



Lesson 8

Chief Petty Officer Selectee Leadership Course

CPPD-LEAD09-004

Lesson 8

- Developing Junior Officers



Objectives

- Explain the duties and responsibilities of a division officer.
- Identify the characteristics of a good working relationship between the Chief Petty Officer and the junior officer.
- Identify ways to develop junior officers.



Building Relationships

Purpose: To identify characteristics of working relationships

- Instructions:
 1. Using a piece of chart pack paper, divide the paper vertically. Label one side POSITIVE and the other NEGATIVE.
 2. As a group, brainstorm the characteristics of POSITIVE and NEGATIVE working relationships.
 3. Capture answers under the appropriate headings.



Building Relationships

- The best working relationships are built on a foundation of mutual respect. Understanding each team member's role is a key in fostering a collaborative environment that leads to mission success.
- A competent Wardroom is a reflection on the effectiveness of the CPO Mess.



The Role of the Chief Petty Officer

Purpose: To describe the role of the Chief Petty Officer (CPO) in developing a division officer

- Instructions:
 1. As a group, discuss the role of the CPO in developing a division officer.
 2. Develop a working list of the responsibilities a Chief has in developing a division officer.
 3. Capture answers on chart pack paper.



Developing a Division Officer

- A Chief's influence on a junior officer can often set the tone for this officer's entire career. Your perspective is valuable for them to make decisions that support mission accomplishment and Sailor development.
- The relationships you build will have a direct impact on an officer's perception of the CPO Mess when they become a commanding officer (CO) or executive officer (XO).



Division Officer Duties

Purpose: To identify the duties of a division officer

- Instructions:
 1. Break into smaller working groups.
 2. Within each group, brainstorm the duties and responsibilities of a division officer.
 3. Capture answers on chart pack paper.
 4. Review each list with the entire group.



Division Officer Duties

- Maintain a division notebook.
- Keep informed of the capabilities and needs of each subordinate.
- Ensure that spaces, equipment, and supplies assigned to the division are satisfactorily maintained.
- Promptly report repairs that may be required or other defects which need correction.
- Maintain professionalism.



Developing an Action Plan

Purpose: To develop an action plan for your division officers

- Instructions:
 1. Within the small groups, develop an action plan based on the list of identified priorities.
 2. Consider: goals, expectations, resources, feedback, and time constraints.
 3. Share action plans with the entire group.



Example

- Goals: List topics/areas determined essential for developing a division officer.
- Expectations: List required actions both of you will take to accomplish the goal.
- Resources: List the sources available to assist the division officer in achieving goal.
- Timelines: Establish realistic timelines/deadlines.
- Follow-up: Establish plan for tracking/assisting and ensuring completion.



Role-Play



Knowledge Check

- List six duties and responsibilities of a division officer.
- Identify six characteristics of a good relationship between the CPO and division officer.
- Describe how you will develop your division officer.



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Summary

