

The Army Profession

“Customs, Courtesies and Traditions” Instructional Video



The Army Profession

For all members of the Army Profession

<http://cape.army.mil>

“Customs, Courtesies and Traditions”

Table of Contents	
1: Checklist	p. 3
2: Facilitator Guide Instructions	p.4
3: How to Run Your Workshop	p.5
4. Detailed Plan for Your Workshop	p. 6-7

1. Checklist

- Recruit additional strong/respected leaders from your unit to be facilitators with your unit. (Recruit as many as the situation mandates)
- Watch the video prior to your facilitation.
- Review the additional resources.
- Review the “How to run your workshop” guidelines prior to facilitating.
- Think about personal experiences that relate to the scenario.
- Resource Prep:
 - Make copies of the facilitation questions as needed for each of your facilitators.
 - If you plan on showing video clips, test to make sure they work on the system in your designated training area.
 - Make sure you have a whiteboard with dry-erase markers.

2. Facilitator Guide Instructions

Instructions

The video focuses on:

Army Customs, Courtesies, and Traditions - fundamental aspects of Army culture.

- Army professionals integrate Army Customs, Courtesies, and Traditions within their organizations to develop esprit de corps.
- Army professionals incorporate Army history into formal and informal activities to inspire a sense of shared organizational and Army heritage among their members.
- Army professionals steward the Army by continuing to honor Customs, Courtesies, and Traditions that reflect and strengthen the Army Profession's Military Expertise, Honorable Service, Esprit de Corps, Stewardship of the Profession, and Trust.

Recommended steps to follow when using this video in a group discussion:

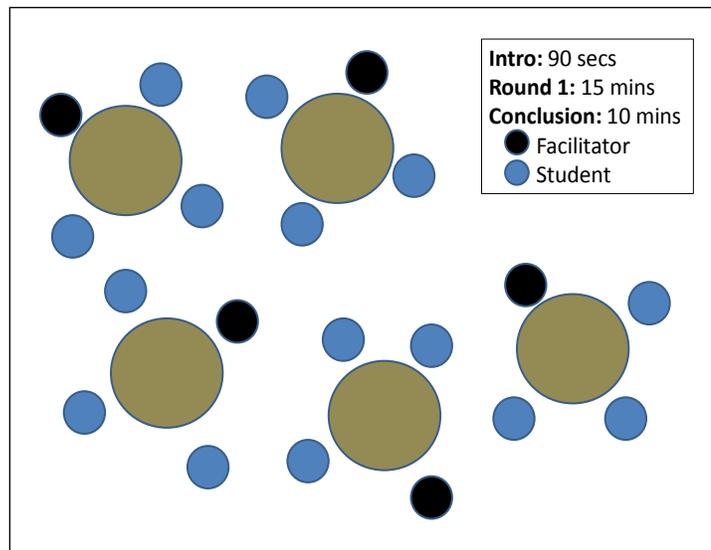
1. Ensure students/participants are familiar with the nature and expression of the Army Profession before starting the lesson/discussion. (e.g., review of ADP-1, Ch. 2 and ADRP-1)
2. Play the video for the students/participants.
3. Facilitate a group discussion on the topic of Army Customs, Courtesies, and Traditions. The "Example Facilitator Questions" are included to assist a facilitator in guiding the discussion.
4. Skip to Step 4, "Detailed Plan for Your Workshop," for example facilitator questions, if already familiar with how to facilitate this module.

3. How to run your workshop

The basic concept provided below is a way to facilitate this module. Modify as is necessary to fit the needs and demographics of the group. We find having a variety of ranks/leadership positions in each group increases perspective and maximizes takeaway.

PREP: Have a whiteboard and markers available. Bring copies of the video transcripts. Have a Facilitator Guide available for each facilitator. Get there early and set up the room in huddles large enough to support a variety of leadership at each table. Put chairs around one table (keep people close), rather than pulling several tables together.

BASIC CONCEPT: Meet for 25 minutes to discuss the module. The group breaks down into huddles large enough to support a variety of leadership at each table. For example, you want to have SLs, PSGs, PLs, and CDRs in the same huddle so you can maximize the overall effectiveness and increase the number of vantage points. Have one facilitator at each table to guide (NOT LEAD) the discussion. The workshop begins with facilitators asking the participants what their response was to the module. The facilitators' main role is to be a catalyst for conversation and learning about the topic at hand. This module includes two rounds of discussion, and ends with personal stories and vignettes that relate to the module.



KEYS TO SUCCESS:

- Let participants do most of the talking.
- The facilitators' key role is to ask questions that spark thought and conversation.
- Ensure you engage each level of leadership and everyone within your group. Do not let any one person dominate the conversation.
- Have questions prepped for each round to drive the conversation. (See "Detailed Plan" on page 5)
- You are a catalyst for conversation. Make sure that you continue to ask questions that make your group dig deeper.

4. Detailed plan for your workshop

INTRODUCTION (90 seconds)

Introduce the Workshop in a way that communicates the purpose of the event.

“Today we are going to talk about Army Customs, Courtesies, and Traditions and their importance to the Army Profession. As Army professionals, we must be aware of these elements of Army culture that can positively affect esprit de corps. I hope we have an open discussion where we can express ideas and learn from one another while we learn about our Army Profession and doctrine.”

ROUND 1 – Facilitated Discussion (15 minutes):

1. Give an example of a custom, tradition, or courtesy that supports our Army essential characteristics.
 - a. Honorable service.
 - b. Military expertise.
 - c. Stewardship.
 - d. Esprit de Corps.
 - e. Trust.
2. Explain what is meant in the video by the statement “Customs, Courtesies and Traditions connect all Army Professionals”?
 - a. How do they provide a framework within our Army culture?
 - b. How do they provide connections to Army history?
 - c. Explain how Customs, Courtesies and Traditions reinforce professionals as parts of something larger than themselves.
3. What is esprit de corps – and why is it important?
 - a. How do Customs, Courtesies and Traditions generate esprit de corps – the Army’s winning spirit?
4. How do Customs, Courtesies and Traditions reinforce the Army’s culture:
 - a. Of maintaining high standards?”
 - b. Of self-discipline?
 - c. Of disciplined teams?
5. How do discipline, pride, and esprit de corps intersect?
 - a. How are these related to our Army Ethic?
 - b. How do they help develop Trust within the Army?

6. In the video, how are “Customs,” “Courtesies,” and “Traditions” defined?
 - a. What is a Custom that is particular to our organization? Why is it important?
 - b. What is an Army Courtesy practiced within our organization? Why is it important?
 - c. What is an Army Tradition that is observed by our organization? Why is it important?
7. Share how customs and courtesies affect morale within the organization.
8. How do your leaders maintain high morale and develop esprit de corps?
9. How can each of you affect *esprit de corps* within your organization?
10. Where could we include a sense of history in the professional ceremonies of our organization?
11. How are we demonstrating professional courtesy in our daily interactions?
12. Are we demonstrating a commitment to the profession by preserving our traditions?

4. Detailed plan for your workshop (continued)

ROUND 2 - Conclusion (10 minutes): Personal Vignettes and takeaways.

Facilitator asks students to share any personal vignettes and takeaways from the module.

It is important for the group to relate to this story on a personal level. Conclude the module emphasizing the significance of Customs, Courtesies and Traditions. Leaders should walk away with a better understanding of its impact, and be able to properly convey its importance to Soldiers in their unit.

Upon concluding, the following questions are useful for determining learning and promoting reflection:

Learning	Q - What did you learn from listening to the reactions and reflections of other leaders? Q - What are the future implications of this decision and or experience?
Reflection	Q - How do you feel/what do you think about what you learned? Q - What will you do with your new information? Q – How can you integrate new learning into your Command team philosophy, command structure and climate?