

GTA 22-01-002
COUNSELING ENHANCEMENT TOOL (CET) – SOLDIER

PURPOSE: A development tool to assist junior enlisted Soldiers in engaging in conversations with leaders about professional development covering Soldier progress, areas for improvement and ways to achieve goals. See ATP 6-22.1 for more information.

DISCLOSURE: Disclosure is voluntary.

DISTRIBUTION: U.S. Army Training Support Centers

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

Headquarters, Department of the Army

INSTRUCTIONS TO INDIVIDUAL

Purpose: The Counseling Enhancement Tool (CET) aids Soldiers and leaders in fostering an open dialogue regarding the Soldier's developmental progress. The tool is not for evaluative decisions, but to maximize opportunities for Soldiers to share observations, discuss expectations, and develop collaborative plans to increase goal attainment.

General overview: The CET provides seven topic areas, gleaned from doctrine and research, relevant to all junior enlisted Soldiers. These topics should be considered a minimum for developmental counseling, rather than an exhaustive list of potential topics. There may be other areas that Soldiers and leaders need to discuss regarding development and these should be added into the discussion. CET-Soldier is designed to prepare junior enlisted Soldiers for performance counseling by engaging in self-evaluation exercises.

Procedure:

PART I - VII: The Soldier completes each sub-section for the seven CET topic areas.

- **Sub-section A. *Sustain or Developmental Need.*** The Soldier rates each item as their self-assessment of performance over the past rating period and any of the feedback they recall to support their self-assessment.
- **Sub-section B. *Observations.*** The Soldier notes any specific observations about their performance since the last counseling session that support their assessment of the areas indicated as either a *SUSTAIN* or a *DEVELOPMENTAL NEED*.
- **Sub-section C. *Expectations.*** The Soldier assesses what percentage of time they believe they have met expectations.
- **Sub-section D. *Goal.*** The Soldier fills in a goal for the specific area in each part. They annotate how their leaders or others could help them achieve this goal.

PART VIII: The Soldier selects up to three specific, measurable, achievable, realistic, time-based (SMART) goals they would like to discuss. See the table below for examples or reference FM 6-22. These goals are not meant to replace DA Form 7906 (*Individual Development Plan*) but to support milestones to achieve the identified long-term goals. These goals can also be used to increase the Soldier's proficiency within PARTS I – VII.

	Key Question	Example
Specific	What specifically do you want to achieve?	<i>I'd like to get more experience in air defense.</i>
Measurable	How will you know if you've reached your goal?	<i>When I leave the Army, I'd like to get my degree in aviation or aerospace engineering.</i>
Attainable	What resources are needed?	<i>I would need to apply to Air Defense Artillery School.</i>
Realistic	Is the goal reasonable?	<i>I have a good head for numbers. Aerospace is a big industry where I live.</i>
Time-based	When will each of the steps be completed without kicking the can down the road?	<i>In the next week, I'd like to do some research on what training programs are available.</i>

