1:1

No

0

No

6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet

0:0

1:1

No

0

No

702101C056576 - COMPUTER, PERSONAL WORKSTATION

0:0

1:1

No

0

No

702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC

1:1

0:0

No

0

No

7025-01-559-1352 - Display Unit: Smartboard White 64

0:0

1:1

No

0

No

7520-00-138-7981 - Marker Assortment, Tube Type

1:1

5:1

No

0

No

7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet

1:5

1:1

No

0

No

7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

0:0

2:1

No

0

No

*(Note: Asterisk before ID indicates a TADSS.)***Materials Required***Instructor Materials:*

Instructor will need, all regulation, powerpoint slides, Rubric, and Checklist.

Student Materials:

Student will need, all regulation, Rubric, and Checklist.

Classroom, Training Area, and Range RequirementsID - NameQuantityStudent RatioSetup MinsCleanup Mins17120-M-1600-40
Classroom, Multipurpose, 1600 Square Feet, 40 Students

1:16

10

10

Ammunition RequirementsDODIC - NameExpStudent RatioInstruct RatioSpt Qty

None

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Facilitator
Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

The Army National Guard's future and the legacy of today's Army Leaders rests on the shoulders of those they help prepare for greater responsibility. Counseling is one of the most important leadership development responsibilities. During this lesson we will briefly look at the process of counseling and see what you would do in a tough situation in recruiting.

Show VU:1 Discuss Counseling

Show VU:2 TLO

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:	Discuss Counseling
Conditions:	In a classroom environment with access to FM 6-22, appendix B.
Standards:	Student must score an 80% or higher on the grading rubric.

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelters are: all latrines.

Risk Assessment Level

Low - Power and Data Cables on the floor.

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect classroom prior to training. Periodically remind students to look down before they move their feet.

Low - Food or drink near computer and electrical equipment.

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Inspect classroom prior to training. Identify and correct violations.

Low - Electrical storm

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Conduct exterior inspection of building to ensure no tree limbs are in contact with the building. Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

Low - Inclement Weather

Assessment: Tornadoes, hurricanes or other tropical storms can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

Instructional Lead-in

During this block of instruction we will expand your knowledge in one of the core leadership competencies which is the counseling of your subordinates. Your ability to effectively Communicate with your Soldiers face to face or on paper will be instrumental in development and sustainment of good Soldiers.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Conduct Counseling Overview

Method of Instruction: Facilitator

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)

Time of Instruction: 45 mins

Instructional Strategy: Large Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

a. Briefly cover the following areas:

1. Three major categories of development counseling

(a) Event counseling

(b) Performance counseling

(c) Professional growth counseling

Ask: What would be an example of event counseling?

Possible Answers: Superior or substandard performance, reception counseling, crisis counseling, referral counseling, promotion counseling, separation counseling.

Ask: Why is it important that you counsel your Soldiers periodically for performance?

Possible Answers: Will vary

Ask: What is the difference between performance counseling and professional growth counseling?

Possible Answer: Performance counseling reviews performance over a certain period of time and professional growth counseling develops a pathway to success with short-term and long-term goals to reach the objective.

2. Key Characteristics of the Leader as a Counselor

(a) Purpose – Clearly define the purpose of the counseling

(b) Flexibility – Fit the counseling style to meet the character of each individual

(c) Respect – View each individual as a unique, complex individual with a distinct set of values, beliefs, and attitudes.

(d) Communication – Should be two-way using both verbal and nonverbal actions.

(e) Support – Encourage subordinates through your actions as you guide them through their problems.

3. Three Approaches to Counseling

(a) Nondirective – Encourages open communication while developing personal responsibility. More time consuming and requires the greatest level of skills from the counselor.

(b) Directive – A quick method, that allows the counselor to use their experience. Good method for people who need clear, concise direction. Does not encourage the individual to be a part of the solution, because the solution is the counselors decision.

(c) Combined – Encourages open communication pulling from the counselors and individuals experience. Moderately quick but may take too much time for some situations.

4. Four-Stage Counseling Process

(a) Identify the Need for Counseling

(b) Prepare for Counseling

(1) Suitable place and time

(2) Notify the individual well in advance

(3) Organize your information

(4) Outline the counseling session

(5) Plan your strategy

(6) Establish the right atmosphere

(c) Conduct the Counseling Session

(1) Open the session

- (2) Discuss the issues
- (3) Develop a plan of action
- (4) Record and close the session

(d) Follow-Up

- (1) Leader Responsibilities
- (2) Assess the Plan of Action

Check on Learning: Why is it important to have a well thought out plan before conducting the counseling session?

Possible answer: So the counselor can outline a possible plan of action with clear obtainable goals as a basis for the final plan development between counselor and the Soldier or civilian.

Review Summary: During the first 1 hour of the class, we talked about conducting counseling which consisted of three major categories which are Event Counseling, Performance Counseling and Professional Growth. Are there any questions about the material we have just discussed?

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Determine the best course of action for a counseling session

Method of Instruction: Facilitator

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:16/0)*

Time of Instruction: 45 mins

Instructional Strategy: Unassigned

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Say: Now you will be given a difficult situation in recruiting that you as leaders must determine how to counsel the Soldier. This is an important task because you will face unique and difficult situations as a leader in Recruiting and Retention.

1. Break down into your assigned groups
2. Watch the video on the screen. You will have a scripted version in BlackBoard for you to reference.

3. Discuss in your group for 20 minutes, answering the following questions.

(a) Where and when would you conduct the counseling?

(b) How much notice would you give the Soldier?

(c) What would your approach be to the counseling?

(d) What would be the plan of action and leaders responsibilities?

(e) When would you follow up?

4. Play the SFC Palmer video.

5. Each group will be allowed 5 minutes to brief back their answers.

Instructor Note: After all the groups have briefed their answers. Instructor must pick up key details from the brief back to effectively ask the following questions:

(a) Why did the counseling sessions differ from group to group?

Possible Answers: Will vary

(b) Why did the leader's responsibilities and follow up vary from group to group?

Possible Answers: Will vary

(c) What did you learn or see that you can take back to your area?

Possible Answers: Will vary

NOTE: Go over the APFT Counseling Rubric SLC-002 with the students and answer any questions the students may have.

Check on Learning: The breakout will serve as the check on learning.

Review Summary: During the last 1 hour you were broke into groups and asked to view a scenario on the screen and given 20 minutes to answer a five questions. Afterwards you were given an opportunity to brief back your understanding of video. At this time is there anyone who

has any questions about this learning activity or the class in general?

Show VU:3 TLO

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Check on Learning

Conduct a Check on Learning at the end of each LSA.

Review/Summary

Summarize the learning activity.

SECTION V. STUDENT EVALUATION

Testing Requirements

Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

Schedule and provide immediate feedback in context to the material presented. Answer students' questions, correct misunderstandings, and provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG-SLC - Discuss Counseling
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Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCB99991 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC - Discuss Counseling
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Sequence	Media Name	Media Type
None		