

**Leadership  
Traits:**

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**Part Two**

Traits 4 - 6

CACC Training Aid 9-T-1  
Last Modified 6 Jan 06

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**Let's Review**

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- The Mnemonic we use to remember the 14 leadership traits is JJ-DID-TIE-BUCKLE. Each letter stands for the first letter of a word.
- So far we did the first three letters: J-J-D which stood for Judgment, Justice, and Dependability.
- Judgment means making good decisions, justice is being fair, and dependability means people can rely on you to follow through when you say you will do something.
- Today we continue with the next three letters: I-D-T which stand for Initiative, Decisiveness, and Tack.

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**There are 14 Leadership Traits**

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- They can be memorized using a mnemonic device (the first letter of each trait makes another word or phrase).
- The phrase we use is JJ-DID-TIE-BUCKLE.
- It sounds strange, but it can help us memorize the long list of 14 traits

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## Initiative

- Taking action in the absence of orders
- Doing what you know to be the right thing to do even though no one told you to do it



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## Examples of Initiative

- Picking up trash you see on the ground without being asked
- Helping a fellow cadet who needs help learning a drill move even though no one asked you to help him
- Falling in the unit when the Commandant is late to the beginning of class
- Reviewing material with the cadets while the commandant is distracted with a phone call or visitor

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## Decisiveness



- This is different than judgment. Judgment means making GOOD decisions.
- Decisiveness is making decisions QUICKLY and communicating them in a way which shows you are sure of yourself.

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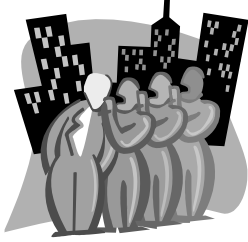
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## Decisiveness



- When you are decisive, you make a decision without hesitating too long, and you tell people your decision in a way that makes them feel confident in the quality of your decision. In other words, you are sure of yourself.

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## Decisiveness is Not



- Being so quick to act that you make bad decisions without considering the consequences
- Being arrogant or "cocky" in your decisions

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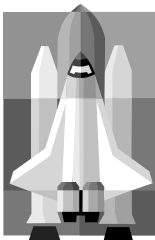
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## Tact



- Trying to say things to others without hurting their feelings
- Correcting others in a compassionate manner
- Pointing out problems others have without being mean

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## Examples of Tact



- Telling your mom you like her bad haircut :)
- Asking a cadet who makes an error to step aside so you can talk privately with him about his mistake
- Calmly telling a group of cadets to “knock it off” when they are goofing around.

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## 7 Principles of Tact

- Never correct a subordinate in public if at all possible
- Use a calm voice; only raise your voice when doing so is absolutely necessary
- Be honest without being rude
- State the facts of the problem without “editorializing”
- Tell a person you are correcting that you are correcting them to help them become a better cadet
- Never use foul language or any form of violence with a cadet
- If you are correcting a group’s behavior, explain why the whole group is being punished

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