

**SECTION 11****PO 409 – INSTRUCT A LESSON**

1. **Performance:** Instruct a Lesson
2. **Conditions:**
  - a. Given:
    - (1) A lesson specification,
    - (2) An instructional guide, and
    - (3) Supervision.
  - b. Denied: Assistance.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet will instruct a 30-minute lesson by:
  - a. preparing the lesson;
  - b. introducing the lesson;
  - c. presenting the content of the lesson;
  - d. confirming the knowledge / skills learned during the lesson; and
  - e. concluding the lesson.
4. **Remarks:**
  - a. The lessons assigned will be chosen from the Phase One or Two Corps program.
  - b. It is recommended that this PO be conducted early in the training year to allow time for the cadets to instruct their assigned lessons to Phase One or Two cadets.
5. **Complementary Material:**
  - a. Complementary material associated with PO 409 is designed to enhance the cadet's ability to instruct a lesson through a number of activities:
    - (1) EO C409.01 (Plan a Lesson),
    - (2) EO C409.02 (Instruct a 30-Minute Lesson),
    - (3) EO C409.03 (Act as an Assistant Instructor),
    - (4) EO C409.04 (Participate in a Creative Lesson Planning Workshop),
    - (5) EO C409.05(Act as an Assistant Drill Instructor), and
    - (6) EO C409.06 (Instruct a 30-Minute Drill Lesson)

- b. Some complementary material offered in previous phases may be conducted as complementary training in Phase Four, specifically:
  - (1) EO C309.04 (Identify Formations for Drill Instruction),
  - (2) EO C309.05 (Plan a Drill Lesson), and
  - (3) EO C309.06 (Instruct a 15-Minute Drill Lesson).
- c. When selecting complementary training from previous phases, training staff will review the applicable performance objective, lesson specification and instructional guide.

**EO M409.01 – IDENTIFY METHODS OF INSTRUCTION**

1. **Performance:** Identify Methods of Instruction
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall:
  - a. identify the following methods of instruction:
    - (1) group discussion,
    - (2) guided discussion,
    - (3) role-play,
    - (4) experiential learning,
    - (5) problem-based learning, and
    - (6) case study; and
  - b. select an appropriate method of instruction for a given topic.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct an activity where the cadets will review methods of instruction, to include: <ol style="list-style-type: none"> <li>a. interactive lecture,</li> <li>b. demonstration and performance,</li> <li>c. in-class activity,</li> <li>d. practical activity,</li> <li>e. game, and</li> <li>f. field trip.</li> </ol>	In-Class Activity	10 min	A0-055 (pp. 17–22)
TP2	Conduct an activity where the cadets will describe methods of instruction, to include: <ol style="list-style-type: none"> <li>a. group discussion,</li> <li>b. guided discussion,</li> <li>c. role-play,</li> <li>d. experiential learning,</li> <li>e. problem-based learning, and</li> <li>f. case study.</li> </ol>	In-Class Activity	20 min	A0-055 (p. 16, p. 19, p. 21)  A0-123 (pp. 5–17)  C0-379

TP	Description	Method	Time	Refs
TP3	Conduct a group discussion on the application of methods of instruction, to include: a. interactive lecture, b. demonstration and performance, c. in-class activity, d. practical activity, e. game, f. field trip, g. group discussion, h. guided discussion, i. role-play, j. experiential learning, k. problem-based learning, and l. case study	Group Discussion	20 min	A0-055 (pp. 17–22)  A0-123 (p. 3)

5. **Time:**

a. Introduction / Conclusion:	10 min
b. In-Class Activity:	30 min
c. Group Discussion:	20 min
d. Total:	60 min

6. **Substantiation:**

- An in-class activity was chosen for TPs 1 and 2 as it is an interactive way to review previously learned material and confirm the cadets' comprehension of new methods of instruction.
- A group discussion was chosen for TP 3 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about the application of various 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.
- A0-123 A-PD-050-001-PF-001 Chief of Defence Staff. (2001). *Central flying school flight instructors handbook*. Winnipeg, MB: Department of National Defence.
- C0-379 Kizlik, R. (2009). *Education Information for new and future teachers*. Retrieved February 26, 2009 from [www.adprima.com](http://www.adprima.com)

8. **Training Aids:**

- Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- Teaching = learning handouts,
- Methods of instruction worksheets,
- Methods of instruction puzzles,

- e. Methods of instruction guides,
  - f. Methods of instruction information sheets,
  - g. Methods worksheets,
  - h. Method madness handouts,
  - i. Envelopes,
  - j. Binders
  - k. Markers,
  - l. Pens / pencils,
  - m. Tape, and
  - n. Stopwatch.
9. **Learning Aids:**
- a. Teaching = learning handouts,
  - b. Methods of instruction worksheets,
  - c. Methods of instruction puzzles,
  - d. Methods of instruction information sheets,
  - e. Methods worksheets, and
  - f. Method madness handouts.
10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 409 PC.
11. **Remarks:** Nil.

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**EO M409.02 – IDENTIFY ELEMENTS OF A POSITIVE LEARNING ENVIRONMENT**

1. **Performance:** Identify Elements of a Positive Learning Environment
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall identify elements of a positive learning environment, to include:
  - a. physical and emotional safety;
  - b. stress management; and
  - c. classroom / training area management.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Describe the importance of a physically and emotionally safe learning environment.	Interactive Lecture	15 min	A0-118 (p. 5, p. 7, p. D 1)  C0-376 (p. 39, p. 103)  C0-383  C0-385
TP2	Conduct a group discussion on stress management techniques, to include: <ol style="list-style-type: none"> <li>a. creating positive stress to encourage learning; and</li> <li>b. controlling negative stress by:               <ol style="list-style-type: none"> <li>(1) informing cadets of expectations;</li> <li>(2) providing necessary resources;</li> <li>(3) providing adequate time to accomplish tasks;</li> <li>(4) incorporating physical activity;</li> <li>(5) providing time to process information; and</li> <li>(6) practicing relaxation techniques.</li> </ol> </li> </ol>	Group Discussion	15 min	A0-055 (pp. 44–47)  A0-118 (p. 12, p. L 1)  C0-191 (p. 293, p. 294, p. 300, p.301)  C0-375  C0-380 (pp. 8.14–8.16, p. 4.4  C0-191

TP	Description	Method	Time	Refs
TP3	Identify classroom / training area management techniques, to include: a. attention signals; b. correcting behaviour; c. providing positive reinforcement; d. engaging the learner; and e. managing distractions.	Interactive Lecture	20 min	A0-055 (pp. 44–47)  C0-375 (p. 5.6, p. 5.7)  C0-381  C0-382  C0-384

5. **Time:**

a. Introduction / Conclusion:	10 min
b. Interactive Lecture:	35 min
c. Group Discussion:	15 min
d. Total:	60 min

6. **Substantiation:**

- An interactive lecture was chosen for TPs 1 and 3 to provoke thought and stimulate the cadet's interest in the importance of a physically and emotionally safe learning environment and a well-managed classroom / training area.
- 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 stress management.

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.
- A0-118 Director Cadets 3. (2007). *Youth reference guide*. Ottawa, ON: Department of National Defence.
- C0-191 ISBN 978-0-7360-6675-4 Corbin, C. & Lindsey, R. (2007). *Fitness for life: Updated fifth edition*. Windsor: Human Kinetics.
- C0-375 ISBN 978-1-879097-10-0 Kagan, S., & Kagan, M. (2009). *Kagan cooperative learning*. San Clemente, CA: Kagan Publishing.
- C0-376 ISBN 0-7619-4626-8 Earle, L. M. (2003). *Assessment as learning*. Thousand Oaks, CA: Corwin Press, Inc.
- C0-380 Scott, E. (2008). *Cortisol and stress: how to stay healthy*. Retrieved February 25, 2009, from <http://www.Stress.about.com/od/stresshealth/a/cortisol.htm?p=1>
- C0-381 McDonald, E. (2006). *How to involve and engage students*. Retrieved March 4, 2009, from [http://www.education-world.com/a\\_curr/columnists/mcdonald/mcdonald007.shtml](http://www.education-world.com/a_curr/columnists/mcdonald/mcdonald007.shtml)
- C0-382 Bear, TC. (2009). *Quiet signals for getting attention and control of your classroom*. Retrieved February 27, 2009, from <http://www.teachercreated.com/blog/?tag=attention-signals>

- i. C0-383 Bell, A. (2007). *Creating a learning centered environment - Introduction*. Retrieved February 23, 2009, from <http://www.dialogueonlearning.tc3.edu/model/environment/Introduction-grp.htm>
  - j. C0-384 Handy, K. (2009). *Classroom management plan*. Retrieved February 27, 2009, from <http://www.katiehandy.wordpress.com/classroom-management-plan/>
  - k. C0-385 Boudreau, D. (2008). *Creating the ideal learning environment - Emotional*. Retrieved February 25, 2009, from <http://ezinearticles.com/?Creating-the-Ideal-Learning-Environment---Emotional&id=1536435>
8. **Training Aids:**
- a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
  - b. Relaxation exercise handouts,
  - c. Create a positive learning environment crossword puzzles, and
  - d. Create a positive learning environment crossword puzzle answer key.
9. **Learning Aids:**
- a. Relaxation exercise handouts, and
  - b. Create a positive learning environment crossword puzzles.
10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 409 PC.
11. **Remarks:** Nil.

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**EO M409.03 – DESCRIBE LEARNER NEEDS**

1. **Performance:** Describe Learner Needs
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall describe:
  - a. the importance of:
    - (1) relevant and meaningful material, and
    - (2) information processing time;
  - b. types of learners using:
    - (1) developmental periods, and
    - (2) learning styles; and
  - c. the needs of learners, specific to:
    - (1) developmental periods, and
    - (2) learning styles.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Describe the importance of: <ol style="list-style-type: none"> <li>a. making material relevant and meaningful; and</li> <li>b. providing information processing time.</li> </ol>	Interactive Lecture	5 min	A0-118 (p. 10, p. G 1, p. G 2, p. K 1)  C0-397 (p. 1)  C0-398 (p. 31, p. 38)
TP2	Describe and identify the needs of the developmental periods (DP), to include: <ol style="list-style-type: none"> <li>a. DP 1,</li> <li>b. DP 2, and</li> <li>c. DP 3.</li> </ol>	Interactive Lecture	10 min	A0-118 (pp. 5–7, p. 10, p. H 1, p. H 2 )

TP	Description	Method	Time	Refs
TP3	Conduct an activity where the cadets will describe and identify the needs of the different learning styles, to include: a. visual, b. kinaesthetic, and c. auditory.	In-Class Activity	20 min	A0-118 (pp. 5–7, p. 10, p. G 1, p. G 2, p. H 1, p. H 2, p. K 1)
TP4	Conduct an activity where the cadets will describe how to structure a lesson to meet the needs of the different types of learners.	In-Class Activity	15 min	A0-118 (p. 10, p. G 1, p. G 2, p. K 1)

5. **Time:**

- |                               |        |
|-------------------------------|--------|
| a. Introduction / Conclusion: | 10 min |
| b. Interactive Lecture:       | 15 min |
| c. In-Class Activity:         | 35 min |
| d. Total:                     | 60 min |

6. **Substantiation:**

- An interactive lecture was chosen for TPs 1 and 2 to introduce, provoke thought and stimulate the cadet's interest in learner needs.
- An in-class activity was chosen for TPs 3 and 4 as it is an interactive way to provoke thought and stimulate interest in the different types of learners and how to meet their needs.

7. **References:**

- A0-118 Director Cadets 3. (2007). *Youth reference guide*. Ottawa, ON: Department of National Defence.
- C0-397 Belding, S. (2004). *Stickiness: Skills retention and synthesis*. Retrieved March 23, 2009 from [http://www.airs.org/files/public/Making\\_Training\\_Stick.pdf](http://www.airs.org/files/public/Making_Training_Stick.pdf)
- C0-398 ISBN I-57517-344-1 Burke, K. (2000). *What to do with the kid who....* Arlington Heights, IL: Skylight Professional Development.

8. **Training Aids:**

- Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- Tiger comic slide,
- Learning pyramid handouts,
- Developmental periods confirmation strips,
- Learning styles information sheets,
- Learning styles surveys,
- Instructions to make a jumping frog,
- Instructions to make a triangle box,
- Schoolies comic strip,

- j. Instructor tips for learning styles worksheets,
  - k. Instructor tips for learning styles answer key,
  - l. Activities in Developmental Periods worksheets, and
  - m. Activities in Developmental Periods answer key.
  - n. Markers,
  - o. Pens / pencils,
  - p. Letter size paper,
  - q. Square sized sticky notes (eg, size 3 inches by 3 inches),
  - r. Sticky notes—4 inches by 6 inches, and
  - s. Stopwatch.
9. **Learning Aids:**
- a. Learning pyramid handouts,
  - b. Learning styles information sheets,
  - c. Learning styles surveys,
  - d. Instructor tips for learning styles worksheets,
  - e. Activities in Developmental Periods worksheets, and
  - f. Letter size paper,
  - g. Square sized sticky notes (eg, size 3 inches by 3 inches), and
  - h. Sticky notes—4 inches by 6 inches.
10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 409 PC.
11. **Remarks:** Nil.

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**EO M409.04 – EXPLAIN ASSESSMENT**

1. **Performance:** Explain Assessment
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall explain assessment, to include:
  - a. types of assessment, and
  - b. assessment instructions and instruments.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain types of assessment, to include: <ol style="list-style-type: none"> <li>a. assessment of learning, and</li> <li>b. assessment for learning.</li> </ol>	Interactive Lecture	10 min	A0-124 (p. 3-1, p. 3-2)  C0-376 (pp. 21–28)
TP2	Describe assessment instructions and instruments.	Interactive Lecture	15 min	A0-124 (p. 3-3, p. 3-4, pp. 3B-1 to 3B-3, pp. 3B1-4 to 3B1-12)

5. **Time:**
  - a. Introduction / Conclusion: 5 min
  - b. Interactive Lecture: 25 min
  - c. Total: 30 min
6. **Substantiation:** An interactive lecture was chosen for this lesson as a way to introduce the cadets to assessment types, instructions and instruments, provoke thought and stimulate interest among cadets.
7. **References:**
  - a. A0-124 A-CR-CCP-603/PG-001 Director Cadets 3. (2008). *Phase three qualification standard and plan*. Ottawa, ON: Department of National Defence.
  - b. C0-376 ISBN 0-7619-4626-8 Guskey, T., & Marzano, R. (2003). *Assessment as learning*. Thousand Oaks, CA: Corwin Press, Inc.

8. **Training Aids:**
  - a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area, and
  - b. Assessment handouts.
9. **Learning Aids:** Assessment handouts.
10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 409 PC.
11. **Remarks:** Nil.

**EO M409.05 – INSTRUCT A 30-MINUTE LESSON**

1. **Performance:** Instruct a 30-Minute Lesson
2. **Conditions:**
  - a. Given:
    - (1) A lesson specification,
    - (2) An instructional guide, and
    - (3) Supervision.
  - b. Denied: Assistance.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall instruct a 30-minute lesson by:
  - a. preparing the lesson;
  - b. introducing the lesson;
  - c. presenting the content of the lesson;
  - d. confirming the knowledge / skills learned during the lesson; and
  - e. concluding the lesson.
4. **Teaching Points:** Have the cadets instruct a 30-minute lesson by:
  - a. preparing the lesson;
  - b. introducing the lesson;
  - c. presenting the content of the lesson;
  - d. confirming the knowledge / skills learned during the lesson; and
  - e. concluding the 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:** Nil.
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, 409 PC.

11. **Remarks:**

- a. There is no instructional guide for this EO.
- b. Additional instructions regarding the conduct and assessment of this EO are located in Chapter 3, Annex B, 409 PC.
- c. The cadets shall instruct Phase One or Phase Two cadets during a regular training session.
- d. The course officer shall communicate with the training officer to:
  - (1) place the Phase Four cadets into the instructor schedule;
  - (2) ensure the cadets are assigned a lesson at least one week prior to conducting this EO, to include:
    - (a) a lesson specification, and
    - (b) an instructional guide; and
  - (3) adjust the period allocation for this EO if all three periods are not required for each Phase Four cadet to instruct a 30-minute lesson.
- e. Time for lesson planning for this EO is available in EO C409.01 (Plan a Lesson), should the course officer deem it necessary.
- f. Additional time for this EO is available in EO C409.02 (Instruct a 30-Minute Lesson).

**EO C409.01 – PLAN A LESSON**

1. **Performance:** Plan a Lesson
2. **Conditions:**
  - a. Given:
    - (1) A lesson specification,
    - (2) An instructional guide, and
    - (3) Supervision.
  - b. Denied: Assistance.
  - 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:** 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 M409.05 (Instruct a 30-Minute Lesson).
7. **References:** Nil.
8. **Training Aids:** Nil.
9. **Learning Aids:**
  - a. A lesson specification, and
  - b. An instructional guide.
10. **Test Details:** Nil.
11. **Remarks:**
  - a. This EO may be used as time to plan for EO M409.05 (Instruct a 30-Minute Lesson).
  - b. This EO should be scheduled at least one week prior to EO M409.05 (Instruct a 30-Minute Lesson).
  - c. There is no instructional guide for this EO.

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**EO C409.02 – INSTRUCT A 30-MINUTE LESSON**

1. **Performance:** Instruct a 30-Minute Lesson
2. **Conditions:**
  - a. Given:
    - (1) A lesson specification,
    - (2) An instructional guide, and
    - (3) Supervision.
  - b. Denied: Assistance.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall instruct a 30-minute lesson by:
  - a. preparing the lesson;
  - b. introducing the lesson;
  - c. presenting the content of the lesson;
  - d. confirming the knowledge / skills learned during the lesson; and
  - e. concluding the lesson.
4. **Teaching Points:** Have the cadets instruct a 30-minute lesson by:
  - a. preparing the lesson;
  - b. introducing the lesson;
  - c. presenting the content of the lesson;
  - d. confirming the knowledge / skills learned during the lesson; and
  - e. concluding the 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:** Nil.
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:** Nil.

11. **Remarks:**

- a. There is no instructional guide for this EO.
- b. This EO may serve as additional time to complete EO M409.05 (Instruct a 30-Minute Lesson) or as additional time for the cadets to practice instruction.
- c. The cadets shall instruct Phase One or Phase Two cadets on a regular training session.
- d. The course officer shall communicate with the training officer to:
  - (1) place the Phase Four cadets into the instructor schedule;
  - (2) ensure the cadets are assigned a lesson at least one week prior to conducting this EO, to include:
    - (a) a lesson specification, and
    - (b) an instructional guide; and
  - (3) the period allocation for this EO may be shortened if all three periods are not required for each Phase Four cadet to instruct a 30-minute lesson.
- e. Time for lesson planning for this EO is available in EO C409.01 (Plan a Lesson).

**EO C409.03 – ACT AS AN ASSISTANT INSTRUCTOR**

1. **Performance:** Act as an Assistant Instructor
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall act as an assistant instructor, to include:
  - a. preparing training aids as required;
  - b. helping instruct the lesson;
  - c. supervising the cadets;
  - d. providing assistance as required; and
  - e. securing training aids as required.
4. **Teaching Points:** Have the cadets act as assistant instructors in on-the-job training (OJT), to include:
  - a. preparing training aids as required;
  - b. helping instruct the lesson;
  - c. supervising the cadets;
  - d. providing assistance as required; and
  - e. securing training aids as required.
5. **Time:**

OJT:	90 min
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6. **Substantiation:** OJT was chosen for this lesson as it allows the cadet to assist instructing a lesson in a safe and controlled environment. The OJT experience provides the cadet a practical application of learned skills in a realistic setting. The cadet reflects on the experience and receives feedback on the

performance, which helps to shape future experiences. The cadet develops a sense of responsibility from the OJT aiding their development as a leader.

7. **References:** Nil.
8. **Training Aids:** Nil.
9. **Learning Aids:** Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area.
10. **Test Details:** Nil.
11. **Remarks:**
  - a. Prior to this EO, the course officer shall communicate with the training officer to ensure that cadets are paired with a Phase One, Two or Three instructor on a regular training session.
  - b. A number of factors may exist based on the size of the corps that will not allow for all Phase Four cadets to be scheduled for this EO at the same time. In this circumstance, special consideration should be given to minimize the cadet's absence from other areas of training. For example, scheduling half of the cadets for this EO while the other half is scheduled for EO C421.01 (Make a Boatswain's Belt) and reversing the schedule for the following training session.
  - c. During this EO, the instructor shall:
    - (1) brief the cadet prior to commencing the lesson;
    - (2) assign the cadet tasks IAW Paragraph 3;
    - (3) monitor the cadet; and
    - (4) debrief the cadet at the end of the lesson.

**EO C409.04 – PARTICIPATE IN A CREATIVE LESSON-PLANNING WORKSHOP**

1. **Performance:** Participate in a Creative Lesson-Planning Workshop
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard:** The cadet shall participate in a creative lesson-planning workshop.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Conduct an activity where the cadets will define creativity.	In-Class Activity	15 min	C0-387 C0-389 C0-395
TP2	Have the cadets participate in activities that celebrate and encourage creativity.	In-Class Activity	10 min	C0-375
TP3	Conduct an activity where the cadets will identify the benefits of a creative lesson.	In-Class Activity	15 min	C0-381 C0-383
TP4	Conduct an activity where the cadets will identify the stages of the creative process.	In-Class Activity	20 min	C0-377 C0-388
TP5	Conduct an activity where the cadets will incorporate creativity into the lesson-planning process.	In-Class Activity	20 min	C0-375 (p. 10.15) C0-385 C0-386

5. **Time:**
  - a. Introduction / Conclusion: 10 min
  - b. In-Class Activity: 80 min
  - c. Total: 90 min

6. **Substantiation:** An in-class activity was chosen for this lesson as it is an interactive way to provoke thought and stimulate interest in the creative process and how to incorporate creativity into the lesson-planning process.

7. **References:**

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- c. C0-381 McDonald, E. (2006). *How to involve and engage students*. Retrieved March 4, 2009, from [http://www.education-world.com/a\\_curr/columnists/mcdonald/mcdonald007.shtml](http://www.education-world.com/a_curr/columnists/mcdonald/mcdonald007.shtml)
- d. C0-383 Bell, A. (2007). *Creating a learning centered environment–Introduction*. Retrieved February 23, 2009, from <http://www.dialogueonlearning.tc3.edu/model/environment/Introduction-grp.htm>
- e. C0-385 Exalted Living. (2009). *Creativity on demand*. Retrieved March 3, 2009, from <http://www.exaltedliving.com/creativity.htm>
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- g. C0-387 Beals, G. (1998). *Thomas Edison "Quotes"*. Retrieved March 9, 2009, from <http://www.thomasedison.com/index.html>
- h. C0-388 Schoenherr, N. (2007). *Being more creative in everyday life is simple, says author of 'Group Genius'*. Retrieved March 10, 2009, from <http://news-innfo.wustl.edu/tips/page/normal/9421.html>
- i. C0-389 Soria, R. (2009). *How to think like a genius*. Retrieved March 09, 2009, from <http://www.creativity-portal.com/howto/a/davinci/genius.html>
- j. C0-395 MindTools. (2009). *Approaches to creativity*. Retrieved March 16, 2009, from [http://www.mindtools.com/pages/article/newCT\\_00.htm](http://www.mindtools.com/pages/article/newCT_00.htm)

8. **Training Aids:**

- a. Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area,
- b. Mixer worksheets,
- c. Mixer worksheet Answer Key,
- d. Picture This worksheets,
- e. Cliché Stretching worksheets,
- f. Celebrate Success handouts,
- g. The Benefits of Creative Lessons worksheets,
- h. The Benefits of Creative Lessons Answer Key,
- i. The Benefits of Creative Lessons phrase strips,
- j. The Creative Process handouts,
- k. Forced Analogy worksheets,

- l. Forced Analogy Answer Key,
  - m. Empty match boxes,
  - n. Ways to Incorporate Creativity handouts,
  - o. Flip chart paper,
  - p. Markers, and
  - q. CD player.
9. **Learning Aids:**
- a. Mixer worksheets,
  - b. Picture This worksheets,
  - c. Cliché Stretching worksheets,
  - d. Celebrate Success handouts,
  - e. The Benefits of Creative Lessons worksheets,
  - f. The Creative Process handouts,
  - g. Forced Analogy worksheets,
  - h. Empty match boxes,
  - i. Ways to Incorporate Creativity handouts,
  - j. Flip chart paper, and
  - k. Markers.
10. **Test Details:** Nil.
11. **Remarks:**
- a. This EO should be scheduled as one training session.
  - b. This EO shall be conducted after EO M409.05 (Instruct a 30-Minute Lesson).

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**EO C409.05 – ACT AS AN ASSISTANT DRILL INSTRUCTOR**

1. **Performance:** Act as an Assistant Drill Instructor
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Drill hall or outdoor parade square in favourable weather.
3. **Standard:** The cadet shall act as an assistant drill instructor, to include:
  - a. preparing training aids as required;
  - b. helping instruct the lesson;
  - c. supervising the cadets;
  - d. providing assistance as required; and
  - e. securing training aids as required.
4. **Teaching Points:** Have the cadets act as assistant drill instructors in on-the-job training (OJT), to include:
  - a. preparing training aids as required;
  - b. helping instruct the lesson;
  - c. supervising the cadets;
  - d. providing assistance as required; and
  - e. securing training aids as required
5. **Time:**

OJT:	90 min
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6. **Substantiation:** OJT was chosen for this lesson as it allows the cadet to assist instructing a drill lesson in a safe and controlled environment. The OJT experience provides the cadet a practical application of learned skills in a realistic setting. The cadet reflects on the experience and receives feedback on the performance, which helps to shape future experiences. The cadet develops a sense of responsibility from the OJT aiding their development as a leader.
7. **References:** Nil.
8. **Training Aids:** Nil.
9. **Learning Aids:** Presentation aids (eg, whiteboard / flip chart / OHP) appropriate for the classroom / training area.
10. **Test Details:** Nil.

11. **Remarks:**

- a. Prior to this EO, the course officer shall communicate with the training officer to ensure that cadets are paired with a Phase One, Two or Three instructor on a regular training session.
- b. A number of factors may exist based on the size of the corps that will not allow for all Phase Four cadets to be scheduled for this EO at the same time. In this circumstance, special consideration should be given to minimize the cadet's absence from other areas of training. For example, scheduling half of the cadets for this EO while the other half is scheduled for EO C421.01 (Make a Boatswain's Belt) and reversing the schedule for the following training session.
- c. During this EO, the instructor shall:
  - (1) brief the cadet prior to commencing the lesson;
  - (2) assign the cadet tasks IAW Paragraph 3;
  - (3) monitor the cadet; and
  - (4) debrief the cadet at the end of the lesson.

**EO C409.06 – INSTRUCT A 30-MINUTE DRILL LESSON**

1. **Performance:** Instruct a 30-Minute Drill Lesson
2. **Conditions:**
  - a. Given:
    - (1) A lesson specification,
    - (2) An instructional guide, and
    - (3) Supervision.
  - b. Denied: Assistance.
  - c. Environmental: A drill hall or outdoor parade square in favourable weather.
3. **Standard:** IAW A-PD-201-000/PT-001, *Canadian Forces Manual of Drill and Ceremonial*, the cadet shall instruct a 30-minute drill lesson by:
  - a. preparing the lesson,
  - b. introducing the lesson;
  - c. presenting the content of the lesson
  - d. applying the drill instruction sequence;
  - e. confirming the skills learning during the lesson;
  - f. concluding the lesson.
4. **Teaching Points:** Supervise while the cadets instruct a 30-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:** Nil.

11. **Remarks:**

- a. This EO shall be conducted after C309.04 (Identify Formations for Drill Instruction), EO C309.05 (Plan a Drill Lesson) and EO C309.06 (Instruct a 15-Minute Drill Lesson).
- b. The cadets shall instruct Phase One or Phase Two cadets on a regular training session.
- c. The course officer shall communicate with the training officer to:
  - (1) place the Phase Four cadets into the instructor schedule; and
  - (2) ensure the cadets are assigned a lesson at least one week prior to conducting this EO, to include:
    - (a) a lesson specification, and
    - (b) an instructional guide.
- d. Time for lesson planning for this EO is available in EO C309.05 (Plan a Drill Lesson), should the course officer deem it necessary.
- e. Adjust the period allocation for this EO if all three periods are not required for each Phase Four cadet to instruct a 30-minute drill lesson.