SCHEDULING GUIDELINES

1. Schedule those activities that are set dates (eg, Remembrance Day activities, Regionally Directed Activities, TE activities [eg, gliding], School Breaks).

2. Schedule major and recurring activities (eg, PO X05 [Physical Activities, Chapter 4, Section 6], CO's Parades, Aircrew Survival Exercises, Annual Ceremonial Review).

3. Schedule the following training activities early in the training year:

   a. PO 100 (Positive Social Relations for Youth),

   b. POs 107, 207, 307 (Chapter 4, Section 8), 407 and 507 (General Cadet Knowledge),

   c. POs 303 (Chapter 4, Section 4), 403 and 503 (Leadership), and

   d. POs 309 (Chapter 4, Section 10) and 409 (Instructional Techniques).

4. Schedule any special considerations, such as:

   a. Schedule EO MX04.02 (Identify Strategies to Improve Participation in Physical Activities and Participate in the Cadet Fitness Assessment) four weeks after EO MX04.01 (Participate in 60 Minutes of Moderate- to Vigorous-Intensity Physical Activity and Track Participation in Physical Activities);

   b. Many EOs can be scheduled during training days/weekends (eg, most of PO X90 should be scheduled during the Aircrew Survival Exercise, many EOs from POs X30, X40, X60 and X70 can be scheduled during the Familiarization Flying and Aviation Day, and Air Cadet Skills Day);

   c. For the completion of POs 303 (Chapter 4, Section 4), 403, and 503 (Leadership), consider leadership assignment opportunities for Proficiency Levels Three, Four and Five cadets; leadership appointment opportunities for Proficiency Levels Four and Five cadets; leadership project opportunities for Proficiency Level Five cadets; and

   d. Schedule each Proficiency Level Four cadet into the Proficiency Level One and Two training schedules in order to complete EO M409.05 (Instruct a 30-Minute Lesson).

5. Schedule the remaining mandatory training (details located in the lesson specifications in Chapter 4).

6. Schedule selected complementary training.

7. Other considerations when developing the annual training schedule include:

   a. the training environment required for each activity:

      (1) some activities will require an outdoor environment which requires consideration for seasonal climate; and

      (2) some activities will require the use of a special facility, such as a gymnasium or sports field; and

   b. the availability of a technical specialist, if required to conduct the activity;

8. Considerations when implementing the training program:

   a. Some theory is required for safety purposes and for introducing new material. However, most material can be taught using practical methods.

   b. Training sessions need to be planned in advance to allow instructors adequate time to prepare for the delivery and conduct of training. This includes reviewing lesson specifications and instructional guides, and creating instructional materials as required.

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c. Take adequate time to allow cadets to reflect upon and be debriefed on experiential training activities, to include future applications of the experience.

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