GTA 07-04-007

TRAINING MEETING*

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HEADQUARTERS
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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 worksheet.
- Preexecution checklist.
- Unit METL.
- Unit MTPs.
- Published training schedules.
- Long-range training calendar.
- Higher school guidance (additional/quarterly/monthly).

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.
- Armorers.
- Supply sergeants.
- Other key leaders as needed.**

C. AGENDA (time-line based) — TIME
1. Roll call. 5 min
2. Commander’s opening remarks (set the stage for the meeting). 5 min
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 precautionary checks.
   c. Assessment of METL focused training conducted (leader, individual, collective) on a T-P-U basis. Performed by commander.
   d. Conduct/coordinate reconnaissance.
   e. Plan for/conduct leader training.
   g. Plan remaining/concurrent training.
   h. Identify training distractors and resolve.
   i. Ensure commander approves training and provides guidance.
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.
5. Review of long-range calendar—Review of long-range calendar. 10 min
   a. Discuss commander’s intent
6. Review of long-range calendar—Review of long-range calendar. 10 min
   a. Discuss commander’s intent
7. Review of low-density training by section/MOS.
8. Review of schools and testing. 5 min
   a. Identify school allocations, testing dates, soldiers selected, and efforts on training.
   b. Identify future school allocation needs.
9. Questions and issues not previously discussed.
   a. Conduct/closeout
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 XO’s, CSM’s, coordinating and special staffs, company commanders, and TF slice leaders as needed.

***Battalion resource training meetings are held weekly to support the requirement. The battalion XO usually leads this meeting. Resource feedback is imperative in the execution of a unit’s training plan.
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.

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

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

6. Use a system to track collective proficiency (battle drills, T&EOn).

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

8. Identify training deficiencies and plan retraining.

9. Identify multi-echelon training opportunities.

10. Identify training deficiencies and plan retraining.

11. Conduct risk assessments of planned training and integrate safety into planned training.

12. Incorporate training into training plan.

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

14. Identify training deficiencies and plan retraining.

15. Conduct risk assessments of planned training and integrate safety into planned training.


NOTES:

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

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