

**OTS 512
LESSON PLAN**

Task Procedure

2 periods

Introduction

Task Procedure is an approach used in leadership that is an integral part of leadership training in the Canadian Forces. You are learning about Task Procedure as an alternate method of solving problems and completing tasks as a leader. It is by no means the only method, but may help you organize and plan out your thoughts thoroughly before tackling a leadership task.

General

Task Procedure is the whole process by which a leader makes a plan, issues orders and by which the people under his/her command are employed. This technique should not be applied in a rushed, thoughtless manner, and it is not ideal in emergency situations. You may, however, find it very useful when approached with a problem to solve, or when faced with a task to overcome with people at your disposal. If used correctly, the procedure ensures that a task is undertaken in a timely, orderly and economical manner.

The following is the IDEAL sequence, in which you are given a task to complete by a superior officer:

- a) *Issue a warning order* – warning orders are issued in the army, and serve as an advance notice of what is going to be taking place. Issuing a warning order allows the leader to keep the followers informed while giving him/her time to step back, assess the situation, and come up with a plan. When briefing your people, you should always try to include the following:
 - i) situation - A “head’s up” to the group as to the reason for completing the task
 - ii) probable task - A general summary of what is about to take place
 - iii) place and time for orders - Where and when to be for the actual orders and instructions
 - iv) special administrative instructions - Any requirements that need to be met before the issuing of the actual orders

- b) *Make a quick time appreciation* – If you are working under time constraints, it is important to evaluate what needs to be accomplished, and calculate the time required for each stage of the task. Always work backwards from your absolute completion time, and always leave room for error.

- c) *Do a quick reconnaissance*, or “recce” – survey the area that you will be working in. Look for obstacles, hazards, equipment and anything in the area that can or will be used to complete your goal.

NOTE: If you have a 2nd -in-charge assigned, assigning them to complete the recce will save you some time in the planning stage.

- d) *Develop a solution* - using your time appreciation and recce information, formulate the best possible plan to complete the task. It is suggested that you use the Logical Analysis process (from your Sub-Lieutenant training weekend) when devising a plan. Develop different solutions to the problem, and then come to a decision as to which one you want to use.
- e) Prepare your plan - consider all factors and ensure that your plan answers the questions WHO, WHAT, WHEN, WHERE and HOW. Use all of your people efficiently, and if you have more than one group, assign a 2ic for that section.
- f) Issue final orders – bring your people together and restate the situation. Give detailed instructions regarding your plan. Always ensure that everyone understands your orders. State the time given to complete each task, and instructions on who will be doing what.
- g) Supervise progress – always be readily available to your people, and assist when and if required. Let your 2ic’s know where you can be found at all times.
- h) Be ready for change – keep your alternate solutions from your planning stage in the back of your mind. If the situation changes (i.e. time limits, environment, personnel), be ready to act quickly and re-issue orders based on your new solution.
- i) Debriefing – when the task is complete to the satisfaction of yourself, and ultimately, your superior officer, let your people know how they performed. This stage is often neglected but just as important as any other. If your people do not know what they did right or wrong, they will not be able to improve on their performance on the next occasion. Make sure to give praise when it’s due, but correct and errors on the spot.

Activity

To assist in the understanding of Task Procedure, the instructor should take the candidates through an example by acting as the leader and having them take on the follower role. Use a situation ideal to the location and number of people you have on hand, but try to come up with a task that will involve 2 or 3 different stages and a division of people.

As you go through the exercise, ensure that you explain where you are in the procedure, and pose questions throughout to ensure confirmation of the material.

Conclusion

When the situation is right, Task Procedure can help an officer develop a plan that is organized and thorough. The steps follow a logical sequence which ensures that nothing is missed in the planning stage. As stated at the beginning of the lesson, however, this is not the only method, and as a leader, you will have to implement a method and system that works best for you.

