

ARNG SQI4 - Comprehensive Communication Skills (CCS)
805B-99989 / Version 3.0
Effective Date 26 Jun 2013

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-SQI4	2.0	Recruiting and Retention	N/A	Analysis	
805B-SQI4		Course Created on Tue Dec 10 16:29:29 EST 2013	N/A	Analysis	
805B-SQI4	1.0	Recruiting and Retention Pen and Ink	N/A	Analysis	
805B-SQI4		Course Created on Mon Jun 10 10:39:29 EDT 2013	N/A	Analysis	

POIs					
<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>	
805B-SQI4	4.0	ARNG Non-Career Recruiter	0	Approved	
805B-SQI4	3.0	ARNG Recruiting and Retention NCO	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>
None			

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
None			

**Administrative/
Academic
Hours**

The administrative/academic hours required to teach this lesson are as follows:			
<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	39 hrs	0 mins	Conference/Discussion
<hr/>			
Total Hours:	39 hrs	0 mins	

Test Lesson(s)

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

**Prerequisite
Lesson(s)**

<u>Hours</u>	<u>Lesson Number Version</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

FD7. This product/publication has been reviewed by the product developers in coordination with the PEC-SMTC foreign disclosure authority. This product is NOT releasable to students from foreign countries.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>
None		

Student Study Assignment

None

Instructor Requirements

One 79T Qualified Instructor

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
7520-01-186-3605 - 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:

CCS Facilitator's Guide, CCS Powerpoints

Student Materials:

CCS Participant workbook

**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-T-1440-40 Classroom, Traditional, 1440 Square Feet, 40 Students	0	1:25	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.

None

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
john.e.runyan	Not available	Approver	27 Jun 2013

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)
Time of Instruction: 5 mins
Instructional Strategy: Large Group Instruction

Motivator

The heart of enlisting qualified applicants lies within your ability to be a good communicator. Effective communication enables an RRNCO to articulate information in a clear, concise manner.

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:	Perform Comprehensive Communication Skills
Conditions:	Given a classroom environment, a CCS workbook and access to reference material.
Standards:	Receive a GO IAW performance evaluation checklists during the Guard-X evaluation.

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 DA Form 7566 Composite Risk Management Worksheet during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

Risk Assessment Level

Low - Power cords and cables may cause a tripping hazard for students, faculty, and staff.

Assessment: Tripping on an unsecure power cord or cable may cause an injury.

Controls: Cables and cords should be secured to the ground using tape.

Leader Actions: Instructors will conduct an inspection prior to the start of the lesson and ensure all cords and cables are secured to the ground.

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.

Instructor should conduct a Risk Assessment to include Environmental Considerations IAW 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.

**Instructional
Lead-in**

None

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Perform Comprehensive Communication Skills (CCS)

Method of Instruction: Conference/Discussion

Instr Type (I:S Ratio/Qty): 79T Certified Instructor (1:25/0)

Time of Instruction: 38 hrs 40 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.

NOTE: Refer to CCS Facilitator's Guide and cover all Phase Lines of the CCS Workbook in its entirety.

Check on Learning: Conduct Check on Learning and summarize activity

Review Summary: Conduct a Summary Review

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:25/0)
Time of Instruction:	5 mins
Instructional Strategy:	Large Group Instruction

Check on Learning

Conduct Check on Learning and Summarize Activities

Review/ Summary

Summarize the skills that have been attained as a result of CCS training.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate the accomplishment of the TLO. Refer student to the Individual Student Assessment Plan (ISAP).

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students questions about the test. Provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG SQ14 - Comprehensive Communication Skills (CCS)
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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-99989 Version 3.0

Appendix D - Student Handouts

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Sequence	Media Name	Media Type
0	CCS	PPT

Appendix E - TRAINER'S LESSON OUTLINE

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1. The importance of this lesson: (Why)

TLO

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

Receive a GO IAW performance evaluation checklists during the Guard-X evaluation.

3. Tasks to be taught

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

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
None		

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 39 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-T-1440-40	Classroom, Traditional, 1440 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
7520-01-186-3605	Marker Assortment, Tube Type
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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.