EO M503.04 – CONCLUDE AN EXERCISE

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: a. conducting a debriefing; and b. creating an after action report.	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.

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Verify against the official publication.

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.

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