

GTA 07-04-007
TRAINING MEETING

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HEADQUARTERS
 DEPARTMENT OF THE
 ARMY

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GTA 07-04-007
TRAINING MEETING*

TASK: To prepare your soldiers for success with the best training possible.

CONDITIONS: Given a suitable environment for meetings with the following references and materials:

- Unit assessments (AARs) from last training (leader, soldier, collectively from the squad to the platoon).
- Resource requirements for planned training.
- Leader books.
- Training assessment work sheet.
- Preexecution checklist.
- Unit METL.
- Unit MTPs.
- Published training schedules.
- Long-range training calendar.
- Higher echelon guidance (additional/quarterly/annually).

STANDARDS: The training meeting is conducted IAW FM 25-100, FM 25-101, and TC 25-30.

A. WEEKLY SEQUENCE OF EVENTS:

1. AARs are conducted after each training event.
2. Before the training meeting, the commander gives guidance on what leaders must be prepared to discuss at the next training meeting. Done as SOP during week or previous training meeting.

3. Platoons hold training meetings to provide bottom-up feedback at the company training meeting.

4. Company commander conducts a training meeting.

5. Battalion commander conducts a training meeting.

6. Battalion XO conducts a training resource meeting.

B. ATTENDEES:

- Company commanders.
- Executive officers.
- First sergeants, platoon leaders, and platoon sergeants.
- Antitank section sergeants.
- Mortar section sergeants.
- NBC NCOs.
- Maintenance NCOs.
- Master gunners.
- Armorers.
- Supply sergeants.
- Other key leaders as needed.**

<u>C. AGENDA (time-line based):</u>	<u>TIME</u>
1. Roll call.	5 min
2. Commander's opening remarks (set the stage for the meeting).	
3. Phase I. Assessment.	20 min
a. Review of last week's training (platoon assessment) briefed by platoon leader/sergeant/section sergeant.	
(1) What went good/bad?	
(2) What can be done differently?	
(3) What training needs to be rescheduled? Why?	
(4) Why scheduled training was not conducted? Training shortfall.	
b. Review of preexecution checks.	
c. Assessment of METL-focused training conducted (leader, individual, collective) on a T-P-U basis. Performed by commander.	
4. Phase II. Coordination—T-week (execution week) changes and update.	20 min
a. Review tasks to be trained/rehearsed. Confirm duties/responsibilities (who, what, when, where, and why).	
b. Confirm time schedules and priorities.	

<u>C. AGENDA (continued):</u>	<u>TIME</u>
c. Review resources (transportation, ammunition, chow, communications, medics, and so on).	
d. Minimize changes and training distractions.	
e. Apply new guidelines from higher echelon and make changes as necessary.	
5. Review Week T+I through Week T+6 Schedules.	
a. Confirm tasks, conditions, and standards to be trained or rehearsed. Confirm duties/responsibilities.	
b. Confirm time schedules and priorities.	
c. Ensure subordinates backbrief training evaluation plans.	
d. Confirm all resources (land, ranges, ammunition, chow, medics, and so on). Goal: four- to six-week training resource lock-in.***	
e. Conduct/coordinate reconnaissance.	
f. Plan for/conduct leader training.	
g. Plan retraining/concurrent training.	
h. Identify training distractors and resolve.	
i. Ensure commander approves training and provides guidance.	
6. Phase III. Future Planning— Review of long-range calendar.	10 min
a. Discuss commander's intent	

<u>C. AGENDA (continued):</u>	<u>TIME</u>
b. Provide guidance and focus.	
c. Receive input from subordinates. Develop plans to improve training proficiency.	
d. Discuss calendars in general.	
e. Clarify questions.	
7. Review of low-density training by section/MOS.	
8. Review of schools and testing.	5 min
a. Identify school allocations, testing dates, soldiers slotted, and effects on training.	
b. Identify future school allocations needed.	
9. Questions and issues not previously discussed.	
10. Commander's closing remarks.	
TOTAL:	60 min
*Training meetings are conducted at company and battalion level. The agenda, sequence of events, and assets needed are similar. TC 25-30, Training Meetings, is a helpful manual in the planning and execution of training.	
**Battalion Attendees: Battalion commanders, battalion XOs, CSMS, coordinating and special staffs, company commanders, and TF slice leaders as needed.	
***Battalion resource training meetings are held weekly to support this requirement. The battalion XO usually leads this meeting. Resource lock-in is imperative in the execution of a unit's training plan.	

TECHNIQUES AND PROCEDURES

1. Before training meetings, review applicable MTPs and field manuals that relate to your planned training. Be the doctrinal expert.

a. Training meetings are the commander's principle tools to receive and provide input to the training schedule.

b. They are

- Nonnegotiable (will be held).
- Run and conducted by the commander.
- Posted generally at the same time each week on the training schedule.

c. Only the battalion commander approves changes in signed training schedules.

2. *Follow* a published agenda and try not to exceed the allotted time. Goal—one hour.

3. Use preexecution checklist developed by units to resolve disconnects in resources/training. Precombat inspections can also help in this area.

- They provide feedback and assessment to the commander.
- They result in coordinated and locked-in training schedules (4 to 6 weeks out AC, 3 months RC).

4. Plan on training low-density MOS soldiers.

5. Train tasks in order of priority, and cross train soldiers when possible.

6. Use a system to track individual proficiency (leader books, common task training, and so on).

7. Use a system to track collective proficiency (battle drills, T&EOs).

8. Incorporate train-the-trainer time into training plan.

- First sergeant ensures linkage of soldiers training with collective training.

9. Identify training deficiencies and plan retraining.

10. Identify multiechelon training opportunities.

Commander's always conduct risk assessments of planned training and integrate safety into planned training.

BATTALION TRAINING SUPPORT MEETING

1. This meeting is held weekly after the battalion training meeting. The battalion XO runs this meeting to lock in all training support requirements of the companies. The meeting's goal is the lock-in of support six weeks out.

2. **ATTENDEES:** Battalion XOs, company XOs, battalion ammunition NCOs, battalion training NCOs, support platoon leaders, and other leaders as needed.

3. **AGENDA:**

a. Roll call.

b. Company XOs bring written requests for resources needed to the meeting, such as ranges, ammunition, trucks, meals. These requests are on forms that are developed and used by the battalion/brigade that address the different support issues. (See next page for sample.)

c. The requests are given to the battalion staff officer who coordinates for the resources that the companies need for support.

d. At the next week's training support meeting, the battalion staff returns the approved requests for support to the company XOs. The battalion XO resolves any conflicts. All previous weeks' requests are reviewed.

e. The company XOs then submit the next week's training support requests, and the process for resource management begins again.

f. This detailed resource management technique provides commanders with timely information as to the availability of resources, and positive confirmation of resources in line with battalion commander's priorities. Training that cannot be resourced can then be restructured in time for execution in a manner that can be resourced.

g. Unit training support meetings work in garrison and field environment.

Co TRAINING SUPPORT / WEEK _____				
Item/Day	MON _____	TUE _____	WED _____	THU _____
TRAINING AREA				
CLASS I				
CLASS II				
CLASS V (BY TYPE)				
TRANSPOR-TATION				
MEDICAL SUPPORT				
OTHER				

Co TRAINING SUPPORT / WEEK _____ (continued)				
Item/Day	FRI _____	SAT _____	SUN _____	Remarks
TRAINING AREA				
CLASS I				
CLASS II				
CLASS V (BY TYPE)				
TRANSPOR-TATION				
MEDICAL SUPPORT				

NOTES: