

**PO 503**

1. **Performance:** Lead Cadet Activities
2. **Conditions:**
  - a. Given:
    - (1) Supervision, and
    - (2) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Any.
3. **Standard:** The cadet will lead cadet activities:
  - a. as an individual, completing:
    - (1) a leadership assignment; and
    - (2) a leadership appointment; and
  - b. as a member of a team, completing a leadership project, to include:
    - (1) creating a proposal;
    - (2) preparing for an exercise;
    - (3) conducting an exercise; and
    - (4) concluding an exercise.
4. **Remarks:**
  - a. Squadrons may use PO 502 (Perform Community Service) as an opportunity for cadets participating in Proficiency Level Five to fulfill the requirements of PO 503 (Lead Cadet Activities).
  - b. Leadership assignments have been previously presented in EO M303.07 (Lead Cadets Through a Leadership Assignment).
  - c. Leadership appointments have been previously presented in EO M403.06 (Act as a Team Leader During a Leadership Appointment).
  - d. This PO is assessed IAW Chapter 3, Annex B, 503 PC.
5. **Complementary Material:** The complementary material associated with this PO is EO C503.01 (Examine Meeting Procedures), designed to enhance the cadet's knowledge of leading cadet activities.

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**EO M503.01**

1. **Performance:** Create a Proposal
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, as a member of a group, shall create a proposal by:
  - a. conceiving at least one cadet activity that meets the aim of the Canadian Cadet Organizations (CCO);
  - b. determining the goals of the activity or activities;
  - c. determining if the activity or activities meet CCO policies;
  - d. determining the resources necessary to carry out the activity or activities; and
  - e. submitting a proposal for approval.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Define project management, to include: <ol style="list-style-type: none"> <li>a. the definition of project, and</li> <li>b. the five phases of a project.</li> </ol>	Interactive Lecture	5 min	C3-252 (pp. 10–22)
TP2	Explain the conceiving phase of a project, to include: <ol style="list-style-type: none"> <li>a. choosing an exercise, such as:               <ol style="list-style-type: none"> <li>(1) community service,</li> <li>(2) leadership,</li> <li>(3) healthy living,</li> <li>(4) fitness and sports,</li> <li>(5) marksmanship,</li> <li>(6) drill,</li> <li>(7) CF familiarization,</li> <li>(8) aviation,</li> <li>(9) aviation technology,</li> <li>(10) aerospace, or</li> <li>(11) survival;</li> </ol> </li> </ol>	Interactive Lecture	10 min	C0-452 C3-252 (pp. 23–44)

TP	Description	Method	Time	Refs
	b. choosing an activity or activities, using the brainstorming technique to generate ideas; c. determining the activity's or activities' goals; and d. determining limitations, such as resources.			
TP3	Explain the parameters of cadet activities with reference to policies, such as: a. Cadet Administrative Training Orders, b. A-CR-CCP-030/PT-001, <i>Water Safety Orders</i> , and c. A-CR-CCP-951/PT-002, <i>Royal Canadian Army Cadets Adventure Training Safety Standards</i> .	Interactive Lecture	5 min	A0-003 A1-010 A2-001
TP4	Explain how to write a proposal.	Interactive Lecture	5 min	C3-252 (pp. 23–44)

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 to orient the cadets to project management and the writing of a proposal.7. **References:**

- A0-003 Director Cadets. (2006). *Cadet administrative and training orders index*. Retrieved May 25, 2006, from <http://www.cadets.ca/support/cato-oaic/intro.aspx>
- A1-010 A-CR-CCP-030/PT-001 Director Cadets 4. (2008). *Water safety orders*. Ottawa, ON: Department of National Defence.
- A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets adventure training safety standards*. Ottawa, ON: Department of National Defence.
- C0-452 Université de Montréal. (2009). *Le remue-méninges*. Retrieved October 29, 2009, from [http://www.ebsi.umontreal.ca/jetrouve/projet/etape1/brain\\_1.htm](http://www.ebsi.umontreal.ca/jetrouve/projet/etape1/brain_1.htm)
- C3-252 ISBN 978-0-470-04923-5 Portny, S. E. (2007). *Project management for dummies*. Hoboken, NJ: Wiley Publishing.

8. **Training Aids:**

- Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area,
- A-CR-CCP-030/PT-001, *Water Safety Orders*, and

- c. A-CR-CCP-951/PT-002, *Royal Canadian Army Cadets Adventure Training Safety Standards*.
- d. Create a Proposal worksheet,

9. **Learning Aids:**

- a. Create a Proposal worksheet,
- b. Create a Proposal Aide-Mémoire,
- c. A-CR-CCP-030/PT-001, *Water Safety Orders*,
- d. A-CR-CCP-951/PT-002, *Royal Canadian Army Cadets Adventure Training Safety Standards*, and
- e. Pen / pencil.

10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 503 PC.

11. **Remarks:** Cadets will be given the opportunity to create a proposal, as a member of a group, as part of their OJT.

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**EO M503.02**

1. **Performance:** Prepare an Exercise
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, as a member of a group, shall prepare an exercise, to include:
  - a. writing an exercise plan;
  - b. obtaining approval for an exercise;
  - c. communicating the plan, to include:
    - (1) assigning team members to all exercise roles;
    - (2) explaining tasks;
    - (3) announcing the exercise.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the concept of a project audience.	Interactive Lecture	5 min	C3-252 (pp. 45–60) C0-453 (pp. 9-1-1 to 9-1-2)
TP2	Explain defining the plan, to include: <ol style="list-style-type: none"> <li>a. developing a work-breakdown structure (WBS);</li> <li>b. determining precedence;</li> <li>c. developing a schedule;</li> <li>d. determining team members' skills and knowledge;</li> <li>e. defining team members' roles and responsibilities;</li> <li>f. determining and planning non-personnel resources;</li> <li>g. identifying risk;</li> <li>h. preparing a tracking system; and</li> <li>i. confirming team members' participation.</li> </ol>	Interactive Lecture	25 min	C3-252 (pp. 61–214)

TP	Description	Method	Time	Refs
TP3	Have the cadets create an exercise plan template.	In-Class Activity	20 min	A0-200 (pp. 9-1-1 to 9-4-11) C0-453
TP4	Explain starting the team, to include: a. announcing the exercise; and b. planning a successful pre-exercise meeting.	Interactive Lecture	20 min	A0-200 (pp. 9-4-6 to 9-4-9) C3-252 (pp. 247–248)
TP5	Have the cadets discuss sustaining motivation during a project.	Guided Discussion	10 min	C3-252 (pp. 255–264)

5. **Time:**

- |    |                            |        |
|----|----------------------------|--------|
| a. | Introduction / Conclusion: | 10 min |
| b. | Interactive Lecture:       | 50 min |
| c. | In-Class Activity:         | 20 min |
| d. | Guided Discussion:         | 10 min |
| e. | Total:                     | 90 min |

6. **Substantiation:**

- An interactive lecture was chosen for TPs 1, 2 and 4 to orient the cadets to the planning and preparation of an exercise.
- An in-class activity was chosen for TP 3 as it is an interactive way to provoke thought and stimulate interest about plan format.
- A guided discussion was chosen for TP 5 as it allows the cadets to discuss sustaining motivation during a project by sharing opinions, knowledge and experience with the group. The instructor, through a series of guided and follow-up questions, is able to stimulate the cadet's interest in sustaining motivation during an activity. The guided discussion contributes to the cadet's listening skills and team development.

7. **References:**

- A0-200 B-GL-303-002/FP-000 Canadian Forces. (1995). *Operational staff procedures: Staff duties in the field*. (Volume 2). Ottawa, ON: Department of National Defence.
- C0-453 Doc Stoc. (2009). *Format for activity plan*. Retrieved November 1, 2009, from <http://www.docstoc.com/docs/4977554/FORMAT-FOR-ACTIVITY-PLAN>
- C3-252 ISBN 978-0-470-04923-5 Portny, S. E. (2007). *Project management for dummies*. Hoboken, NJ: Wiley Publishing.

8. **Training Aids:**

- Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area,
- Exercise Plan Example,



- c. Exercise Plan Template, and
- d. Guided Discussion worksheet.

9. **Learning Aids:**

- a. Exercise Plan Example, and
- b. Exercise Plan Worksheet.

10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 503 PC.

11. **Remarks:** Cadets shall be given the opportunity to prepare a cadet exercise, as a member of a group, as part of their OJT.

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**EO M503.03**

1. **Performance:** Conduct an Exercise
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, as a member of a group, shall conduct an exercise, to include:
  - a. starting the exercise, by
    - (1) setting up; and
    - (2) conducting an introduction;
  - b. supervising the conduct of activities, to include:
    - (1) comparing the actual performance with the stated goals;
    - (2) dealing with problems as they arise; and
    - (3) keeping team members informed about progress;
  - c. ending the exercise, to include:
    - (1) conducting a conclusion;
    - (2) tearing down; and
    - (3) returning stores.
4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Have the cadets discuss how to begin and end an activity, to include: <ol style="list-style-type: none"> <li>a. elements of an introduction, and</li> <li>b. elements of a conclusion</li> </ol>	Group Discussion	10 min	
TP2	Explain how to begin and end an exercise.	Interactive Lecture	5 min	A0-107 C0-249 (p. 36–37) C0-272 (p. 4) C0-273 (pp. 44, 88–90) C0-274 (pp. 19, 32)

TP	Description	Method	Time	Refs
TP3	Have the cadets review supervising an activity, to include: a. the purposes of supervision, and b. how to supervise.	Group Discussion	5 min	
TP4	Explain how to supervise an exercise.	Interactive Lecture	5 min	

5. **Time:**

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

6. **Substantiation:**

- A group discussion was chosen for TPs 1 and 3 as it allows the cadets to interact with their peers and share their knowledge, experiences, and opinions about beginning and ending activities and supervision an activity.
- An interactive lecture was chosen for TPs 2 and 4 to orient the cadets to how to begin and end an exercise and how to supervise an exercise.

7. **References:**

- A0-107 CATO 14-31 Director Cadets. (2007). *Director Cadets and Junior Canadian Rangers General Safety Program*. Ottawa, ON: Department of National Defence.
- C0-249 ISBN 0-7894-2890-, R. (1998). *How to Delegate*. New York, NY: DK Publishing, Inc.
- C0-272 Coleridge Education, College of St. Mark and St. John. (2002). *A Consultation of Supervision Provision and Training Requirements Across Connexions Partnerships in England*. Retrieved March 17, 2008 from <http://www.connexions.gov.uk/partnerships/publications/uploads/cp/Supervisory%20Skills%20Exec%20Sum.pdf>
- C0-273 ISBN 978-1-56414-363-1 Ladew, D. P. (1998). *How to Supervise People: Techniques for Getting Results Through Others*. Franklin Lakes, NJ: Career Press.
- C0-274 ISBN 1-4134-1294-7 Sargent, G. (2003). *The Little Black Book of Supervision*. USA: Xlibris Corporation.

8. **Training Aids:** Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area; and9. **Learning Aids:** Nil.10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 503 PC.11. **Remarks:** Cadets shall be given the opportunity to conduct an exercise, as a member of a group, as part of their OJT.

**EO M503.04**

1. **Performance:** Conclude an Exercise
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, as a member of a group, shall conclude an exercise, to include:
  - a. conducting a debriefing; and
  - b. completing and submitting an after action report.

4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the steps in the conclusion of an exercise, to include: <ol style="list-style-type: none"> <li>a. conducting a debriefing; and</li> <li>b. creating an after action report.</li> </ol>	Interactive Lecture	10 min	C3-252 (pp. 265–276, 270, 274–275)
TP2	Conduct an activity where the cadets develop an after action report format.	In-Class Activity	15 min	

5. **Time:**

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

6. **Substantiation:**

- a. An interactive lecture was chosen for TP 1 to orient the cadets to the conclusion of an exercise, the content of an after action report and the conduct of a debriefing.
- b. An in-class activity was chosen for TP 2 as it is an interactive way to provoke thought and stimulate interest about after action report.

7. **References:** C3-252 ISBN 978-0-470-04923-5 Portny, S. E. (2007). *Project management for dummies*. Hoboken, NJ: Wiley Publishing.

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

9. **Learning Aids:**

- a. Flip chart paper,
- b. Markers, and
- c. Pen / pencil.

10. **Test Details:** This EO is assessed IAW Chapter 3, Annex B, 503 PC.

11. **Remarks:** Cadets shall be given the opportunity to conclude an exercise, as a member of a group, as part of their OJT.

**EO C503.01**

1. **Performance:** Examine Meeting Procedures
2. **Conditions:**
  - a. Given:
    - (1) Self-study package,
    - (2) Supervision, and
    - (3) Assistance as required.
  - b. Denied: Nil.
  - c. Environmental: Classroom or training area suitable to complete the self-study package.
3. **Standard:** The cadet will examine meeting procedures by completing a self-study package.
4. **Teaching Points:** Have the cadet complete the self-study package, which includes:
  - a. identifying types of meetings;
  - b. examining how to organize meetings; and
  - c. examining how to facilitate meetings.
5. **Time:**
  - a. Self Study: 90 min
  - b. Total: 95 min
6. **Substantiation:** A self study was chosen for this lesson as it allows the cadet to examine meeting procedures at their own learning pace. This encourages the cadet to become more self-reliant and independent by focusing on their own learning instead of learning directed by the instructor
7. **References:**
  - a. A0-010 CATO 11-03 Director Cadets 2. (2006). *Cadet program mandate*. Ottawa, ON: Department of National Defence.
  - b. A0-201 United States Army Medical Department Battle Simulation Center (2003). *Military briefings*. Retrieved February 26, 2010 from [http://www.cs.amedd.army.mil/simcenter/military\\_briefings.htm](http://www.cs.amedd.army.mil/simcenter/military_briefings.htm)
  - c. C0-004 ISBN 1-58062-577-0 McClain, G., & Romaine, D. S. (2002). *The everything managing people book*. Avon, MA: Adams Media.
  - d. C0-021 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.
  - e. C0-022 ISBN 0-02864-207-4 Cole, K. (2002). *The Complete idiot's guide to clear communications*. USA: Pearson Education, Inc.
  - f. C0-112 ISBN 0-8407-6744-7 Maxwell, J. C. (1993). *Developing the leader within you*. Nashville, TN: Thomas Nelson Inc. Publishers.

- g. C0-113 ISBN 1-882664-12-4 Karnes, F. A., & Bean, S. M. (1995). *Leadership for students: A practical guide for ages 8–18*. Waco, TX: Prufrock Press.
  - h. C0-114 ISBN 0-02-863656-2 Pell, A. R. (1999). *The complete idiot's guide to team building*. Indianapolis, IN: Alpha Books.
  - i. C0-115 ISBN 0-7879-4059-3 van Linden, J. A., & Fertman, C. I. (1998). *Youth leadership*. San Francisco, CA: Jossey-Bass Inc., Publishers.
  - j. C0-144 Colver, E., & Reid, M. (2001). *Peacebuilders 3: Peer helping*. Ottawa, ON: YouCAN.
  - k. C0-245 ISBN 1-58062-513-4 Adams, B. (2001). *The everything leadership book*. Avon, MA: Adams Media.
  - l. C0-256 ISBN 0-7894-4863-7 Heller, R. (1999). *Achieving excellence*. New York, NY: DK Publishing, Inc.
  - m. C0-270 Maslow, A. H. (1943). A theory of human motivation. *Psychological Review*, Vol. 50(4), 370–396.
  - n. C0-271 Farthing, D. (2001). *Peacebuilders 1: Conflict resolution youth reference guide*. Ottawa, ON: YouCAN.
  - o. C0-410 The ASPIRA Association. (2009). *Module #5: Defining leadership styles*. Retrieved on February 12, 2009, from [http://www.aspira.org/files/documents/youthdev08/U\\_V\\_M\\_5\\_dls.pdf](http://www.aspira.org/files/documents/youthdev08/U_V_M_5_dls.pdf)
  - p. C0-413 University of Arkansas, Division of Agriculture, Cooperative Extension Service. (2006). *4-H volunteer leaders' series: The enabler—A leadership style*. Retrieved February 18, 2009, from [http://www.uaex.edu/other\\_areas/publications/PDF/4HCD2.pdf](http://www.uaex.edu/other_areas/publications/PDF/4HCD2.pdf)
  - q. C0-468 ISBN 0-06-091573-0 Hamlin, S. (1989). *How to talk so people listen*. New York, NY: Harper & Row Publishers.
  - r. C0-469 ISBN 1-57851-143-7 Argyris, C., Bartolomé, F., Bourgeois, L. J., III, Eisenhardt, K. M., Jay, A., Kahwajy, J. L., et al. (1999). *Harvard business review on effective communication*. Boston, MA: Harvard Business School Publishing.
  - s. C3-251 ISBN 978-0-306-81354-2 Robert, H. M., III, Evans, W. J., & Honemann, D. H. (2004). *Robert's rules of order: Newly revised in brief*. New York, NY: Perseus Books Group.
8. **Training Aids:** Nil.
9. **Learning Aids:**
- a. Self-study package, and
  - b. Pen / pencil.
10. **Test Details:** Nil.
11. **Remarks:** This self-study package shall only be completed after the mandatory component of PO 503 (Lead Cadet Activities).