EO M503.03 – CONDUCT AN EXERCISE

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: a. elements of an introduction, and b. elements of a conclusion	Group Discussion	10 min	
TP2	Explain how to begin and end an exercise.	Interactive Lecture	5 min	
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	

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5. **Time**:

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

6. **Substantiation**:

   a. 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.

   b. 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**:

   a. A0-107 CATO 14-31 Director Cadets. (2007). *Director Cadets and Junior Canadian Rangers General Safety Program*. Ottawa, ON: Department of National Defence.

   b. C0-249 ISBN 0-7894-2890-3 Heller, R. (1998). *How to Delegate*. New York, NY: DK Publishing, Inc.

   c. 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

   d. 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.

   e. 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; and

9. **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.

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