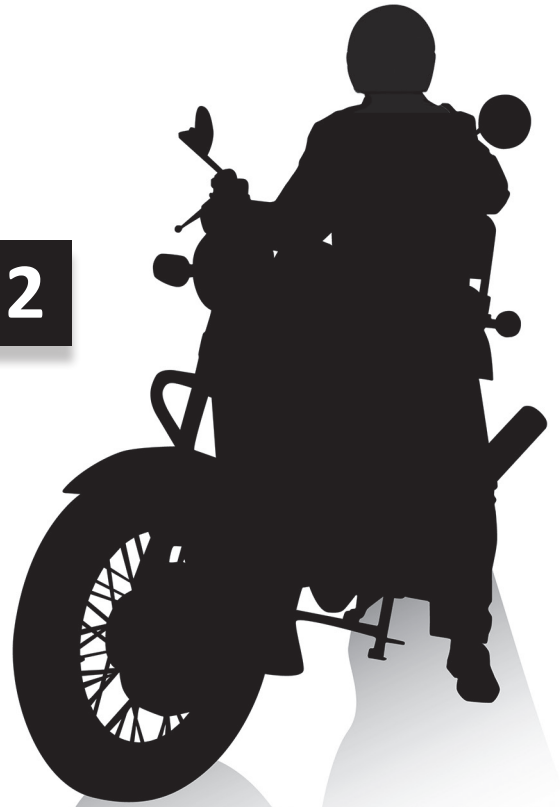




Motorcycle Mentorship Module 2

Long Range Training Schedule





Warning: Incorrect or inaccurate information could lead to tragic results on the road. If a question arises that is not covered in the guide and you don't know the answer from your own experience and training, simply state, "That is a great question, I'll get back to you with the answer."

Your Service Safety Center will help with these types of questions should they arise. Their numbers are as follows:

US Army Driving Directorate: **334.255.3039**

USMC Safety Division: **703.604.4459**

US Navy Shore Safety: **757.444.3520 x7165**

US Air Force Safety Center: **505.846.0728**

USCG Safety Division: **202.475.5206**



Preface

About: The Defense Safety Oversight Council (DSOC) Motorcycle Mentorship Modules are a set of thirty six (36) facilitation modules designed for the purpose of increasing rider knowledge on various aspects of riding and providing additional capability for self-policing within peer groups. The modules are intended as a mechanism to further decrease motorcycle related mishaps and fatalities within Department of Defense (DoD) by encouraging riders to talk, live, and think about the topic.

Using the Module: The module content enclosed is intended as a facilitation guide to assist you with discussing the topic. However, it is still critical to use your skills and talent to engage participants and develop “buy-in” on this subject from your group. To maximize this, motivate and moderate your participants, control the accuracy of participant feedback, and be mindful of their time.

Page	Section
2	Facilitation Guide – A brief overview on conducting a facilitated discussion of a topic
3	Module Overview – This section provides the facilitator a synopsis of the topic, learning objectives, and the suggested environment, props, and handouts for conducting the module
4	Module Discussion Introduction – This section provides guidance to the facilitator in opening up the discussion and getting participants talking about the topic and their relevant experiences
4	Discussion Areas – This section provides various discussion topics, sample facilitation questions, and factual information for the facilitator to lead the discussion
7	Wrap-Up – This section provides guidance to the facilitator on wrapping up the topic discussion
8	Feedback Form – A feedback form to be given to all participants for their feedback on the module discussion
9	Resources – Additional resources and definitions to assist the facilitator in preparing for and conducting the topic facilitation
N/A	Handouts – Figures, pictures, diagrams, etc. to assist the facilitator to better demonstrate a topic idea

Facilitation Guide for DSOC Mentorship Modules

It is recommended that this Mentorship Module be conducted in a facilitation style. Using the information provided in this Mentorship Module, you, as the facilitator, will lead a discussion on the subject. *You should not be conducting a lecture!* The facilitator's role is to help with how the discussion is proceeding. Participants will have much more "buy in" and connectivity with the information if they have input. One of your roles as the facilitator is to control the accuracy of the input and control the time. From the Mentorship Module, generate questions which will lead to group discussion. The more you let the group participate, the more success you will have.

Competencies of a Facilitator:

- Prepare prior to the event
- Make sure everyone gets a chance to participate and help members to express themselves
- Ask rather than tell
- Honor the group, display respect for the members, and acknowledge participant contributions
- Ask for others' opinions
- Listen without interrupting
- Demonstrate professionalism and integrity

The key characteristic distinguishing facilitation from other types of leadership, like scripted training, is that the outcomes are never predetermined in a facilitative setting. Although the background information provided with this Module remains the same, the result will depend on the participants, the knowledge and experience they bring, and the information that they feel they need to take away. The group uses the activities provided by the facilitator to unlock expertise, ensure thorough discussion, stay focused and reach decisions that are better than those any individual could come up with alone.

At the beginning of each Mentorship Event, discuss why the participants are there and what they will receive as a result of participating. Adults have limited time and they want to know "What's in it for me?" A facilitator should make training fun. Encourage humor and laughter in your Mentorship Event.

Principles of Adult Learning:

- Adult Learners want material that is relevant to them. "What's in it for me?" "What will I get out of this that will make a difference to me?"
- Adult Learners come to training events with varying amounts of experience. They like to share their experiences. If you have minimal or no motorcycle experience, you can still draw from your group.
- Even if you have motorcycle experience, you should draw from your group because people tend to remember what "they" said longer than what you said. Information that they "own" is more valuable to them.
- Facilitators are not always subject matter experts; nor do they need to be. Facilitators may draw on the existing knowledge of the participants and the information provided in these Modules.

Section I: Module Overview

Time Frame: One 30-60 minute facilitator-led discussion

Level of Prior Knowledge: Participant/s should be able to use the existing, motorcycle specific, tracking system already utilized by the assigned member/s command and have knowledge/experience with developing, maintaining, and tracking a training cycle.

Synopsis: The importance of developing a structured training program utilizing a proven system or program allowing development, tracking, and notification of upcoming and delinquent training is paramount to maintaining a safety attitude or ethos within the motorcycle operator which may significantly reduce the undesirable behaviors that result in crashes "... individuals often search for and select information that confirms beliefs and attitudes ..." (Bohner, Wanke, 2002). This module is intended to define command specific elements of developing, tracking and maintaining long-range training schedules.

Learning Objectives:

- Introduction of participant(s) to available Defense Safety Oversight Council (DSOC) Mentorship Modules
- Determine frequency of training schedule
- Develop overview of training schedule
- Develop a means of tracking required training requirements (upcoming required training, current training requirement met, delinquent)
- Determine what tracking system will be utilized
- Ensure participant(s) are familiar with the tracking system or know whom to contact to receive training on system

Suggested Environment/Props/Handouts:

- List of all DSOC Mentorship Modules
- Calendar
- Have participant(s) bring list of target personnel
- Have participant(s) bring a copy of their command's long-term training schedule if possible

Section II: Module Discussion

Introduction

Facilitate discussion:

- Conduct introductions.
- Ask participants if they are familiar with the DSOC Mentorship Modules.
- Ask for and encourage participant interaction and sharing of experience relating to motorcycling and developing or maintaining training schedules.

Sample Questions:

- What current motorcycle training is tracked within the command?
- What tracking system is currently utilized?
- Are you the primary facilitator of that system? If not, who is?
- What is the desired end state that you intend to accomplish utilizing the DSOC Mentorship Modules?

Suggested Discussion Areas:

Discussion Area 1: DSOC Modules

Facilitation Questions:

- What modules are included in the Long Range Training Schedule?
- How are selected DSOC Modules categorized or organized (random, in order, complexity of skill, experience level required, etc.)?

- Each command has the option to select the training modules they will incorporate into their command's training schedule and how these modules are grouped together/classified into blocks of training. It is important to allow the participants to "take ownership" of the training for his/her command by utilizing learner based questions and encourage group participation. Your main responsibility here is to ensure the participant chooses the modules that will specifically meet their commander's intent and target audience's motorcycle training requirements.

Discussion Area 2: Development of Training Schedule

Facilitation Questions:

- How will the training schedule set: Annual, semi-annual, quarterly, or monthly?
- How are the DSOC Mentorship Modules implemented with other required training and the command's long-term training plan?
- How are the DSOC Mentorship Modules long-range training plan coincide with personal leave, deployment cycles, temporary assigned duty (TAD), and other command requirements?

- It is important to continue to use learner based questions to allow the participant/s to “take ownership” of their command's training schedule. There are many variables one encounters when developing a long-range training plan, specifically when dealing with a military command. There is no “cookie cutter, one plan fits all” design that works in this dynamic environment. Each command has varying degrees of operational commitments (op-tempo), mission specific obligations, support of other military initiatives (highly specialized personnel TAD for extended periods of time), command personnel TAD to receive specialized training in support of their commands requirements or personnel goals, and personnel leave just to name a few.
- All military personnel are also required to complete other required training (command specific, rate specific, and branch specific). The goal here is not to “finalize” a long-term training plan but more to have a “plan of attack” on how to implement the DSOC Mentorship Modules. Through round table discussion, the final product should show a way forward and include frequency of training, ideas on how to feasibly incorporate this training, and a mechanism to ensure all required command personnel have the ability to complete required training in accordance with required time frames.

Discussion Area 3: DSOC Mentorship Module Tracking System

Facilitation Questions:

- What system is currently in use by your command to track required motorcycle specific training such as the BRC, BRC II, MSRC, Advanced Rider Course, etc?
- Does the system currently in use automatically notify the training representative and users of upcoming required training, of delinquency of training, and allow documentation of completed training?
- If not, whom do you contact to track upcoming training, update completed training, and notify personnel who are delinquent?
- What can be done to make this system as autonomous as possible?
- How many personnel will have authorized access to the tracking system? (Recommend two: Primary/Alternate).

- It is important to ensure that the participants are familiar with the system that is currently in use by their command to document motorcycle specific required training. If the participant/s are in doubt or do not have a working knowledge of the tracking system, advise them to check with their local safety office to see what program is currently in use and seek training to become proficient with that program. Emphasize the importance of making the DSOC Mentorship Modules long- term training schedule as autonomous as possible.

Wrap-Up:

This is a good time to conduct a thorough overview and encapsulate all the ideas that were discussed previously in earlier learner based discussions. It is important that the participant/s have developed a strong “way ahead” and have a systematic plan in place on executing the DSOC Modules long-term training plan. Verify, through round table discussion, that participants possess the knowledge needed to put the system in place.

At a minimum, participants should possess the knowledge of whom to contact and obtain the required training needed to implement the DSOC Mentorship Modules long-term training plan within the command’s current motorcycle specific tracking system. Emphasize the fact that there is no “cookie cutter, one size fits all” plan. This DSOC Module long-term training plan is flexible in meeting ever-changing command training, operational, and personnel requirements.

Distribute copies of the DSOC Motorcycle Mentorship Module Evaluation form to all participants and request that they deliver or mail the completed form to the Command or Command Safety Office for processing.

Recommend, to participants, the DSOC Mentorship Modules long-term training schedule is reviewed once a year. Finally, remind the participants that the overall goal is to ensure the command motorcyclists receive the required training and the DSOC Mentorship Modules long-term training schedule meets their commander’s needs.

DSOC Motorcycle Mentorship Feedback Form

Presenter Name:

Date:

Topic/Title:

Unit Number:

Please review each statement below and check the response that closely matches your experience in the Mentorship Module today:

1. Please rate the presenter's performance:

Prepared Not Prepared Engaging Not Engaging Led Discussion LECTURED

Comments:

2. I was given opportunities to participate in the module's discussion

Never Only Once 2-4 Times Many Times Throughout Discussion

Comments:

3. With regard to my personal riding experiences, this discussion was:

Relevant Not Relevant Interesting Not Interesting

Comments:

4. This discussion topic has provided me with specific learning points that I can use to be a safer, better informed rider

None One Idea or Fact 2-4 Learning Points 5 or More

Comments:

5. I would be interested in participating in other Motorcycle Mentorship Module discussion topics

Never Again Willing to Try Another Module Would Like to Do Modules Regularly

Comments:

Thank you for your participation. Please make note of any other suggestions or comments below (continue on the back if needed):

Deliver or mail this completed form to the Command or Command Safety Office for processing. Please do not return this form directly to the Module Presenter.

Resources

Continued Reading:

Bohner, G., Wanke, M. (2002). *Attitude and Attitude Change*, East Sussex UK: Psychology Press

Definitions: *(As defined for purposes of this module.)*

DSOC: Defense Safety Oversight Council





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