

100 top tips for Squadron Commanders



Communicate.

Upwards,
downwards and
sideways.



Have a regular staff meeting.

2

Invite everyone.

**Cadet NCOs, Uniformed staff,
Civilian Instructors and a
representative from your
civilian committee.**

3

**Keep your staff
meetings punctual
and short.**

4

**Have a transparent
process for
promoting cadets.**

5

**Gain everyone's
input on candidates
for promotion.**

6


**Praise in public,
reprimand in
private.**



**Go for quality,
rather than
quantity of cadets.**

8

**To build a squadron
up you have to
have a great staff
team, concentrate
your efforts on
them first.**



**You also need a
great NCO team,
they are next on
the list.**

10

**Have a training
programme that is
published well in
advance.**



**Know all of your
staff and NCOs by
their first names.**

1 2

**Recognise the good
work done by your
staff and NCO
team.**

13

**Perfect preparation
and planning
prevent piss poor
performance.**

14

**Write some
Squadron standing
orders.**

15

**Include terms of
reference so your
team know where
their
responsibilities lie.**

16

Give your NCOs as much responsibility as they can take.



**Trust your staff to
do a good job.**

18

**You cannot do it all
by yourself.**

19

**Give feedback
regularly.**

(Good or bad)

20

**Never, ever,
“lose it”
in public.**

21


**Take some time to
make sure you can
drill properly.**

22

**Cadets will respect
you more if you can
drill properly.**

23

**Your Squadron
should be an
autocratic
democracy, not a
dictatorship.**

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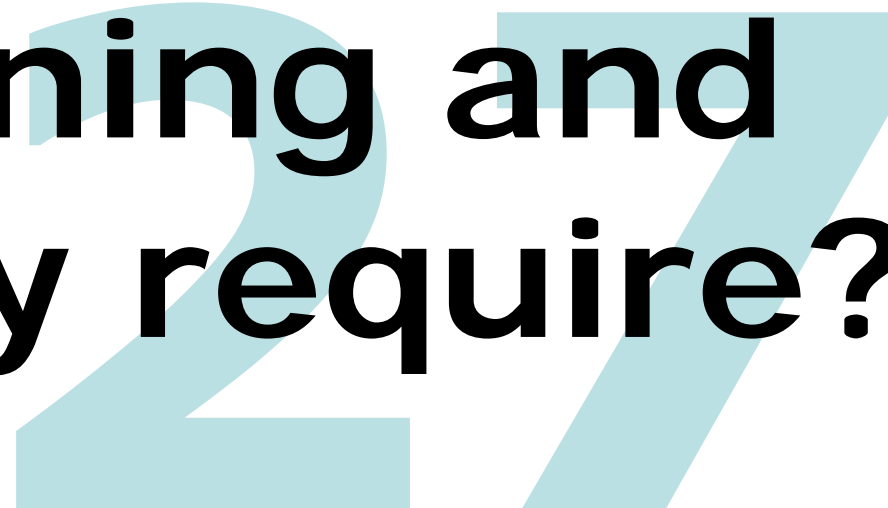
**Listen to your staff,
NCOs and cadets
opinions.**

25

**Get your returns in
on time.**

26

If people do not perform in their role, have you given them all the training and support they require?



**Always project
yourself as a
credible RAF VR(T)
Officer.**

28

**Polish your shoes
and press your
trousers.**

29

**Use technology, but
do not become
dependant on it.**

30

**Ensure your Civilian
Committee know
who *really* runs the
Squadron.....**

31

**If you have
problems, seek
advice sooner
rather than later.**

32

**aircadetcentral.net
is a good place to
find online help.**

33

**Keep a box of
tissues in your
office drawer.**

34

**Look after your
staff and NCOs and
they will look after
you.**

35

**Explain tough
decisions to those
affected.**

36

Be sincere.

37

Don't tolerate fools.

38

**Have a staff
induction and
development
programme.**

59

**Have an NCO
induction and
development
programme.**

40

The best form of recruiting is word of mouth and local press coverage.



Appoint a press officer, and make sure they deliver.

42

**Attend all wing
organised activities
where possible.**

43

**Get to know your
fellow squadron
commanders, and
their staff teams.**



**Share resources
with other
squadrons.**

45

**Go out for a beer
with your staff
team.**

46

Relax occasionally.

47

**Enforce the dress
regulations.**

48

**There is no such
thing as
“CO’s discretion”,
with regards to
uniform
regulations.**

49

**Publish a staff
contact register so
that your team can
get in touch with
each other.**

50

**Have high
standards.**

51

Meet them yourself.

52

**If you can't deal
with people you are
in the wrong job.**

53

**If you are going to
moan, moan to
someone who can
do something about
it.**

54

**If someone outside
your unit does a
good job for you,
tell their boss.**

55

If someone does a bad job for you, tell them, and no-one else.

56

**Lead from the front,
not from behind
your desk.**

57

**Lead for success,
not to avoid failure.**

58

**Cadet Warrant
Officers are not
allowed to wear
short sleeved
shirts.**

59

**Any cadet may wear
a stable belt in
normal working
dress, except on an
formal parade.**

**Never wear your
No1 SD hat with
No3 uniform it
looks gash.**

01

**Use some pay to
obtain a decent No3
uniform.**

62

**Expect banter if you
wear a forage cap.**

63

**Always stand a
round at the bar.**

64

**Treat others as you
would want to be
treated yourself.**

65

**Chat with your
NCOs individually at
least every 6
months.**

66

**Don't listen to
rumours and don't
tolerate gossip.**

67

**Health and safety is
there to protect life
and limb, it protects
us rather than
denies us.**

68

**As a Squadron, do
only what your staff
can provide.**

69

Don't let cadets run projects unless they are very experienced and can inspire the rest.



**Get a good
adjutant.**



**Have a squadron
website.**

72

**Don't let cadets run
it without tight
supervision.**

73

**Specialise where
you have the skills,
but do try to
provide your unit
with diverse
activities.**



**Have a structured
recruit training
programme.**

75

Be patient.

76

**So what if a
neighbouring
squadron has more
cadets and is more
successful?**

**You are what you
eat – look after
yourself.**

78

**Make an ordered
“wish list” of things
you need and hand
it to your Civilian
Committee.**



**Don't forget to get
your staff and NCOs
input for your wish
list.**

80

**Have an annual
awards night to
recognise your
cadets
achievements.**

81

Have regular social nights to allow your cadets (and staff) to learn social interaction.

82

**Don't forget your
family.**

83

**Don't forget frost
precautions in cold
weather.**

84

**Bag packing is easy
money.**

85

**Rules are made for
the guidance of
wise men, and for
the blind
compliance of fools.**

**Except of course for
dress regulations.**

87

**Command respect,
do not demand it.**

88

**It takes four teams
to run a successful
Squadron:
Staff, NCOs, Cadets
and Civilian
Committee.**

**A quick staff
briefing before
parade once a week
can be useful in
highlighting any
problems.**

**Include your cadet
SNCOs in your staff
briefing.**

91

**Make the tea for
your team
occasionally.**

92

**Give your squadron
some different,
achievable aims
each year – keep
them simple.**



Be fair, but firm.

94

**You need to know
something about
everything and
everything about
something.**

95

**Do your bit for your
wing.**

96

**Always have a
backup plan.**

97

**Irrespective of your
length of service,
make sure you have
a successor.**

98

**You are not a
“regular”, but you
are a “regular”
VR(T) Officer.**



**Remember, it's just
a hobby.**

1000