

EXAMPLE BATTALION PLATOON SERGEANT DEVELOPMENT PROGRAM

The purpose of this policy is to establish a platoon sergeant professional development program and provide guidance for its execution. These policies should provide opportunities for the battalion command sergeant major to assess the professional strengths and developmental needs of battalion platoon sergeants and develop leaders through one-on-one coaching and mentoring.

DEVELOPMENT PROGRAM PROCEDURES

DURATION

Each session should be one and one-half to two hours long (1.5-2hrs).

LOCATION

The location will be at the discretion of the platoon sergeant and will provide the location when making the calendar appointment.

PARTICIPANTS

This is one-on-one time for platoon sergeants with the battalion command sergeant major. There will be no other participants.

FREQUENCY

The first session will occur within the first 30 to 60 days of a new platoon sergeant assuming responsibility. Platoon sergeants will then schedule a subsequent session every five to eight months thereafter. Platoon Sergeants will conduct a final session within the last month prior to relinquishing responsibility.

SESSION TIME BREAK DOWN

1. The first 30 minutes to one hour of the session will be a sit-down discussion by the platoon sergeant with the battalion command sergeant major in an area where they will not be disturbed. Platoon sergeants must come prepared to discuss the topics in detail (outlined later) demonstrating their knowledge of their unit and understanding of their mission.
2. During the second hour, the platoon sergeant will take the battalion command sergeant major to the selected location. Training should highlight what is unique and interesting of that company's mission. This is the primary focus of the meeting. The platoon sergeant should be showing the battalion command sergeant major how the platoon accomplishes a training event. It is the platoon sergeant's responsibility to know what training is ongoing and where. This is time for the platoon sergeant to highlight platoon systems, conduct, or techniques and procedures.

CONSTRAINTS

Platoon sergeants have full latitude to present prepared information in support of the topics of discussion. The platoon sergeant will not speak from a prepared script, but should be able to speak specifics about Soldiers in training, sick call, or other appointments.

TOPICS OF DISCUSSION

Topics are intended to be ambiguous and prompt open-ended questions for discussion. Platoon sergeants will not receive a briefing shell or to fill out. Platoon sergeants must be prepared to discuss these topics in any order or method chosen by the battalion command sergeant major.

1. Describe your mission and strategies to improve how your platoon accomplishes its mission. What are your strengths, weaknesses, upcoming opportunities, and potential threats as they relate to your unit? Where do you want to take your platoon?

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2. Discuss your assessment of the training management processes and training record management for your platoon. How well does your company utilize DTMS and what are your company's challenges with the system?
3. Describe your platoon's personnel situation to include manning, certifications, physical fitness (with height and weight compliance), medical readiness, and profiles.
4. What programs do you have in place for professional development? Does your counseling system foster professional development and tailor it for each individual?
5. How do you identify, track, and care for high-risk personnel in your platoon? Describe your approach to using non-judicial punishment.
6. Discuss the external relationships and stakeholders that your platoon has to accomplish its mission. What is your assessment of the strength and benefits of those relationships? What are you doing to maintain or strengthen them?
7. One of the following systems will be selected to discuss in detail; platoon sergeants should be prepared to discuss all of them:
 - Platoon trends for chapters. What are the highest percentages of chapters? What can we do about it?
 - What does your platoon do for hip pocket training during down/slow time? Who conducts it? How is it conducted?
 - Training and Soldier Facilities: what is the status of training areas or facilities, barracks, or any company-operated facilities?

SCHEDULING IMPLEMENTATION

New platoon sergeants will begin this program within 30-60 days of assuming responsibility. This population is the highest priority for scheduling. Platoon sergeants within the last three months of their tenure will schedule their session a minimum of two weeks before change of responsibility. This population is second in scheduling priority. Platoon sergeants midway through their tenure (plan on 24 months being the average tour of duty) have the lowest priority of scheduling.