

Level 4 Leadership Assessment – Instructions

Objective: The purpose of this PC is to assess the cadet's ability to lead cadets through a leadership assignment.

Mission: To successfully lead a group of cadets through the task of set up at the beginning of a Training Night.

Task:

1. Review classes listed for the training night on the WRO's
2. Determine approximate number of cadets in each level
3. Check in with 1st period instructors (if able) to see if they have a preferred classroom set up
 - a. If no instructor is available set up a Hollow-Square style classroom
4. Set up appropriate number of tables and chairs for each level

Information to help you be successful:

- Select a group of cadets prior to the start of the task
- Communicate to the group and ensure they understand the task.
 - Make sure you assign tasks to each individual
- Supervise throughout the tasking; ensuring you check in on each member of you group
- BE POSITIVE!

GOOD LUCK 😊

**403 PC ASSESSMENT RUBRIC
LEADERSHIP ASSIGNMENT**

| | Incomplete (I) | Completed With Difficulty (D) | Completed Without Difficulty (C) | Exceeded the Standard (E) |
|--|--|---|--|--|
| Select a leadership approach. | Did not select an approach appropriate to the assignment. | Selected an approach and was challenged with balancing focus on the team members and the goal. | Selected an approach and strived to balance team members and the goal and simplicity and safety of the task. | Selected the most appropriate approach with a strong balance of team members and the goal and simplicity and safety of the task. |
| Communicate as a team leader. | Did not communicate with team members. | Communicated with team members occasionally. Team members needed clarification on many occasions. | Communicated with team members on many occasions. Team members needed few clarifications. | Communicated to the team throughout the leadership task. Team members did not need clarification. |
| Supervise team members. | Did not supervise team members. | Only supervised team members at the beginning and / or end of the leadership assignment. | Supervised throughout the leadership assignment making some corrections when necessary. | Supervised throughout the leadership assignment making corrections as necessary. |
| Solve problems. | Did not solve problems. | Attempted to solve some problems and selected inefficient problem solving methods. | Solved most problems as they arose and often selected the appropriate problem solving method. | Solved problems as they arose and selected the most appropriate problem solving method. |
| Motivate team members. | Did not motivate team members. | Only motivated periodically and without enthusiasm. | Motivated frequently and with enthusiasm, with attention at times to both individuals and the team. | Motivated consistently and with enthusiasm, addressing both individuals and the team. |
| Provide feedback to team members. | Did not provide feedback to team members. | Provided select feedback; was not always frequent, accurate, specific and / or timely. | Provided periodic feedback and was often frequent, accurate, specific and / or timely. | Provided consistent feedback and was regularly frequent, accurate, specific and / or timely. |
| Meet expectations of team members. | Made no effort to meet the needs and expectations of team members. | Made some efforts to meet the needs and expectations of team members but with limited results. | Made considerable efforts to meet the needs and expectations of team members with adequate results. | Made consistent efforts to meet the needs and expectations of team members with solid results. |
| Complete the leadership assignment. | Did not complete the leadership assignment. | | Completed the leadership assignment. | |
| Perform self-assessment. | Did not complete the self-assessment. | | Completed the self-assessment. | |

403 PC ASSESSMENT CHECKLIST LEADERSHIP ASSIGNMENT

Cadet's Name: _____

Squadron: _____

Date: _____

Flight: _____

| | Assessment (circle one) | Notes |
|-------------------------------------|----------------------------|-------|
| Select a leadership approach. | I D C E | |
| Communicate as a team leader. | I D C E | |
| Supervise team members. | I D C E | |
| Solve problems. | I D C E | |
| Motivate team members. | I D C E | |
| Provide feedback to team members. | I D C E | |
| Meet expectations of team members. | I D C E | |
| Complete the leadership assignment. | I C | |
| Perform self-assessment. | I C | |

I = Incomplete D = Completed With Difficulty C = Completed Without Difficulty E = Exceeded Standard

| | |
|------------------------------|------------------|
| Assessor's Name: | Position: |
| Assessor's Signature: | Date: |

This form shall be reproduced locally.

403 PC ASSESSMENT CHECKLIST OVERALL ASSESSMENT

The PO 403 Overall Assessment includes the evaluation of both the leadership assignment and the leadership appointment.

Assessor's feedback:

| PO 403 Overall Assessment | | | | | | | | |
|----------------------------|--|--|--|--|--|--|--|--|
| Check One | Incomplete | | Completed With Difficulty | | Completed Without Difficulty | | Exceeded Standard | |
| Overall Performance | The cadet has not achieved the performance standard by receiving an "incomplete" on more than four (between both assessments) of the criteria. | | The cadet has achieved the performance standard by receiving an "incomplete" on less than five (between both assessments) of the criteria. | | The cadet has achieved the performance standard by receiving a minimum of "completed with difficulty" on all criteria and "completed without difficulty" on nine (between both assessments) or more of the criteria. | | The cadet has achieved the performance standard by receiving a minimum of "completed without difficulty" on all criteria and "exceeded standard" on 12 (between both assessments) or more of the criteria. | |

| | |
|------------------------------|------------------|
| Assessor's Name: | Position: |
| Assessor's Signature: | Date: |

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