EO M507.01 – DEVELOP A PERSONALIZED SCHEDULE

1. **Performance**: Develop a Personalized Schedule

2. **Conditions**:

   a. Given:

      (1) Handout of performance objectives (POs) and enabling objectives (EOs) of Proficiency Level Five,

      (2) Proficiency Level Five Logbook,

      (3) Current squadron training schedule,

      (4) Supervision, and

      (5) 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 Proficiency Level Five mandatory training;

   b. identify Proficiency Level Five complementary training;

   c. review summer training opportunities;

   d. review leadership assignment and leadership appointment opportunities at the squadron;

   e. explain the On-the-Job Practical Requirements (OJPR) and Proficiency Level Five Logbook; and

   f. develop a personalized schedule.

4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Identify Proficiency Level Five mandatory training common to the sea, army and air elements of the CCO, to include: a. community service, b. leadership, c. personal fitness and healthy living, d. general cadet knowledge, e. workshops, and f. individual learning.	Interactive Lecture	10 min	A0-096 A3-029
TP2	Identify Proficiency Level Five complementary training opportunities, to include: a. common, and b. elemental.	Interactive Lecture	10 min	

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TP	Description	Method	Time	Refs
TP3	Review summer training opportunities, to include: a. staff cadet advanced training, and b. Cadet Summer Training Centre (CSTC) courses.	Group Discussion	5 min	A0-035 A3-029
TP4	Review leadership assignment and leadership appointment opportunities at the squadron.	Group Discussion	5 min	
TP5	Explain the OJPR and Proficiency Level Five Logbook.	Interactive Lecture	20 min	A3-184
TP6	Have the cadets develop a personalized schedule.	In-Class Activity	30 min	

5. **Time**:

a.	Introduction / Conclusion:	10 min
b.	Interactive Lecture:	40 min
c.	Group Discussion:	10 min
d.	In-Class Activity:	30 min
e.	Total:	90 min

6. **Substantiation**:

a. An interactive lecture was chosen for TPs 1, 2 and 5 to orient the cadets to and generate interest in Proficiency Level Five mandatory and complementary training opportunities as well as the OJPR and Proficiency Level Five Logbook.

b. A group discussion was chosen for TPs 3 and 4 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions, and feelings about summer training opportunities, leadership assignments and leadership appointments at the squadron.

c. An in-class activity was chosen for TP 6 as it is an interactive way to provoke thought and stimulate interest among the cadets as they develop a personalized schedule.

7. **References**:

a. A0-035 CATO 13-28 Director Cadets 2. (2006). *Advanced training–Staff cadet*. Ottawa, ON: Department of National Defence.

b. A0-096 CATO 11-04 Director Cadets 3. (2007). *Cadet program outline*. Ottawa, ON: Department of National Defence.

c. A3-029 CATO 51-01 Director Cadets Senior Staff Officer Air Cadets. (2009). *Air cadet program outline*. Ottawa, ON: Department of National Defence.

d. A3-184 A-CR-CCP-805/PW-001 Director Cadets 3. (2009). *Royal Canadian Air Cadets proficiency level five logbook*. Ottawa, ON: Department of National Defence.

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8. **Training Aids**:

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

   b. Proficiency Level Five Logbook,

   c. Handouts of the POs and EOs for Proficiency Level Five, and

   d. Current squadron training schedule.

9. **Learning Aids**:

   a. Proficiency Level Five Logbook,

   b. Handout of the POs and EOs for Proficiency Level Five, and

   c. Current squadron training schedule.

10. **Test Details**: Nil.

11. **Remarks**: This EO should be scheduled as early as possible in the training year.

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