



Unit Annual Training Plan Template

From: Commanding Officer, **UNIT NAME HERE** U.S. Naval Sea Cadet Corps

Subj: CALENDAR YEAR 20**XX** TRAINING SCHEDULE

1. Purpose. To publish the training schedule for the Calendar Year (CY) 20**XX** for planning purposes and schedule deconfliction with **UNIT NAME HERE** events and outside activities.

2. Action. If required to change the schedule to adapt due to operational commitments of the base or unit routines, the Commanding Officer will release the new dates as soon as possible. Training Topics are subject to change due to availability of resources and support.

<u>DATES</u>	<u>MO/ YR</u>	<u>TRAINING TOPICS</u>	<u>POC/MISC.</u>
DD-DD	JAN xx	Winter first aid - cold weather care & water emergencies Inside challenge course - team work INSPECTION LTC: Creating fast & effective meetings LTO: Observing cadet connections, documenting successes and struggles DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING DDMMM - RECRUITING TABLE AT NORFOLK NEX	
DD-DD	FEB xx	Public Speaking & Art of Influencing Others Swim Qualifications LTC: How to write up awards LTO: Connecting with parents	
DD-DD	MAR xx	Semi Annual GMT Semi-annual PRT Test – Spring Cycle - Alpha Fundraiser Season Begins - Bowl-a-thon flyers go out LTC: Default Aggressive - JOCKO LTO: Setting youth up with successive planning DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING St Patrick's Day Parade	Recruit Orientation - Weekend 1
DD-DD	APR xx	NCO (New Cadet Orientation) start Cadet OTQ Boards Semi-annual PRT Test – Spring Cycle - Bravo Marlinspike & splicing Summer AT Season Registration Begins LTC: How to build a Petty Officer LTO: Cadet Mental Health DDMMM - Spring activity with other Units	Recruit Orientation - Weekend 2

DD-DD	MAY xx	Field Trip / Tour Color Guard development Cadet Fundraiser bowl-a-thon (Sat night) ALL Hands parents meeting for summer preparations. LTC: Engaging the “new kid” LTO: Embracing humble attitudes	Recruit Orientation - Weekend 3
DD-DD	JUN xx	Summer Training Preparation Weekend Cadet Graduations Fire Training Summer Training unit expectations, uniforms LTC: Summer Goal Setting LTO: Why trainings are important	
DD-DD	JUL xx	UNIT CADET & FAMILY potluck MAKE-UP DRILL DAY make up drill - (find opportunities to clean and improve unit facility) DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING	
DD-DD	AUG xx	Start cadet flagship training Fitness planning LTC: LTO: Chief leads expectations for public interaction DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING	All Hands
DD-DD	SEP xx	Training debrief & evaluation forms Unit Inventory Fall PRT cycle 1 GMT LTC: ORM LTO: ORM DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING	
DD-DD	OCT xx	Flagship or Marksmanship Fall PRT cycle 2 Parade Season Preparations Cadets plan holiday volunteer task LTC: Heads on a swivel LTO: Teaching quick meeting benefits	Recruit Orientation - Weekend 1
DD-DD	NOV xx	Cadet OTY Boards/OTY Boards MA training & tactical Dress Uniform Inspection Unit volunteer opportunity	Recruit Orientation - Weekend 2



		LTC: Selfless giving LTO: Selfless giving DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING VETERANS DAY PARADE/ACTIVITY	
DD-DD	DEC xx	Winter activity - celebration Parent information day - RO application LTC: Attitude of Gratitude LTO: Giving from the Heart NO SHADOW CADETS CHRISTMAS PARADE DDMMM - ZOOM/GOOGLE ENROLLMENT MEETING	Recruit Orientation - Weekend 3

Information in BLUE are Recruiting events/activities.

Information in RED is solidified and not open to change.

Information in GREEN is Recruit Orientation

Information highlighted in YELLOW is known transportation requirements.

LTC - Leadership Training Cadets - goals to work on or lessons for team development.

LTO - Leadership Training Officers - individual development for team growth

3. Cancellation contingency. This notice is canceled upon issuance of a new unit notice of the same subject.