



**HEADQUARTERS  
CIVIL AIR PATROL FLOYD BENNETT COMPOSITE SQUADRON  
NER-NY-373**

**Capt Andrew Woodbridge, Commander**

**AFTER ACTION REPORT**

**CIVIL AIR PATROL  
United States Air Force Auxiliary**

**FLOYD BENNETT COMPOSITE SQUADRON  
Brooklyn, New York, Kings County**

**MEMORANDUM FOR THE SPAATZ ASSOCIATION**

**FROM:** 1<sup>st</sup> Lt, Deborah Peters, CAP

**SUBJECT:** After Action Report, Speak for Success, Communications Workshop

1. This after action report is prepared in accordance with the requirements mandated by The Spaatz Association grant issue process and procedures

2. The following is information regarding the contingency itself:

*Location:* Floyd Bennett American Legion Post, 5601 Avenue N, Brooklyn, NY 11234

*Number of Attendees:* 25

*Duration of Workshop:* 2.5 Hours

*Purpose:* In support of the professional development and public speaking skills of Civil Air Patrol members, both cadets and officers.

3. **Sources of Service:** Renowned Speaker Coach and acclaimed author Jezra Kaye, conducted this workshop that was ideal for a group of 8-15 participants. She focused on Public Speaking Basics, and every participant had a chance to speak in front of the group and receive feedback. Ms. Kaye has earned recognition from many public and private organizations and achieved great success working with Fortune 500 clients including Pfizer, Novartis, Astra-Zeneca, AT&T, M&M Mars, K-Mart, Aramark, Roche Laboratories, Mastercard, Lucent Technologies, and more. She has coached C-level executives, marketing and sales VPs, medical directors, brand managers, and others on presentation skills and stagecraft.

4. **Evaluation of Agreements and Operating Procedures:** Ms. Kaye agreed to conduct a 2.5hr workshop that would provide CAP members with the self-confidence and skills set to succeed in public speaking. Each attendee received copies of both her published books as well as 3 follow-up email coaching tips to conclude her agreement.

There were 25 CAP members enrolled in the workshop. Ms. Kaye brought props and handouts for all and started out with the full group, followed by breakout sessions involving reenactments giving each member the opportunity to speak and engage in various hands on activities.

The topics covered were adjusted for this group's pace and style; input, examples, and areas of concern were incorporated into the workshops' content; and participants were invited to ask questions and identify the communications skills and challenges they wanted to work on.

**5. Issues Affecting Contracting Process:** This was a seamless process and we experienced no negative issues.

**6. Lessons Learned:** This workshop would be extremely beneficial to all New York State Squadrons and would be encouraged on a much larger scale than local squadron level. We were extremely pleased by its success.

Although this squadron invited others from other New York City squadrons, the response was minimal; we assumed that the value was not entirely understood or perhaps comfort level outside of each individual squadron was an issue. We will pursue higher echelon to assist in developing better camaraderie between squadrons to achieve ultimate member involvement.

7. If anyone has any questions or needs further information about Jezra Kaye's Public Speaking Communications Workshops, contact 1<sup>st</sup> Lt., Deborah Peters at [peters.debbie13@gmail.com](mailto:peters.debbie13@gmail.com) or at (347) 661-2038.

1<sup>st</sup> Lt., Deborah Peters, CAP  
Deputy Commander for Cadets

Attachments:

1. Workshop Advertisement
2. Workshop Follow-ups from Vendor
3. Photos from Workshop

