



ROYAL CANADIAN AIR CADETS



LEADERSHIP TASKING ASSESSMENT RUBRIC

At what level did the cadet...	Not yet 0	Needs Improvement 3	Developing 4	Mastering 5	Extending 5
TASK PREPARATION					
understand the aim of the activity?	no	n/a	n/a	n/a	yes, clearly demonstrates a knowledge of the aim
ask questions?	no	inappropriate questions	confirmed some of the activity information	appropriate questions, effectively confirmed the activity	excellent questions, successfully obtained pertinent information
ORDER DELIVERY					
state the activity to be completed?	not stated	not stated clearly	stated very quickly	clear and well stated	clearly stated with detail and enthusiasm
state the purpose of the activity?	not stated	not stated clearly	stated very quickly, unrealistic reasons	clear and well stated good reasons given	clearly stated with enthusiasm
communicate guideline for the activity?	not stated	not stated clearly	stated very quickly, inadequate detail	clear and well stated realistic ideas	clearly stated with enthusiasm
demonstrate the characteristics of effective communication? (accurate, brief, clear, consistent, relevant, appropriate)	not demonstrated	not effectively demonstrated	3/6 characteristics demonstrated	complete order, effectively delivered	highly effective order, demonstrated all characteristics
identify resources required for the activity?	not fully identified	ineffectively identified, unclearly communicated to the syndicate	identified some of the required resources, lacking some key items	clearly identified the required resources	fully identified all required resources and effectively communicated them to the
appropriately assign participants?	no	inappropriate assignment of personnel	assigned some tasks, somewhat hesitant and unclear in delivery	identified and assigned all required tasks	well defined assignment of tasks, excellent delivery, very clearly stated
confirm participant understanding of the activity objective?	no	inappropriate and ineffective confirmation	asked the cadets to repeat the objective, did not clearly confirm their statements	adequately confirmed understanding of activity objective	highly effective, confirmed understanding of objective, clarified any questions that
SUPERVISION					
facilitate the activity appropriately?	no	unclear, inadequate explanations	attempted to facilitate activity, still somewhat unclear	effectively implemented activity	excellent, facilitated activity in all facets
ensure the well-being of participants?	no	insufficient supervision carried out	attempted to ensure welfare of participants, not carried throughout the activity	ensured the well-being of participants	excellent supervision, welfare of participants observed continuously
ensure activity progressed according to time constraints	no	inadequately executed	checked progress once or twice, veered off schedule at times	constant supervision, ensured work progression according to schedule/time	excellent, effectively adhered to time constraints/schedule
modify their plan as required?	no	no significant changes observed	made some changes where required, failed to identify all necessary changes	modified their plan as required	well - done, made all the necessary changes to ensure task success.
maintain group control?	no	inadequately	attempted to maintain group control with some success	effectively maintained group control	excellent group control, demonstrated effective techniques/ strategies
consistently supervise throughout the activity?	no	insufficient amount of supervision	sporadic supervision of task	consistent supervision throughout	excellent and highly effective supervision throughout the entire task
DEBRIEF					
use relevant discussion questions?	no	inadequately planned questions	observed the completed activity, some questions unclear	use adequate questions, encouraged relevant response	excellent, used relevant questions, facilitated a good debrief
provide praise and feedback on the activity?	no	ineffective delivery of praise and feedback	appropriate amount of praise given, but there was a lack of feedback	provided praise/feedback	excellent praise and feedback, covered all main points
OVERALL EFFECTIVENESS					
complete the task within the time parameters?	no	completed task, 2-5 mins. under time parameter	completed task, 2-5 mins. above time parameter	completed the task according to time parameters	completed the task well within the time parameter
act professionally?	no	inappropriate conduct	demonstrated prof. abilities at times	acted professionally throughout the task	excellent demonstration of professional abilities, very effective
display self-confidence?	no	lack of self- confidence, very hesitant about the task	displays some confidence, still a little hesitant regarding task procedure	displayed a sufficient amount of self- confidence	displayed an exuberant amount of self- confidence throughout the task
motivate the group?	no	inappropriate motivation techniques	appropriate motivation implemented, techniques need improvement	successfully motivated the group	excellent motivation of the group throughout the task
encourage the group to work as a team?	no	utilized ineffective techniques, not achieved	attempted with some success, technique needs work	effectively encouraged team work	excellent techniques that encouraged team work throughout the task
Column Total					