

**Adult Staff:** As you receive the cadets' idea, say to yourself, "Let's try to find a way to say yes."

### 1. PROPOSE



#### 1. Imagine

Put your thinking cap on. What could we add as a cadet activity or what could we change about cadet life to make CAP better for cadets?



#### 2. Invite

Invite a fellow cadet to help you as the project's co-lead. Teams tend to outperform individuals.



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#### 3. Draft a Proposal

Draft a 1-page summary of your idea. Describe what benefits your idea could produce. Outline how things would work. List some of the challenges you need help with.



Sometimes you might be asked to revise your thoughts and re-present the idea.

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#### 4. Present

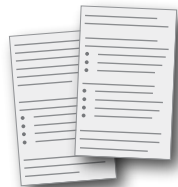
Show and tell your idea with two or more adult leaders. Use your 1-page proposal as a starting point for a verbal briefing. Allow time for questions and discussion.



#### 5. Success!

Congratulations! Adult staff now support your idea *in concept*. Still, there's a lot more to do before you gain approval to actually run your activity or implement your proposed change.

### 2. PLAN



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#### 1. Build an Operating Plan

Build your 1- or 2-page operating plan. It's time to get specific about who will do what, by when, how, and why. If you and your co-lead "got hit by a bus," your operating plan should be all that a colleague needs to carry-on in your absence.



Sometimes you might be asked to revise and re-present your operating plan

#### 2. Present

Show and tell your idea with two or more adult leaders, like you did before. Use the 2-page operating plan as the basis for your presentation. Allow time for questions and discussion. This is where you seek formal approval to launch your activity or change initiative.

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### 3. DO



#### 1. Execute!

Congratulations! You've persuaded adults to support your idea. With their help, you've built a plan with enough detail to make your idea successful. Now comes the fun part: execution.



#### 2. Observe & Stay Flexible

Watch closely and listen to people as your activity or change initiative starts. No matter how great your plan is, you might need to make changes on the fly. Take notes so you can learn how to get better.

### 4. REFLECT



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#### 1. Reflect

Get with your co-lead to reflect on the whole experience. Review the notes you made during the execution phase. Ask yourselves, What did you expect to happen? What actually happened? Why? What did you learn? Draft a 1-page after action review to capture those lessons.



#### 2. Share Your AAR

Show and tell your after action review with your adult staff. By telling others what you've learned, you're apt to help make that learning stick. Be open to their feedback — that's how you'll grow. Your AAR can help the next cadet build on your success.

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#### 3. Thank

Thank the people who helped you with the project. Briefly tell them what change your project created and what you learned along the way. It's the right thing to do, plus you might strengthen your relationship with that person for "next time."

