

## Unit 1: Leadership Development

### Lesson: Introduction

**Lesson Duration:** 30 minutes

#### TERMINAL OBJECTIVES:

- **DESCRIBE** the role and expectations of a Chief Petty Officer as a role model and leader.
- **EXPLAIN** the importance of a sense of heritage in the role of a Chief Petty Officer.
- **DESCRIBE** the importance of character in the role of a Chief Petty Officer.
- **EXPLAIN** deckplate leadership and its relation to the role of the Chief Petty Officer.
- **DESCRIBE** the role of a Chief Petty Officer in utilizing Operational Stress Control.
- **DESCRIBE** how to embody and enforce Navy standards.
- **DESCRIBE** the importance of loyalty in the role of a Chief Petty Officer.
- **DESCRIBE** the optimal interaction between the Chief Petty Officer and the division officer.
- **DESCRIBE** how a Chief Petty Officer leads a division.
- **EXPLAIN** how institutional and technical expertise are key to the role of a Chief Petty Officer.
- **EXPLAIN** how a Chief Petty Officer can apply active communication.
- **DESCRIBE** how a Chief Petty Officer embodies and enforces professionalism.
- **DESCRIBE** the function of a Chief Petty Officer within the CPO Mess.
- **EXPLAIN** the role a Chief Petty Officer in supporting the expectations of the command Triad.

#### INSTRUCTOR PREPARATION:

1. Review Introduction lesson plan and corresponding presentation.

2. Materials:

- a. Introduction presentation
- b. Pens
- c. Marker
- d. Chart pack paper/white board

**REFERENCES:**

None.

TITLE	RELATED FACILITATOR ACTIVITY
<b>1-0 CPPD</b>	<b>DISPLAY:</b> Slide 1-0 CPPD Slide.
<b>1-1 Lesson 1</b>	<b>DISPLAY:</b> Slide 1-1 Lesson 1.
<b>1-2 Chief Petty Officer Selectee Leadership Course</b>	<p><b>DISPLAY:</b> Slide 1-2 Chief Petty Officer Selectee Leadership Course.</p> <p><b>DO:</b> Welcome trainees to the session, and invite them to sit wherever they would like.</p> <p><b>SAY:</b> Congratulations on your selection to Chief Petty Officer (CPO). You should be especially proud of reaching this milestone in your naval career.</p> <p>As a CPO, you will be expected to be the expert on all matters pertaining to the Navy. You are now a technical expert, an administrator, and a mentor.</p>
<b>1-3 About This Course</b>	<p><b>DISPLAY:</b> Slide 1-3 About This Course.</p> <p><b>SAY:</b> This course was designed to help prepare you for your role as a Chief and a leader.</p>

TITLE	RELATED FACILITATOR ACTIVITY
	<p>Much of the learning process will take place through group discussions, brainstorming, individual, and group activities.</p> <p>You are expected and encouraged to participate. As adult learners, the sharing of backgrounds, perspectives, and experiences will enhance your learning as well as that of your fellow Chiefs.</p>
<p><b>1-4 Chief Petty Officer Selectee Leadership Course</b></p>	<p><b>DISPLAY:</b> Slide 1-4 Chief Petty Officer Selectee Leadership Course.</p> <p><b>ACTIVITY (10 min): Welcome Chief Selectees</b>  <b>DO:</b> Have trainees briefly introduce themselves by sharing the following: (start with yourself)</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Rate</li> <li>• Years of service</li> <li>• Hometown</li> <li>• Favorite movie</li> <li>• History of assignments</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<p><b>GROUP ACTIVITY:</b> Ask trainees the questions below regarding their expectations for training. Capture the answers on chart pack paper or the white board. Keep the expectations posted in the room to refer back to during the sessions.</p>
<p><b>1-5 Chief Petty Officer Selectee Leadership Course</b></p>	<p><b>DISPLAY:</b> Slide 1-5 Chief Petty Officer Selectee Leadership Course.</p> <p><b>ASK:</b> What are your expectations for this course?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Learn more leadership skills</li> <li>• Learn how to interact with division officers</li> <li>• Learn how the CPO Mess works</li> </ul> <p><b>ASK:</b> What can we expect from each other?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Be prepared for class and discussions</li> <li>• Be prepared to participate</li> <li>• Be respectful of other opinions</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<p><b>ASK:</b> What will be our class norms?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Be respectful</li> <li>• Ask questions</li> <li>• Do not beat a dead horse</li> </ul>
<p><b>1-6 Chief Petty Officer Selectee Leadership Course</b></p>	<p><b>DISPLAY:</b> Slide 1-6 Chief Petty Officer Selectee Leadership Course.</p> <p><b>REVIEW:</b></p> <ul style="list-style-type: none"> <li>• Day 1 Agenda</li> <li>• Review Course Mission Statement</li> <li>• Review Day 1 Lessons                             <ul style="list-style-type: none"> <li>○ CPO as Leader and Role Model</li> <li>○ Sense of Heritage</li> <li>○ Character</li> <li>○ Deckplate Leadership</li> </ul> </li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<b>1-7 Course Mission Statement</b>	<b>DISPLAY:</b> Slide 1-7 Course Mission Statement.  <b>SAY:</b> Chiefs have a great responsibility as leaders and managers. In order for you to succeed as Chiefs, you must be given the appropriate tools and resources. As a Chief, you will be expected to have the greatest level of technical expertise and be a leader and role model for all Sailors.

## Unit 1: Leadership Development

### Lesson 1: The Chief Petty Officer as a Leader and Role Model

**Lesson Duration:** 150 minutes

#### ENABLING OBJECTIVES:

- **EXPLAIN** Mission, Vision, and Guiding Principles and how they apply to the role of a Chief Petty Officer.
- **LIST** the traits of an effective leader.
- **DESCRIBE** how the Navy Core Values apply to making ethical decisions.
- **DESCRIBE** the Chief as a role model and mentor.

#### INSTRUCTOR PREPARATION:

1. Review Lesson 1 objectives.
2. Review Lesson 1 lesson plan 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. Prepare enough wallet cards for all trainees.
7. Prepare an example of your great leaders to share with class.
8. Materials:
  - a. Presentation
  - b. Markers
  - c. Chart pack paper/white board
  - d. Index cards
  - e. Pens
  - f. MVGP wallet cards

#### REFERENCES:

ALNAV 013/07

Mission, Vision, and Guiding Principles

Navy Core Values Charter

Navy Ethos

Navy Regulations Article 1131

The Sailor's Creed

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>1-8 Lesson 1</b></p>	<p><b>DISPLAY:</b> Slides 1-8 Lesson 1.</p> <p><b>SAY:</b> During this course, we will address the fundamentals of leadership and discuss how you can demonstrate the Mission, Vision, and Guiding Principles through your words and actions. As a deckplate leader, you are expected to represent these characteristics at all times.</p>
<p><b>1-9 Objectives</b></p>	<p><b>DISPLAY:</b> Slide 1-9 Objectives.</p> <p><b>REVIEW:</b> Objectives. Discuss what trainees will be able to accomplish after this session.</p> <p><b>DO:</b> Pass out MVGP wallet cards.</p> <p><b>SAY:</b> Mission, Vision, and Guiding Principles (MVGP) are the foundation for enlisted leadership.</p> <p>They are the standards by which we, as Sailors, hold ourselves, our subordinates and superiors accountable—as Chiefs, leaders, and role models.</p> <p>U.S. naval history is a continuum of success. Customs, traditions, and memories of past heroes help today’s Sailor identify with the Navy Core Values.</p>

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	<p>Heritage binds us to the past and, at the same time, lends an air of dignity and respect to the modern Navy.</p> <p>Our Mission, Visions, and Guiding Principles are not new—they have been the foundation of our Chief’s Mess since 1893.</p> <p>They are the right thing to do. We honor those who have gone before us as we uphold and promote these beliefs now and as we pass the torch to each successive generation of Chiefs.</p> <p>As leaders, we should always seek ways to incorporate naval history in our daily routine. It is our job to ensure that it is preserved and passed on to those who come after us.</p>
<p><b>1-10 through 1-18 Mission, Vision, and Guiding Principles</b></p>	<p><b>DISPLAY:</b> Slide 1-10 thru 1-18 Mission, Vision, and Guiding Principles.</p> <p><b>REVIEW:</b> Mission, Vision, and Guiding Principles.</p> <p><b>DO:</b> Have trainees read the slides aloud. They can refer to the MVGP cards if necessary.</p>
<p><b>1-19 How Does this Guidance Apply to Your Role as a Chief?</b></p>	<p><b>DISPLAY:</b> Slide 1-19 How Does this Guidance Apply to Your Role as a Chief?</p> <p><b>GROUP ACTIVITY (10 min):</b> Brainstorm how this guidance applies to you as a Chief. Capture answers on chart pack paper.</p>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>1-20 Mission, Vision, &amp; Guiding Principles</b></p>	<p><b>DISPLAY:</b> Slide 1-20 Mission, Vision, &amp; Guiding Principles.</p> <p><b>DO:</b> Display this slide during the activity so trainees can refer to it.</p> <p><b>DO:</b> Debrief brainstorm answers. Using the list, create a job description of the ideal Chief and capture on the chart pack paper.</p>
<p><b>1-21 Characteristics of an Effective Leader</b></p>	<p><b>DISPLAY:</b> Slide 1-21 Characteristics of an Effective Leader.</p> <p><b>GROUP ACTIVITY (25 min):</b> Have trainees individually reflect on characteristics of an effective leader. After they are finished, have each trainee share his/her answer with the large group.</p> <p>Have each trainee name one person s/he considers to be a great leader and explain why.</p> <p><b>ASK:</b> What leadership characteristics do you admire in this person? (Capture answers to refer to later when discussing role models and mentors.)</p> <p><b>DO:</b> Wrap up this discussion by sharing with the trainees your personal example of a great leader.</p>
<p><b>1-22 Defining Core Values</b></p>	<p><b>DISPLAY:</b> Slide 1-22 Defining Core Values.</p>

TITLE	RELATED FACILITATOR ACTIVITY
	<p><b>DO:</b> Pass out index cards.</p> <p><b>INDIVIDUAL ACTIVITY (20 min):</b> What do the Navy Core Values mean to you as a leader (CPO)? (Have trainees capture this on an index card.)</p> <p><b>ASK:</b> Define Honor and give one example of how we demonstrate it in the Navy.</p> <p><b>ASK:</b> Define Courage and give an example of how you or a shipmate has demonstrated courage in the past.</p> <p><b>ASK:</b> Define Commitment and give an example of how you have exemplified this core value.</p> <p><b>DEBRIEF:</b> Have trainees share their responses.</p> <p><b>ASK:</b> How would you define values?</p> <p><b>ASK:</b> What are the sources for our Navy values?</p> <p><b>POSSIBLE ANSWERS:</b></p>

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	<p>Some may include sources prior to the Navy:</p> <ul style="list-style-type: none"> <li>• Family upbringing (parents, grandparents, etc.)</li> <li>• Religion</li> <li>• Geographic (part of country or world)</li> </ul> <p><b>SAY:</b> As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved.</p> <p>These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today.</p> <p>Every U.S. Navy Sailor must understand and live by our Navy Core Values.</p> <p>For more than two hundred years, Sailors have stood ready to protect our nation and our freedom.</p> <p>We are ready today to carry out any mission, deter conflict around the globe, and if called upon to fight, be victorious.</p> <p>We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.</p>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>1-23 through 1-25 The Navy Core Values</b></p>	<p><b>DISPLAY:</b> Slides 1-23 thru 1-25 Core Values.</p> <p><b>REVIEW:</b> Core Values</p> <p><b>DO:</b> Have trainees read aloud the slides.</p>
<p><b>1-26 What Are Ethics?</b></p>	<p><b>DISPLAY:</b> Slides 1-26 What Are Ethics?</p> <p><b>SAY:</b> We all adhere to the Navy Core Values, however, each of us has our own meaning for ethics. How do we define ethics?</p> <p><b>GROUP DISCUSSION (5 min):</b> Ask the group to brainstorm responses to the question: How would you define ethics?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Good and bad</li> <li>• Motives</li> <li>• Philosophy dealing with values relating to conduct</li> <li>• Principles (moral principles)</li> <li>• Right and wrong</li> <li>• Rules of conduct; human actions or culture</li> </ul>

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<p><b>1-27 Ethics Defined</b></p>	<p><b>DISPLAY:</b> Slide 1-27 Ethics Defined.</p> <p><b>ASK:</b> What are the source documents for ethics?</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Navy Regulations (Art 1131)</li> <li>• ALNAV 013/07</li> <li>• JER 5500.7R</li> </ul>
<p><b>1-28 Ethical Decision-Making</b></p>	<p><b>DISPLAY:</b> Slides 1-28 Ethical Decision-Making.</p> <p><b>GROUP DISCUSSION (15 min):</b> Ask trainees to describe how the Navy Core Values apply to ethical decision-making.</p> <p><b>POSSIBLE ANSWERS:</b></p> <ul style="list-style-type: none"> <li>• Our Navy Core Values enable all Sailors, no matter where they came from or their previous value system, an opportunity to align with the Navy’s own value system.</li> <li>• These values assist us in making decisions that are in alignment with our organization’s values.</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>1-29 The Chief Petty Officer as a Role Model and Mentor</b></p>	<p><b>DISPLAY:</b> Slides 1-29 The Chief Petty Officer as a Role Model and Mentor.</p> <p><b>GROUP DISCUSSION (15 min):</b> Have the group describe the traits of a Chief who is an ideal role model and mentor. Then ask the group to consider themselves as that role model and mentor.</p> <p><b>ASK:</b> Are you demonstrating those traits?</p> <p><b>POSSIBLE ANSWERS:</b></p> <p>Chief as a role model and mentor</p> <ul style="list-style-type: none"> <li>• Chiefs actions and behaviors are imitated by our Sailors</li> <li>• Chiefs set the example</li> <li>• Sailors want to be like Chiefs</li> </ul> <p>Traits of an ideal role model and mentor</p> <ul style="list-style-type: none"> <li>• Confident</li> <li>• Encouraging</li> <li>• Energetic</li> </ul>

TITLE	RELATED FACILITATOR ACTIVITY
	<ul style="list-style-type: none"> <li>• Humble</li> <li>• Integrity/Honesty</li> <li>• Patient</li> <li>• Positive</li> <li>• Reliable/Dependable</li> <li>• Respectful</li> <li>• Sincere</li> <li>• Trustworthy</li> </ul> <p><b>SAY:</b> As a Chief Petty Officer (CPO), you show Sailors every day the behaviors that they should imitate. They will look to you as the example.</p> <p><b>SAY:</b> The Navy’s mentoring program is designed to develop and retain talent within the Navy and give trainees the opportunity to reach their full personal and professional potential.</p> <p>Mentorship is widely recognized as a beneficial career development tool that not only affects career health and longevity but also positively impacts mission accomplishment.</p>

TITLE	RELATED FACILITATOR ACTIVITY
	<p>All Navy leaders must be involved and take an active interest in supporting mentoring.</p>
<p><b>1-30 Knowledge Check</b></p>	<p><b>DISPLAY:</b> Slides 1-30 Knowledge Check.</p> <p><b>ASK THE FOLLOWING QUESTIONS TO CHECK FOR UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• What are five characteristics of an effective leader?</li> <li>• How do the MCPON’s Mission, Vision, and Guiding Principles apply to the role of the Chief as a leader and role model?</li> <li>• What are three resources for guiding a Chief in ethical decision-making?</li> </ul>
<p><b>1-31 Objectives</b></p>	<p><b>DISPLAY:</b> Slides 1-31 Objectives.</p> <p><b>REVIEW:</b> Objectives.</p>

TITLE	RELATED FACILITATOR ACTIVITY
<p><b>1-32 Summary</b></p>	<p><b>DISPLAY:</b> Slides 1-32 Summary.</p> <p><b>SAY:</b> The MCPON’s Mission, Vision, and Guiding Principles; the Navy Core Values; ethics, and the Sailor’s Creed all shape how we conduct ourselves personally and professionally.</p> <p>As Sailors, we are held to a higher standard than most. As Chiefs, the actions we take and decisions we make are reflective of our roles as leaders.</p>



