MEMO

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| *From* | GST Wg |  |  | *To* | All OC Units |
|  |  |  |  | *CC* | DCO SD&S Gp, OC SD&S Gp |
| *Ref.* | GST/20/1 |  |  | *Date* | 30 December 2019 |

**Workshops for potential Non-commissioned Officers**

In addition to existing training opportunities and requirements, GST Wg will be organising a series of Workshops to better equip potential Non-commissioned Officers (NCOs) and cadets who are to undertake additional responsibilities with the necessary attitude, skills and knowledge. Details are as follows:

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| Modules and Dates | **Module I : Squadron Administration (2 Hours)**6 February 2020 (Thursday)**Module II : Programme Planning and Delivery** **(4 Hours)**13 and 27 February 2020 (Thursdays)**Module III : Communication (2 Hours)**20 February 2020 (Thursday)*Cadets may select one or more modules according to their preference. Priority would be accorded to cadets who select ALL modules.* |
| Time | 7:30 pm – 9:30 pm |
| Venue | To be advised |
| Delivery | Conducted by Officers of GST Wg and supplemented by Other Ranks and Cadet SNCOs. |
| Target Participants | LCpls or below. Cadets of other ranks are also welcomed.  |
| Quota | 30 Cadets/ Module |
| Dress Code | Corps Polo or Corps Tee |
| Program Fee | Free of charge |

2. Interested cadets are required to complete the attached form and return to acc.gst@gmail.com via Unit Commanders no later than **30 January 2020 (Thursday).** Please do not hesitate to contact the undersigned should you have any enquiries.

 Plt Off Howard CHU

 GST Wg

Scope of Module

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| **Module I: Squadron Administration (2 Hours)** |
| Date : 6 February 2020 (Thursday) |
| Key Topics:* promotion and advancement recommendations
* cadet project applications
* preparation of various HQ forms
* basics on documents and database for safekeeping of personal records and inventories.
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| **Module II: Programme Planning and Delivery (4 Hours)** |
| Date: 13 and 27 February 2020 (Thursdays) |
| Key Topics:* aims of various routine training programmes
* drafting of training plan
* introduction to contingency plan
* introduction to resources available at HQ level

There will also be sharing by seniors. Cadets will be given opportunity to plan and deliver short programmes in groups, and feedback would be offered by instructors accordingly.  |

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| **Module III: Communication (2 Hours)** |
| Date: 20 February 2020 (Thursday) |
| Key Topics:* handy skills to motivate cadets
* proper etiquette in official communication
* introduction to administering discipline
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