

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	A0-055 (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	A0-055 (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.** A0-055 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) 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	A0-055 (pp. 17–22) A0-056 (Annex E)

TP	Description	Method	Time	Ref
TP2	Conduct an activity where the cadets will describe methods of instruction, to include: 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	A0-055 (pp. 17–22)
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

- 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.
- 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

- A0-055 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.
- A0-056 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.

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

9. Learning Aids

- List of lesson topics, and
- 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	C0-192 (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	C0-192 (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	C0-192 (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.** C0-192 (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) 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.
 - 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	A0-194 (p. 37) A0-056 (pp. 1-47 to 1-48)
TP2	Describe the qualities of a good question.	Interactive Lecture	5 min	A0-056 (Annex G) A0-057 (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	A0-056 (Annex G) A0-057 (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**

- | | |
|-----------------------------|--------|
| 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 to 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**

- A0-055 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.
- A0-056 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.
- A0-057 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) 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	A0-056 (p. 12, p. 25) A0-058 (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	A0-056 (Annex F) A0-058 (Annex E) A0-057 (pp. 29–40) C0-194 (pp. 1–6)

5. **Time**

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. A0-056 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.
- b. A0-057 A-CR-CCP-913/PT-001 Cadet Instructors List Training School. (1978). *Technique of Instruction*. Ottawa, ON: Department of National Defence.
- c. A0-058 A-P9-050-000/PT-004 Director Training and Education Policy. (1999). *Canadian Forces Individual Training and Education System*. (Vol. 4). Ottawa, ON: Department of National Defence.
- d. C0-194 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) 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 corps 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	A0-056 (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	C0-192 (pp. 171–179) C0-193 (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	A0-056 (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 to 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. A0-056 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. C0-192 (ISBN 0-9695066-2-7) Bender, P. (2000). *Secrets of Power Presentations*. Toronto, ON: The Achievement Group.
- c. C0-193 (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) 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. This EO 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.** A0-055 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) 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	C0-192 (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.** C0-192 (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) 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**
 - a. A0-056 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. C0-192 (ISBN 0-9695066-2-7) Bender, P. (2000). *Secrets of Power Presentations*. Toronto, ON: The Achievement Group.
 - c. C0-193 (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.** 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.

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.** A0-055 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) 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) 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: 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) 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.** This EO 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.