

### **Unit 3: Accomplishing Mission**

#### **Lesson 13: The CPO Mess**

**Lesson Duration:** 120 minutes

#### **ENABLING OBJECTIVES:**

- **IDENTIFY** how the CPO Mess is organized and operates.
- **EXPLAIN** how the CPO Mess contributes to the command's mission, organization, and goals.
- **DEFINE** a culture of inclusion within the CPO Mess.

#### **INSTRUCTOR PREPARATION:**

1. Review Lesson 13 objectives.
2. Review Lesson 13 discussion points and corresponding presentation.
3. Prepare to give an overview of each topic.
4. Prepare to facilitate the questions with the group.

5. Prepare to facilitate a discussion on the posed questions or capture the answers of the participants on a chart pack or white board.
6. Familiarize yourself with the concept of the mind map and how to create one.
7. Materials:
  - a. Lesson 13 presentation
  - b. Pens
  - c. Chart pack paper
  - d. Mind Map Example Handout (8.5x11 and chart pack)

#### **REFERENCES:**

Inclusion – 21<sup>st</sup> Century Sailor and Marine

<http://www.21stcentury.navy.mil/inclusion.aspx>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-0 Chief Petty Officer Selectee Leadership Course</b></p>	<p><b>DISPLAY:</b> Slide 13- 0 Chief Petty Officer Selectee Leadership Course.</p>
<p><b>13-1 Lesson 13</b></p>	<p><b>DISPLAY:</b> Slide 13-1 Lesson 13.</p> <p><b>SAY:</b> The Chief Petty Officer (CPO) Mess is a formal organization with both formal and informal responsibilities that focus primarily on accomplishment of the unit mission.</p> <p>By virtue of their position, the command master chief (CMC)/chief of the boat (COB)/command senior chief (CSC) lead the Mess and are responsible for the conduct and professional growth of all CPOs assigned.</p> <p>Membership in the Chiefs’ Mess is automatic. Membership comes with obligations that are not subject to personal interest, but to the Chiefs’ Mess cohesive unit.</p> <p>The CPO Mess is also a physical location onboard ships that allows for the messing and comfort of all CPOs assigned.</p> <p>This separation is designed for CPOs to work horizontally for the achievement of command mission and the enhancement of morale and welfare of Sailors.</p>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-2 Objectives</b></p>	<p><b>DISPLAY:</b> Slide 13-2 Objectives.</p> <p><b>REVIEW:</b> Objectives. Discuss what trainees will be able to accomplish after this lesson.</p>
<p><b>13-3 Mind Map Definition</b></p>	<p><b>DISPLAY:</b> Slide 13-3 Mind Map Definition.</p> <p><b>SAY:</b> A mind map is a different way to brainstorm. Instead of listing ideas, they are “splashed” onto a piece of paper.</p>
<p><b>13-4 Mind Map Directions</b></p>	<p><b>DISPLAY:</b> Slide 13-4 Mind Map Directions.</p> <p><b>INDIVIDUAL ACTIVITY (10 MIN):</b> Have trainees create individual mind maps of the CPO Mess.</p> <p>Draw a circle in the middle of your paper and inside write “CPO Mess.”</p> <p>Draw “branches” (lines) off the circle.</p> <p>Take a few minutes and consider the components that go into a successful CPO Mess.</p> <p>On each “branch,” write one component of a successful CPO Mess. Continue adding components until the time is up.</p> <p><b>DO:</b> Walk around and observe the different maps the trainees are creating.</p>

TITLE	RELATED FACILITATOR ACTIVITY
	<p><b>POSSIBLE INCLUSIONS:</b></p> <ul style="list-style-type: none"> <li>• Deckplate leadership</li> <li>• Institutional and technical expertise</li> <li>• Standards</li> <li>• Good order and discipline (GOAD)</li> <li>• Unit cohesion</li> <li>• Training and education</li> <li>• Navy Core Values</li> <li>• Mission accomplishment</li> <li>• Heritage and tradition</li> <li>• Loyalty</li> <li>• Junior Officer (JO) Development</li> <li>• Sailor development</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-5 Mind Map Example</b></p>	<p><b>DISPLAY:</b> Slide 13-5 Mind Map Example.</p>
<p><b>13-6 Collective Mind Map</b></p>	<p><b>DISPLAY:</b> Slide 13-6 Collective Mind Map.</p> <p><b>GROUP ACTIVITY (20 min):</b> Ask trainees to review their individual mind maps and then create a large-scale model of their combined maps.</p> <p><b>DO:</b> Have the trainees gather around the chart pack and create one large mind map together.</p>
<p><b>13-7 Connect the Dots</b></p>	<p><b>DISPLAY:</b> Slide 13-7 Connect the Dots.</p> <p><b>GROUP ACTIVITY (20 min):</b> Using the new, larger map, begin to identify how some of the circles connect and support others. Connect as many dots as you can.</p> <p><b>POSSIBLE CONNECTIONS:</b></p> <ul style="list-style-type: none"> <li>• Brilliant on the Basics                     <ul style="list-style-type: none"> <li>○ Sponsorship</li> <li>○ Command Indoctrination</li> <li>○ Career Development Boards</li> <li>○ Ombudsman</li> <li>○ Mentoring</li> <li>○ Sailor Recognition</li> </ul> </li>   <li>• Maintaining and promoting the effectiveness and efficiency of the</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<p>chain of command</p> <ul style="list-style-type: none"> <li>• Ensuring the welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel</li> <li>• Developing policy recommendations and implementing approved policies</li> <li>• Ensuring effective command sponsorship</li> <li>• Enlisted warfare qualifications</li> <li>• Professional/Career development boards (CDB)</li> <li>• Command retention team</li> <li>• Sailor recognition programs</li> <li>• Command physical readiness</li> <li>• Disciplinary review boards</li> <li>• Command advancement program</li> <li>• Unit readiness</li> <li>• Certifications/Inspections</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-8 Mind Map Debrief</b></p>	<p><b>DISPLAY:</b> Slide 13-8 Mind Map Debrief  <b>ASK:</b> What do you think of this mind map?</p> <p><b>ASK:</b> What does this look like to you? (Hopefully the mind map will look like a spiderweb).</p> <p><b>ASK:</b> How is the CPO Mess similar to a spiderweb?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• A catch all</li> <li>• A dam that nothing gets through</li> </ul>
<p><b>13-9 CPO Mess Fosters a Climate of Inclusion</b></p>	<p><b>DISPLAY:</b> Slide 13-9 CPO Mess Fosters a Climate of Inclusion.</p> <p><b>GROUP DISCUSSION (10 min):</b></p> <p><b>ASK:</b> How would you define a climate of inclusion?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• It is a climate that welcomes the diversity of ideas, experiences, areas of expertise, and backgrounds necessary for the Navy to fulfill the variety of missions asked of us.</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<ul style="list-style-type: none"> <li>• It only takes one Chief to solve a problem; sometimes these connections help us solve them together.</li> <li>• We all have something to offer the group (CPO Mess)— this allows horizontal discussions.</li> <li>• Together we will accomplish much more.</li> <li>• We are only as strong as our weakest link—we must work together to improve and be our best.</li> </ul> <p><b>ASK:</b> What kinds of behaviors and relationships support a climate of inclusion?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Respect (for each other regardless of rank)</li> <li>• Teamwork</li> <li>• Unity</li> <li>• Esprit de corps</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-10 The Moral of the Story</b></p>	<p><b>DISPLAY:</b> Slide 13-10 The Moral of the Story.</p> <p><b>SAY:</b> We are all connected to each other and the command.</p> <p>Your success is directly linked to the success of each Chief in your Mess and Sailor at the command.</p> <p><b>SAY:</b> In creating this mind map, we created a very abstract depiction of the CPO Mess and how it works.</p> <p>Let's now take a look at the more traditional ways of depicting the CPO Mess.</p>
<p><b>13-11 Vertical Alignment</b></p>	<p><b>DISPLAY:</b> Slide 13-11 Vertical Alignment.</p> <p><b>SAY:</b> In organizations where there are distinct differences at the various levels, problems can arise with open dialogue and exchanges of ideas.</p> <p>In the Navy, a Sailor (who is multiple paygrades lower than the leader), can frequently have difficulty speaking up against the leader's idea and sharing his/her thought process to a different solution.</p> <p>Creating an environment where everyone is comfortable and encouraged to contribute to the team is vital for mission success.</p>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>13-12 Vertical Thinking</b></p>	<p><b>DISPLAY:</b> Slide 13-12 Vertical Thinking.</p> <p><b>GROUP DISCUSSION (5 min):</b></p> <p>Vertical-Alignment Thinking</p> <p>Vertical-alignment thinking is best represented by the chain of command.</p> <p>This is very hierarchical.</p> <p>This sort of thinking can stifle open discussions and out-of-the-box thinking.</p>
<p><b>13-13 Horizontal Alignment</b></p>	<p><b>DISPLAY:</b> Slide 13-13 Horizontal Alignment.</p> <p><b>SAY:</b> The CPO Mess solves problems efficiently and effectively because of the horizontal alignment.</p> <ul style="list-style-type: none"> <li>• Horizontal-alignment thinking is best represented by CPO Mess that is running well.</li> <li>• The dialogue is in parallel flow with everyone being able to discuss their thoughts in an open environment.</li> <li>• Everyone feels part of the team.</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<ul style="list-style-type: none"> <li>• The Mess leverages the skills, talents, and abilities (diversity) of every Chief in the Mess.</li> </ul> <p><b>SAY:</b> When the CPO Mess is horizontally aligned and strong, every Chief in the Mess is working together toward the successful accomplishment of the command’s mission.</p> <p>Every Chief understands their role in the command. Every Chief understands their dependence upon each other to achieve mission success.</p>
<p><b>13-14 Knowledge Check</b></p>	<p><b>DISPLAY:</b> Slide 13-14 Knowledge Check.</p> <p><b>ASK THE FOLLOWING QUESTIONS TO CHECK FOR UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• How is the CPO Mess organized?</li> <li>• What are two examples of how the CPO Mess exemplifies a culture of inclusion?</li> <li>• How does the CPO Mess contribute to the command mission and goals?</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<b>13-15 Objectives</b>	<b>DISPLAY:</b> Slide 13-14 Objectives.
<b>13-16 Summary</b>	<p><b>DISPLAY:</b> Slide 13-15 Summary.</p> <p><b>SAY:</b> The CPO Mess is a cross-functional organization.</p> <p>It is uniquely positioned to solve organizational problems by enabling the middle-managers (CPOs) to critically review and act on unit shortfalls, leverage past success, and work toward continuous improvement.</p> <p>Throughout history, our Navy has developed reliance upon CPOs working together in cross-functional teams to enable mission accomplishment. This is a highly effective method for solving problems for the good of the unit.</p> <p>Each Chief brings different skills, experiences, knowledge, talents, and abilities. The best CPO Mess will value that diversity.</p> <p>Leverage them all and the Mess will be strong and able to overcome any challenge. If they do it well—the Mess will excel, the Sailors will excel, and the command will excel.</p>