

**OTS 312 (b)  
LESSON PLAN**

**Types of Orders**

**1 period**

**Introduction**

During this period you will learn about the order giving process.

In the completion of your duties, you, as a leader, will be required many times to give oral and/or written orders.

You will use this information whenever you are placed in a leadership role at the home unit.

**General**

For many young leaders, giving orders automatically means using an authoritarian approach and talking in a loud voice. Once again remember that respect cannot be commanded, nor can it be imposed. An intelligent leader knows that when giving orders, the way the results are obtained is just as important as the results themselves.

**Types of Orders:**

When orders are given in the appropriate manner, the cadets know exactly what is expected of them and, as a result, their task is greatly simplified. You can give four different types of orders:

Direct - A direct order is specific, concise and definite. It does not allow hesitation, indecision or any degree of disobedience.

i.e. "John, sweep the floor now."

Implied - An implied order leaves a great deal to the imagination, experience and intelligence of the individual. The leader implies what is to be done, and the recipient uses his/her judgement and discretion in carrying out the order. This type of order is generally inadvisable.

i.e. "Jane this floor needs sweeping."

Request - The request is a softened direct order where such expressions such as "Will you", "Can you", "Would you like to", or "Please" may be used to qualify the order.

i.e. "John would you please sweep the floor."

Call for Volunteers - The call for volunteers may or may not compel a person to perform a task. This type of order should not be overworked. Some leaders avoid responsibility by constantly asking for volunteers.

i.e. "Will anyone volunteer to sweep the floor?"

**The Order Giving Process**

In any given situation, you must decide what type of order is appropriate and what form the order should take. No matter what type of order is given, it is imperative that the following steps be observed.

Plan:

In planning orders, ask the questions: *What? When? Why? Where? Who?* and *How?* Ensure that compliance is both reasonable and possible. Avoid unnecessary orders. Have in your mind a clear and well-defined idea of the order to be given. Know the "*What*" of the order.

Preparation:

During the preparation, remember that all orders must be complete and clear. They should not be ambiguous. Adapt the order to its recipient, taking into account competence, strengths and weaknesses, attitudes and the best method of motivating the cadet. Always keep in mind the precise reason for the order. Know the "*Why*" of the order.

Delivery:

The delivery must be *clear, concise, correct* and *coherent*. A legitimate order is given by a superior and directed to the cadets. State the order in concrete terms; if necessary, use examples to aid understanding. Make the recipient aware of your expectations regarding the quantity and quality of the work to be carried out.

Confirmation:

Ensure that the recipient fully understands the order. One way to do so is to have the recipient repeat the order back to you. This method is particularly useful for orders involving a precise sequence or complex details.

Follow-up:

Perform a spot check while the order is being executed. If the task is not being carried out correctly due to a misunderstanding, identify and rectify the problem.

Evaluation:

After the order has been executed, evaluate the results by observing the feedback. This will help determine any further action necessary, help to appraise your own effectiveness at giving orders, and assist you in better understanding cadets.

**Written and Verbal Orders:**

Written Orders - This type of order should be consistent with the requirements of good writing in that they should be clear, concise, correct and coherent. A written order has the effect of permanence and should be used when:

- transmitting instructions to another location;
- precise figures or complex details are involved;
- it is necessary to hold a person responsible; and
- sequence is important and strict adherence is necessary.

### Verbal orders:

This type of order has the advantage of the leader's personal impact. It should be given with the correct attitude. You must avoid adopting a paternalistic attitude towards your cadets and using endless references to your superiors to give weight to your orders. Avoid sounding like a parrot or a puppet that simply repeats what you are told. Show that you have the self-confidence of someone who is in complete control of the situation without constantly trying to justify your statements. Use verbal orders in the following situations:

- in a local emergency;
- for minor details locally;
- to clarify a written order; and
- in routine matters

### **Conclusion**

As a leader, you will be required many times to give oral and/or written orders in the completion of your duties. As part of the communication process, the delivery of orders can make the difference between a job being done efficiently, and a job not being completed. The delivery of your orders should always be thought out in advance to avoid any misconceptions and confusion.