

SECTION 10**PO 309 – INSTRUCT A LESSON**

1. **Performance.** Instruct a Lesson.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet will instruct a 15-minute lesson to a group of peers using:
 - a. a written lesson plan,
 - b. an appropriate method(s) of instruction, and
 - c. an appropriate instructional aid(s).
4. **Remarks.** N/A.
5. **Complementary Material.** Complementary material associated with PO 309 is designed to enhance the cadet's ability to instruct a lesson through a number of activities:
 - a. EO C309.01 (Deliver a One-Minute Verbal Presentation),
 - b. EO C309.02 (Plan a Lesson),
 - c. EO C309.03 (Instruct a 15-Minute Lesson),
 - d. EO C309.04 (Identify Formations for Drill Instruction),
 - e. EO C309.05 (Plan a Drill Lesson), and
 - f. EO C309.06 (Instruct a 15-Minute Drill Lesson).

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EO M309.01 – EXPLAIN THE PRINCIPLES OF INSTRUCTION

1. **Performance.** Explain the Principles of Instruction.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall explain the principles of instruction by:
 - a. listing the principles of instruction; and
 - b. identifying how they are applied within a lesson.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe the principles of instruction, to include: <ol style="list-style-type: none"> a. interest, b. comprehension, c. emphasis, d. participation, e. accomplishment, and f. confirmation. 	Interactive Lecture	10 min	A1-041 (p. 13, p. 14)
TP2	Conduct an activity where the cadets will apply the principles of instruction. Note: A minimum of three learning stations shall be set up to include information about the application of the principles of instruction.	In-Class Activity	40 min	A1-041 (p. 13, p. 14)

5. **Time**
 - a. Introduction/Conclusion: 10 min
 - b. Interactive Lecture: 10 min
 - c. In-Class Activity: 40 min
 - d. Total: 60 min

6. **Substantiation**
 - a. An interactive lecture was chosen for TP 1 to present the principles of instruction and to generate interest.

- b. An in-class activity was chosen for TP 2 as it is an interactive for the cadets to apply the principles of instruction.
7. **References.** A1-041 A-P9-050-000/PT-006 Canadian Forces Individual Training and Education System. (1997). *Conduct of Instructional Programmes* (Vol. 6). Ottawa, ON: Department of National Defence.
8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for classroom/training area.
9. **Learning Aids**
- a. ICEPAC Information Sheet,
 - b. ICEPAC Worksheet
 - c. Paper, and
 - d. Pen/pencil.
10. **Test Details.** N/A.
11. **Remarks**
- a. The learning stations must be set up prior to beginning this lesson.
 - b. The cadets will be divided into six groups and will rotate through the stations during the in-class activity in TP 2.

EO M309.02 – IDENTIFY METHODS OF INSTRUCTION

1. **Performance.** Identify Methods of Instruction.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall:
 - a. define the following types of lessons:
 - (1) knowledge, and
 - (2) skill;
 - b. list the following methods of instruction:
 - (1) interactive lecture,
 - (2) demonstration and performance,
 - (3) in-class activity,
 - (4) practical activity,
 - (5) game, and
 - (6) field trip; and
 - c. select an appropriate method of instruction appropriate for a given topic.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe types of lessons, to include: <ol style="list-style-type: none"> a. knowledge, and b. skill. 	Interactive Lecture	5 min	A1-041 (pp. 17–22) A1-042 (Annex E)
TP2	Conduct an activity where the cadets will describe methods of instruction, to include: <ol style="list-style-type: none"> a. interactive lecture, b. demonstration and performance, c. in-class activity, d. practical activity, e. game, and f. field trip. 	In-Class Activity	25 min	A1-041 (pp. 17–22)

TP	Description	Method	Time	Ref
TP3	Conduct an activity where the cadets will select an appropriate method of instruction for a given topic.	In-Class Activity	20 min	

5. **Time**

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|----|--------------------------|--------|
| a. | Introduction/Conclusion: | 10 min |
| b. | Interactive Lecture: | 5 min |
| c. | In-Class Activity: | 45 min |
| d. | Total: | 60 min |

6. **Substantiation**

- a. An interactive lecture was chosen for TP 1 to describe types of lessons as it allows the instructor to deliver new information while encouraging the cadets to actively participate by asking and responding to questions.
- b. An in-class activity was chosen for TPs 2 and 3 as it is an interactive way to reinforce the topic and confirm the cadets' comprehension of types of lessons and methods of instruction.

7. **References**

- a. A1-041 A-P9-050-000/PT-006 Director Training and Education Policy. (2002). *Canadian Forces Individual Training & Education System* (Vol. 6). Ottawa, ON: Department of National Defence.
- b. A1-042 A-P9-050-000/PT-005 Director Training and Education Policy. (2001). *Canadian Forces Individual Training & Education System* (Vol. 5). Ottawa, ON: Department of National Defence.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area.

9. **Learning Aids**

- a. List of lesson topics, and
- b. Methods of Instruction Handout.

10. **Test Details.** This EO is assessed IAW Chapter 3, [Annex B](#), [Appendix 4](#), (309 PC).

11. **Remarks.** N/A.

EO M309.03 – DESCRIBE EFFECTIVE-SPEAKING TECHNIQUES

1. **Performance.** Describe Effective-Speaking Techniques.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall describe the following effective-speaking techniques:
 - a. voice control,
 - b. physical presence, and
 - c. preparation.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Explain elements of voice control, to include: <ol style="list-style-type: none"> a. pitch, b. tone, c. volume, d. speed, e. pause, and f. articulation. 	Interactive Lecture	10 min	C1-133 (p. 16, pp. 85–87, p. 188, p. 189)
TP2	Discuss elements of physical presence, to include: <ol style="list-style-type: none"> a. body language, and b. dress and deportment. 	Group Discussion	10 min	C1-133 (p. 16, pp. 103–122, p. 194)
TP3	Explain effective-speaking preparation, to include: <ol style="list-style-type: none"> a. practicing; b. controlling nervousness; and c. identifying a friendly face. 	Interactive Lecture	5 min	C1-133 (p. 85, p. 116, pp. 171–179, p. 188)

5. **Time**

a. Introduction/Conclusion:	5 min
b. Interactive Lecture:	15 min
c. Group Discussion:	10 min
d. Total:	30 min

6. **Substantiation**

- a. An interactive lecture was chosen for TPs 1 and 3 to present basic material and to orient the cadets to aspects of voice control and how to prepare for effective-speaking.
- b. A group discussion was chosen for TP 2 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about physical presence while speaking in front of a group.

7. **References.** C1-133 (ISBN 0-9695066-2-7) Bender, P. (2000). *Secrets of Power Presentations*. Toronto, ON: The Achievement Group.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for classroom/training area.

9. **Learning Aids**

- a. Paper, and
- b. Pen/pencil.

10. **Test Details.** N/A.

11. **Remarks.** N/A.

EO M309.04 – DESCRIBE QUESTIONING TECHNIQUES

1. **Performance.** Describe Questioning Techniques.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall describe questioning techniques by:
 - a. listing the purposes of questioning;
 - b. listing the qualities of a good question;
 - c. defining types of questions, to include:
 - (1) lead-off,
 - (2) follow-up,
 - (3) overhead,
 - (4) direct, and
 - (5) reverse or relay; and
 - d. listing the steps to posing questions while instructing.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe the purposes of questioning.	Interactive Lecture	5 min	A1-041 (p. 37) A1-048 (pp. 1-47 to 1-48)
TP2	Describe the qualities of a good question.	Interactive Lecture	5 min	A1-042 (Annex G) A1-048 (1-49 to 1-52)
TP3	Describe types of questions, to include: <ol style="list-style-type: none"> a. lead-off, b. follow-up, c. overhead, d. direct, and e. reverse or relay. 	Interactive Lecture	5 min	A1-042 (Annex G) A1-048 (pp. 1-48 to 1-49)

TP	Description	Method	Time	Ref
TP4	Conduct an activity where the cadets will practice posing questions using the pose, pause, pounce, ponder and praise sequence.	In-Class Activity	10 min	

5. **Time**

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|----|--------------------------|--------|
| a. | Introduction/Conclusion: | 5 min |
| b. | Interactive Lecture: | 15 min |
| c. | In-Class Activity: | 10 min |
| d. | Total: | 30 min |

6. **Substantiation**

- An interactive lecture was chosen for TPs 1–3 as it allows the instructor to describe the purposes, qualities and types of questions while encouraging the cadets to actively participate by asking and responding to questions.
- An in-class activity was chosen for TP 4 as it is an interactive way to reinforce the topic and confirm the cadets' comprehension of questioning techniques.

7. **References**

- A1-041 A-P9-050-000/PT-006 Director Training and Education Policy. (2002). *Canadian Forces Individual Training and Education System* (Vol. 6). Ottawa, ON: Department of National Defence.
- A1-042 A-P9-050-000/PT-005 Director Training and Education Policy. (2001). *Canadian Forces Individual Training and Education System* (Vol. 5). Ottawa, ON: Department of National Defence.
- A1-048 A-CR-CCP-913/PT-001 Cadet Instructors List Training School. (1978). *Technique of Instruction*. Ottawa, ON: Department of National Defence.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area.

9. **Learning Aids.** Posing Questions Sequence Handout.

10. **Test Details.** N/A.

11. **Remarks.** N/A.

EO M309.05 – SELECT APPROPRIATE INSTRUCTIONAL AIDS

1. **Performance.** Select Appropriate Instructional Aids.
2. **Conditions**
 - a. Given:
 - (1) Instructional aids information sheets,
 - (2) Worksheets,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall:
 - a. describe the use of instructional aids, to include:
 - (1) training, and
 - (2) learning;
 - b. list types of instructional aids, to include:
 - (1) verbal support,
 - (2) audiovisual,
 - (3) simulators, and
 - (4) training equipment; and
 - c. select an instructional aid appropriate for a given topic.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe instructional aids, to include: a. training, and b. learning.	Interactive Lecture	5 min	A1-042 (p. 12, p. 25) A1-043 (p. 15)
TP2	Conduct an activity where the cadets will identify types of instructional aids and select an instructional aid appropriate for a given topic.	In-Class Activity	45 min	A1-042 (Annex F) A1-043 (Annex E) A1-048 (pp. 29–40) C1-141 (pp. 1–6)

5. **Time**

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|-----------------------------|--------|
| a. Introduction/Conclusion: | 10 min |
| b. Interactive Lecture: | 5 min |
| c. In-Class Activity: | 45 min |
| d. Total: | 60 min |

6. **Substantiation**

- a. An interactive lecture was chosen for TP 1 to introduce instructional aids, as it allows the instructor to deliver new information while encouraging the cadets to actively participate by asking and responding to questions.
- b. An in-class activity was chosen for TP 2 as it is an interactive way to introduce the cadets to the different types of instructional aids and to confirm the cadets' comprehension of the material presented.

7. **References**

- a. A1-042 A-P9-050-000/PT-005 Director Training and Education Policy. (2001). *Canadian Forces Individual Training and Education* (Vol. 5). Ottawa, ON: Department of National Defence.
- b. A1-043 A-P9-050-000/PT-004 Director Training and Education Policy. (1999). *Canadian Forces Individual Training and Education* (Vol. 4). Ottawa, ON: Department of National Defence.
- c. A1-048 A-CR-CCP-913/PT-001 Cadet Instructors List Training School. (1978). *Technique of Instruction*. Ottawa, ON: Department of National Defence.
- d. C1-141 Dynamic Flight, Inc. *Instructional Aids and Training Technologies*. (2003). Retrieved March 20, 2008, from http://www.dynamicflight.com/avcfibook/inst_aids/.

8. **Training Aids**

- a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the training/classroom area,
- b. Stopwatch, and
- c. Signalling device.

9. **Learning Aids**

- a. Instructional aids information sheets,
- b. Worksheets,
- c. Flip chart paper,
- d. Coloured markers, and
- e. Pens/pencils.

10. **Test Details.** This EO is assessed IAW Chapter 3, [Annex B](#), [Appendix 4](#), (309 PC).

11. **Remarks.** Samples of training aids available at the squadron should be used during this lesson.

EO M309.06 – PLAN A LESSON

1. **Performance.** Plan a Lesson.
2. **Conditions**
 - a. Given:
 - (1) A lesson specification,
 - (2) An instructional guide,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall:
 - a. research lesson content; and
 - b. develop a lesson plan.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Explain how to research lesson content by identifying the following: <ol style="list-style-type: none"> a. an enabling objective (EO) and lesson specification, b. an instructional guide, and c. references. 	Interactive Lecture	10 min	A1-042 (p. 22, p. 23)
TP2	Explain how to prepare for a lesson, by: <ol style="list-style-type: none"> a. selecting a lesson location; and b. setting up the location. 	Interactive Lecture	5 min	C1-133 (pp. 171–179) C1-140 (p. 108, p. 109)
TP3	Describe the lesson plan format, to include: <ol style="list-style-type: none"> a. the introduction, b. the body, and c. the conclusion. 	Interactive Lecture	10 min	
TP4	Supervise and provide assistance while the cadets plan a lesson. Note: Cadets shall choose from the list of approved 15-minute topics.	Practical Activity	25 min	A1-042 (p. 22, p. 23, Annex E)

5. **Time**

a. Introduction/Conclusion:	10 min
b. Interactive Lecture:	25 min
c. Practical Activity:	25 min
d. Total:	60 min

6. **Substantiation**

- a. An interactive lecture was chosen for TPs 1–3 to present basic material on how to research lesson content and how to prepare for a lesson.
- b. A practical activity was chosen for TP 4 to allow the cadets to plan a lesson in a structured and controlled environment. This activity contributes to the development of lesson-planning skills and will serve as preparation for EO M309.07 (Instruct a 15-Minute Lesson).

7. **References**

- a. A1-042 A-P9-050-000/PT-005 Director Training and Education Policy. (2001). *Canadian Forces Individual Training & Education System* (Vol. 5). Ottawa, ON: Department of National Defence.
- b. C1-133 (ISBN 0-9695066-2-7) Bender, P. (2000). *Secrets of Power Presentations*. Toronto, ON: The Achievement Group.
- c. C1-140 (ISBN 1-890460-02-8) Jenson, E. (1999). *Super Teaching: Mastering Strategies for Building Trainee Success*. San Diego, CA: The Brain Store Inc.

8. **Training Aids**

- a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area, and
- b. List of approved 15-minute topics.

9. **Learning Aids**

- a. A lesson specification,
- b. An instructional guide,
- c. Plan a Lesson Checklist,
- d. Paper, and
- e. Pen/pencil.

10. **Test Details.** This EO is assessed IAW Chapter 3, [Annex B](#), [Appendix 4](#), (309 PC).

11. **Remarks**

- a. EO M309.06 (Plan a Lesson) should be scheduled at least one week prior to EO M309.07 (Instruct a 15-Minute Lesson).
- b. EO C309.02 (Plan a Lesson) may be scheduled as additional time for this EO.

EO M309.07 – INSTRUCT A 15-MINUTE LESSON

1. **Performance.** Instruct a 15-Minute Lesson.
2. **Conditions**
 - a. Given: Supervision.
 - b. Denied: Assistance.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall instruct a 15-minute lesson to a group of peers using:
 - a. a written lesson plan,
 - b. an appropriate method(s) of instruction, and
 - c. an appropriate instructional aid(s).
4. **Teaching Points.** Have the cadets instruct a 15-minute lesson.
5. **Time**

a. Introduction/Conclusion:	5 min
b. Practical Activity:	85 min
c. Total:	90 min
6. **Substantiation.** A practical activity was chosen for this lesson as it is an interactive way for cadets to develop instructional skills in a safe and controlled environment.
7. **References.** A1-041 A-P9-050-000/PT-006 Director Training and Education Policy. (2002). *Canadian Forces Manual of Individual Training and Education* (Vol. 6). Ottawa, ON: Department of National Defence.
8. **Training Aids.** Instructional Techniques Assessment Form.
9. **Learning Aids**
 - a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area, and
 - b. Instructional Techniques Assessment Form.
10. **Test Details.** This EO is assessed IAW Chapter 3, [Annex B](#), [Appendix 4](#), (309 PC).
11. **Remarks.** Additional time for this EO is available in EO C309.03 (Instruct a 15-Minute Lesson).

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EO C309.01 – DELIVER A ONE-MINUTE VERBAL PRESENTATION

1. **Performance.** Deliver a One-Minute Verbal Presentation.
2. **Conditions**
 - a. Given:
 - (1) List of approved topics, and
 - (2) Supervision.
 - b. Denied: Assistance.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall deliver a one-minute verbal presentation.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Review effective-speaking techniques, to include: <ol style="list-style-type: none"> a. elements of voice control, b. elements of physical presence, and c. preparation. 	Group Discussion	15 min	C1-133 (pp. 85–98, pp. 99–124, pp. 183–210)
TP2	Explain the expectations of the one-minute verbal presentation.	Interactive Lecture	10 min	
TP3	Conduct an activity where the cadets will deliver a one-minute verbal presentation.	Practical Activity	25 min	

5. **Time**
 - a. Introduction/Conclusion: 10 min
 - b. Group Discussion: 15 min
 - c. Interactive Lecture: 10 min
 - d. Practical Activity: 25 min
 - e. Total: 60 min

6. **Substantiation**
 - a. A group discussion was chosen for TP 1 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about public speaking.
 - b. An interactive lecture was chosen for TP 2 as it allows the instructor to explain the expectations of the cadets for the one-minute verbal presentation.
 - c. A practical activity was chosen for TP 3 as it is an interactive way to help the cadets develop effective-speaking skills in a safe and controlled environment.

7. **References.** C1-132 (ISBN 1-890460-03-6) Jensen, E. (1998). *Trainer's Bonanza: Over 1000 Fabulous Tips & Tools*. San Diego, CA: The Brain Store.
8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area.
9. **Learning Aids**
 - a. List of approved topics, and
 - b. Verbal Presentation Feedback Form.
10. **Test Details.** N/A.
11. **Remarks**
 - a. TP 3 should be scheduled on a separate training night after TPs 1 and 2 have been conducted.
 - b. This EO should be scheduled after EO M309.03 (Describe Effective Speaking Techniques) and before EO M309.06 (Plan a Lesson).

EO C309.02 – PLAN A LESSON

1. **Performance.** Plan a Lesson.
2. **Conditions**
 - a. Given:
 - (1) A lesson specification,
 - (2) An instructional guide,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall:
 - a. research lesson content;
 - b. choose a lesson plan format; and
 - c. develop a written lesson plan.
4. **Teaching Points.** Supervise and provide assistance while the cadets plan a lesson.
5. **Time**

a. Introduction/Conclusion:	10 min
b. Practical Activity:	50 min
c. Total:	60 min
6. **Substantiation.** A practical activity was chosen to allow the cadets to plan a lesson in a structured and controlled environment. This activity contributes to the development of lesson-planning skills and will serve as preparation for EO M309.07 (Instruct a 15-Minute Lesson).
7. **References.** A1-042 A-P9-050-000/PT-005 Director Training and Education Policy. (2001). *Canadian Forces Individual Training & Education System* (Vol. 5). Ottawa, ON: Department of National Defence.
8. **Training Aids.** N/A.
9. **Learning Aids**
 - a. A lesson specification, and
 - b. An instructional guide.
10. **Test Details.** N/A.
11. **Remarks**
 - a. This EO may be used as additional time for EO M309.06 (Plan a Lesson).
 - b. There is no instructional guide for this EO.

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EO C309.03 – INSTRUCT A 15-MINUTE LESSON

1. **Performance.** Instruct a 15-Minute Lesson.
2. **Conditions**
 - a. Given: Supervision.
 - b. Denied: Assistance.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall instruct a 15-minute lesson to a group of peers using:
 - a. a written lesson plan,
 - b. an appropriate method(s) of instruction, and
 - c. an appropriate instructional aid(s).
4. **Teaching Points.** Have the cadets instruct a 15-minute lesson.
5. **Time**

a. Introduction/Conclusion:	5 min
b. Practical Activity:	85 min
c. Total:	90 min
6. **Substantiation.** A practical activity was chosen for this lesson as it is an interactive way for cadets to develop instructional skills in a safe and controlled environment.
7. **References.** A1-041 A-P9-050-000/PT-006 Director Training and Education Policy. (2002). *Canadian Forces Manual of Individual Training and Education* (Vol. 6). Ottawa, ON: Department of National Defence.
8. **Training Aids.** Instruction assessment form.
9. **Learning Aids**
 - a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area, and
 - b. Instruction assessment form.
10. **Test Details.** N/A.
11. **Remarks**
 - a. This EO may be used as additional time for EO M309.07 (Instruct a 15-Minute Lesson).
 - b. There is no instructional guide for this EO.

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EO C309.04 – IDENTIFY FORMATIONS FOR DRILL INSTRUCTION

1. **Performance.** Identify Formations for Drill Instruction.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: A drill hall or outdoor parade square in favourable weather.
3. **Standard.** The cadet shall identify the following formations for drill instruction:
 - a. single rank,
 - b. semicircle, and
 - c. hollow square.

4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe the following formations for drill instruction: <ol style="list-style-type: none"> a. single rank, b. semicircle, and c. hollow square. 	Interactive Lecture	5 min	A0-002 (p. 1-1-7)
TP2	Demonstrate the procedure for forming a hollow square and reforming a squad.	Demonstration	20 min	A0-002 (p. 3-22)

5. **Time**

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| a. Introduction/Conclusion: | 5 min |
| b. Interactive Lecture: | 5 min |
| c. Demonstration: | 20 min |
| d. Total: | 30 min |

6. **Substantiation**

- a. An interactive lecture was chosen for TP 1 to introduce the formations used for drill instruction.
 - b. A demonstration was chosen for TP 2 as it allows the instructor to demonstrate the procedures for forming a hollow square and reforming the squad.
7. **References.** A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces Manual of Drill and Ceremonial*. Ottawa, ON: Department of National Defence.

8. **Training Aids.** Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area.
9. **Learning Aids.** N/A.
10. **Test Details.** N/A.
11. **Remarks.** N/A.

EO C309.05 – PLAN A DRILL LESSON

1. **Performance.** Plan a Drill Lesson.

2. **Conditions**

a. Given:

- (1) A lesson specification,
- (2) An instructional guide,
- (3) Supervision, and
- (4) Assistance as required.

b. Denied: N/A.

c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard.** The cadet shall:

- a. identify the drill instruction sequence; and
- b. develop a written drill lesson plan.

4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Describe the drill instruction sequence, to include: <ol style="list-style-type: none"> a. introduction, b. body, c. end of lesson confirmation, and d. conclusion. 	Interactive Lecture	10 min	A0-002 (pp. 1-1-4 to 1-1-8)
TP2	Review the lesson-planning process.	Interactive Lecture	10 min	
TP3	Supervise and provide assistance while the cadets plan a drill lesson.	Practical Activity	30 min	

5. **Time**

- | | |
|-----------------------------|--------|
| a. Introduction/Conclusion: | 10 min |
| b. Interactive Lecture: | 20 min |
| c. Practical Activity: | 30 min |
| d. Total: | 60 min |

6. **Substantiation**

- a. An interactive lecture was chosen for TPs 1 and 2 to present the drill instruction sequence and to stimulate an interest in planning a drill lesson.

- b. A practical activity was chosen for TP 3 to guide the cadets through the process of planning a drill lesson.
7. **References.** A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces Manual of Drill and Ceremonial*. Ottawa, ON: Department of National Defence.
8. **Training Aids**
- a. Presentation aids (eg, whiteboard/flip chart/OHP/multimedia projector) appropriate for the classroom/training area, and
 - b. List of approved 15-minute drill topics.
9. **Learning Aids**
- a. Lesson Plan Handout,
 - b. Blank Drill Lesson Plan,
 - c. Plan a Drill Lesson Checklist,
 - d. A lesson specification, and
 - e. An instructional guide.
10. **Test Details.** N/A.
11. **Remarks.** EO C309.05 (Plan a Drill Lesson) should be scheduled at least one week prior to EO C309.06 (Instruct a 15-Minute Drill Lesson).

EO C309.06 – INSTRUCT A 15-MINUTE DRILL LESSON

1. **Performance.** Instruct a 15-Minute Drill Lesson.
2. **Conditions**
 - a. Given: Supervision.
 - b. Denied: Assistance.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** IAW A-PD-201-000/PT-001, the cadet shall instruct a 15-minute drill lesson to a group of peers using:
 - a. a written lesson plan, and
 - b. the drill instruction sequence.
4. **Teaching Points.** Supervise while the cadets instruct a 15-minute drill lesson.
5. **Time**

a. Introduction/Conclusion:	5 min
b. Practical Activity:	85 min
c. Total:	90 min
6. **Substantiation.** A practical activity was chosen for this lesson as it is an interactive way for cadets to develop drill instructional skills in a safe and controlled environment.
7. **References.** A0-002 A-PD-201-000/PT-000 Director History and Heritage 3-2. (2005). *The Canadian Forces Manual of Drill and Ceremonial*. Ottawa, ON: Department of National Defence.
8. **Training Aids.** Drill Instructional Techniques Assessment Form.
9. **Learning Aids.** Drill Instructional Techniques Assessment Form.
10. **Test Details.** N/A.
11. **Remarks**
 - a. This EO shall be conducted after EO C309.04 (Identify Formations for Drill Instruction) and EO C309.05 (Plan a Drill Lesson).
 - b. Additional time may be required for class sizes greater than five cadets.