

**ARNG-SLC - Review an RRNCO's Time Management Work Plan
805B-PCB9T005 / Version 2.1
Effective Date Not Assigned**

SECTION I. ADMINISTRATIVE DATA

**All Courses
Including This
Lesson**

| <u>Course Number</u> | <u>Version</u> | <u>Course Title</u> |
|----------------------|----------------|---------------------|
| None | | |

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

| <u>Task Number</u> | <u>Task Title</u> |
|--------------------|---|
| <u>Individual</u> | |
| 805B-79T-5114 (*) | Review an RRNCO's Time Management Work Plan |

**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 Army Recruiting Information Support System (ARISS) | 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 | <u>Skill Id</u> | <u>Title</u> | <u>Taught</u> | <u>Required</u> |
|--------------|------------------------|---|----------------------|------------------------|
| | 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 |
| | 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 |

**Administrative/
Academic
Hours**

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

| <u>Academic</u> | <u>Resident Hours / Methods</u> | | |
|------------------------|--|--------|-------------|
| Yes | 2 hrs | 0 mins | Facilitator |
| <hr/> | | | |
| Total Hours: | 2 hrs | 0 mins | |

**Test Lesson
Number**

| <u>Hours</u> | <u>Lesson Number</u> |
|---------------------|-----------------------------|
| None | |

**Prerequisite
Lesson(s)**

| <u>Lesson Number</u> | <u>Lesson Title</u> |
|-----------------------------|----------------------------|
| None | |

**Training
Material
Classification**

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

**Foreign
Disclosure
Restrictions**

None

References

| <u>Number</u> | <u>Title</u> | <u>Date</u> | <u>Additional Information</u> |
|----------------------|--|--------------------|--|
| NG PAM 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 04 Aug 2006 | |
| NGR 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 28 Apr 2006 | |

**Student Study
Assignment**

Student's will read the following regulation:NGR 601-1, Para 6-15, and be prepared to participate in a facilitated discussion.

Instructor Requirements SMTC Qualified Instructor(s)

Support Personnel Requirements None

Additional Support Personnel Requirements

| <u>Name</u> | <u>Student Ratio</u> | <u>Qty</u> | <u>Man Hours</u> |
|-------------|----------------------|------------|------------------|
| None | | | |

Equipment Required for Instruction

| <u>ID - Name</u> | <u>Student Ratio</u> | <u>Instructor Ratio</u> | <u>Spt</u> | <u>Qty</u> | <u>Exp</u> |
|--|----------------------|-------------------------|------------|------------|------------|
| 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 NGR 601-1, powerpoint slides, Practical Exercise, Practical exercise key, Leader Zone, and ISAP.

Student Materials:

Student will need NGR 601-1, Leader Zone User Guide, and ISAP for testing requirements.

Classroom, Training Area, and Range Requirements

| <u>ID - Name</u> | <u>Quantity</u> | <u>Student Ratio</u> | <u>Setup Mins</u> | <u>Cleanup Mins</u> |
|---|-----------------|----------------------|-------------------|---------------------|
| 17120-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students | | 1:16 | 10 | 10 |

**Ammunition
Requirements**

| <u>DODIC - Name</u> | <u>Exp</u> | <u>Student Ratio</u> | <u>Instruct Ratio</u> | <u>Spt Qty</u> |
|---------------------|------------|--------------------------|---------------------------|--------------------|
| 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

Are you know, how a RRNCO manages his time is a huge cornerstone in his success. How he uses his time is the one thing he can control; however, like many people, he may never seem to have enough time or know how to use it effectively. Today, we will look at ways you as a leader can help your RRNCO's develop effective time management work plans.

Show VU 1: Title Slide

Show VU 2: TLO slide

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: | Review an RRNCO's Time Management Work Plan |
| Conditions: | In a classroom environment with access to NG PAM 601-1, NGR 601-1, Leader Zone User Guide. |
| Standards: | Student must score an 80% or high on a written examination. |

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.

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

Imagine having all the time in the world, what would you do? Who would you see? Where would you go? Do you have a bucket list that you want to complete before you die? Do you have a family that you enjoy spending your off time with? Do you have hobbies, educational, or other pursuits that beckon for your time outside of the Guard? This is why time management is so important. Having the time to do everything you want to do while getting your mission complete is the ultimate goal.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Review the Soldier's past Recruiting and Retention activities performance.

Method of Instruction: Facilitator

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

Time of Instruction: 0 hrs 25 mins

Instructional Strategy: Small 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.

Note: Facilitate a discussion with the questions listed below:

1. How far back should you look to get a good snapshot of what the RRNCO is doing time management wise?

Possible answers: 30 days, 60 days, 90 days, 6 months, 1 year (be sure to ask the students "Why" when they give you an answer)

2. When we discussed conducting a performance review earlier, we talked about the different areas you would consider. Would these areas apply to time management? If so, how?

Key points from question 2:

a. Review AAR's: Did they adhere to their time from their feature presentations, RSP drill weekend instructions, and teaching NCODP

b. Review DA Form 4856's, DA Form 2166-8-1, and DA Form 2166-8

1. Did they make mission?

2. Did they manage their time effectively, and make mission early?

3. If they didn't make mission, was it because of time management?

c. Review reports in Leader Zone

1. Contact Method Report: Did they use the correct method of contact for that specific time?

2. Contact Time Report

a. Tracks what time the contact was made and the best time to contact.

b. Did they use their time wisely?

c. What if you noticed they were making phone calls mainly during the day?

3. MET/TNE Log

- a. How many people did they test?
- b. What is the success rate from the test?
- c. Are they effectively prescreening and pretesting their applicants?

4. Waiver Processing

- a. Can new RRNCO's get hung up processing too many waivers?
- b. Are they obtaining the correct documents in a timely manner, and actually processing the waiver in a timely manner?

d. Review Leave Records

- 1. Why would you look at a RRNCO's leave record?

- 2. What would you consider too much? Or too little?

e. State Specific Reports: Does your state have specific reports that they use to monitor your time?

Check on Learning:

Question: Which one of the areas is the most important to you when you are evaluating an RRNCO's time management work plan? And why?

Answer: Answer will vary

Question: What could we use in Leader Zone when we are looking at time management?

Answer: Contact Method Report, Contact Time Report, MET/TNE Log, Waiver processing

Review Summary:

Review and Summarize the activity

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Review the appropriate reference to determine short-term, mid-term, and long-term plans

Method of Instruction: Facilitator

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

Time of Instruction: 0 hrs 20 mins

Instructional Strategy: Small 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.

1. Short-Term Plan

- a. What would you look for in a short-term plan from an RRNCO?

Possible Answers: MET site test, MEPS processing, school visits, telephone prospecting plan, RSP/Unit drill

b. Why is it important to include personal/family time into their short-term plans?

Possible Answer: If you don't plan it, it probably will be forgotten.

c. How long is a short-term plan?

Possible Answer: Daily/Weekly

2. Mid-Term Plan

a. What would you look for in a mid-term plan from an RRNCO?

Possible Answers: Mission numbers at the end of the quarter, School functions, RSP/Unit drills, known community events, marketing campaigns

b. Would the same plan work apply to every quarter? Why or why not?

Note: Go into NGR 601-1 Chapter 6-15 and briefly discuss market timing.

c. Do you use this as a guide? Would you recommend this to one of your RRNCO's?

3. Long-Term Plan

a. What would you look for in a long-term plan from an RRNCO?

Possible Answers: SASVAB testing, NGB events, summer surge, annual training, RSP/Unit yearly schedule, NCOES's, holidays, community events

b. Why would we want to include professional development into our long-term planning?

c. Where in the regulation can you find a sample yearly calendar and help when developing your school activities in the long-term?

Possible Answer: Appendix B (Sample Yearly Training Calendar) and Appendix F (Recommended Calendar of School Activities Overview)

Check on Learning:

Question: What percent of seniors would you recommend to contact during the month of February and why?

Answer: 60% and this is their last semester of high school

Question: Which plan is the most important; short-term, mid-term, or long-term? And why?

Answer: Answers will vary

Review Summary: Review and summarize the activity

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Review results, Counsel, Supervise, and complete the assessment of the RRNCO's time management work plan.

Method of Instruction: Facilitator

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

Time of Instruction: 0 hrs 15 mins

Instructional Strategy: Small 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.

Note: Facilitate a discussion with the following questions:

1. After you have reviewed an RRNCO's time management work plan, what do you do now as a leader?

Key points: DA Form 4856, 2166-8-1

- a. Make sure to discuss strengths and weaknesses and how they can improve.
- b. Identify trends that should be sustained, improved, or eliminated.
- c. Identify goals and help the RRNCO create solutions.

2. Why would you put this on a DA Form 4856 or 2166-8-1?

Possible Answers: It is documented and you can easily track their progress. You can go back and reevaluate the plan of action at a later date.

3. What would be your leader responsibilities on the DA Form 4856 after evaluating their time management work plan?

Possible Answers: Outline what you will do to assist the RRNCO in the implementation of the Plan of Action.

4. How often should you access or reevaluate the RRNCO's time management work

plan?

Possible Answers: Answers will vary

Check on Learning:

Question: Why is it important to follow up with an RRNCO after the initial assessment of their time management work plan?

Answer: To make sure they follow their plan of action, and reevaluate the overall effectiveness of their plan.

Question: Why is it important for you to follow through with your leader responsibilities?

Answer: To show the RRNCO that you care and provide them the tools necessary to be successful.

Review Summary:

Review and summarize the learned activity

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. Practical Exercise (Calendar)

Method of Instruction: Facilitator

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

Time of Instruction: 0 hrs 30 mins

Instructional Strategy: Small 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.

Show VU:3 Practical Exercise

You will review the RRNCO's calendar and work individually for 10 minutes identifying strengths and weaknesses and what you can do to help this RRNCO improve their plan. After 10 minutes you will come together in your groups and discuss your findings for 5 minutes. We will have a class discussion of your findings after your discussion within your group.

Note: The calendar will be displayed on the instructor computer throughout the exercise. The calendar is also on the student's disk.

Check on Learning:

The practical exercise will serve as the check on learning.

Show VU: 4 TLO

Review Summary:

Review and summarize learned activity

SECTION IV. SUMMARY

| | |
|----------------------------|-----------------------------------|
| 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 |

Check on Learning

None

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 - Review an RRNCO's Time Management Work Plan
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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-PCB9T005 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC - Review an RRNCO's Time Management Work Plan
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| Sequence | Media Name | Media Type |
|-----------------|---|-------------------|
| 0 | Review an RRNCO's Time Management Work Plan | PPT |
| 0 | Practical exercise | DOC |

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC - Review an RRNCO's Time Management Work Plan

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DRAFT

1. The importance of this lesson: (Why)

Review an RRNCO's Time Management Work Plan

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Student must score an 80% or high on a written examination.

3. Tasks to be taught

| <u>Task Number</u> | <u>Task Title</u> | <u>Task Type</u> |
|--------------------|---|-------------------|
| 805B-79T-5114 | Review an RRNCO's Time Management Work Plan | Individual TAUGHT |

Additional Non-Standard Tasks

None

4. References:

| <u>Reference Number</u> | <u>Reference Title</u> | <u>Date</u> |
|-------------------------|--|-------------|
| NG PAM 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 04 Aug 2006 |
| NGR 601-1 | Personnel Procurement - Army National Guard Strength Maintenance Program | 28 Apr 2006 |

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 2 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

| <u>Id</u> | <u>Name</u> |
|-----------------|--|
| 17120-M-1600-40 | Classroom, Multipurpose, 1600 Square Feet, 40 Students |

AMMO: Ammunition Requirements

| <u>DODIC</u> | <u>Name</u> |
|--------------|-------------|
| None | |

MISC: Materiel Items and TADSS Requirements

| <u>Id</u> | <u>Name</u> |
|------------------|--|
| 6130-01-C12-1514 | Power Supply Assembly, TYX: Battery Back Up UPS APC |
| 6730-01-C07-0756 | Projector, LCD/DLP: ELP7200 Epson |
| 6730-01-C13-1784 | Screen Projection, Rear/Fixed or PT: 980S Quartet |
| 702101C056576 | COMPUTER, PERSONAL WORKSTATION |
| 702101C161319 | COMPUTER MICRO LAP TOP PORTABLE AC |
| 7025-01-559-1352 | Display Unit: Smartboard White 64 |
| 7520-00-138-7981 | Marker Assortment, Tube Type |
| 7520-01-C12-6434 | Easel, portable with/without Access TY SZ AA: QRT500TE Quartet |
| 7730-01-C09-7569 | Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba |

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

