

## PREPARING A LESSON

### RESEARCHING LESSON CONTENT

To plan for a lesson, the cadets will need to research lesson content and become familiar with the conditions, standard, TPs, lesson content and the time allocated for the EO and TPs. The Canadian Forces employs an acronym that is used to provide a framework for the instructor to gather and organize the reference material into an efficient and practical lesson plan. The initialism is CCSAM.

**Collect.** During this step, the instructor researches the material to be covered in the period of instruction using course documents such as the lesson specification, IG and listed references. In situations where no course documents exist, the instructor will research the material to be taught using whatever references exist.

**Consider.** During this step, the instructor sifts through all of the material found in the collection step and determines what is relevant and current.

**Select.** During this step, instructor selects the material that is appropriate for the lesson. The instructor also selects the method of instruction to be used.

**Arrange.** During this step, the instructor arranges the material into stages that allow for the information to be presented in a logical sequence.

**Master.** During this step, the instructor writes the lesson plan.

See Annex A for an example of a completed Lesson Plan

See Annex B for a template of a Lesson Plan

## MAKING A LESSON PLAN

### **INSTRUCTIONAL GUIDE**

The IG is used in conjunction with the QSP and other resources to conduct training. IGs should be reviewed in conjunction with lesson specifications so that the instructor can adequately plan and prepare their lesson. **IGs do not replace lesson plans** but offer written content, supporting figures and suggestions on how to instruct a lesson. The following are the six sections of an IG:

1. preparation,
2. introduction,
3. body,
4. conclusion,
5. references, and
6. annexes.

#### **Preparation**

The preparation section provides information about where to find the lesson specification and any instructions to the instructor such as reviewing lesson content, photocopying handouts, pre-lesson assignments and the approach and substantiation as to why certain teaching methods were recommended for each TP.

#### **Introduction**

The introduction section provides information to the instructor about review that may be necessary, what the cadet will be expected to do by the end of the lesson and why the knowledge/skills are important.

#### **The Body**

The body of the IG contains all of the TPs and content listed in Paragraph 4. of the lesson specification in greater detail. The body provides suggested teaching methods, note boxes with special instructions or information (as illustrated in Figure 9-6-6), lesson content, figures, activities and confirmation questions

#### **The Conclusion**

The conclusion section states any homework/reading/practice that may be required of the cadet and the method of evaluation as stated in the lesson specification. The conclusion section also provides a closing statement to be spoken aloud to the cadets and any additional instructor notes/remarks.

#### **References**

The reference section lists the references used to create the lesson specification and instructional guide. In some cases, an IG may direct the instructor to a specific reference to be used during a lesson. In most cases this section is only used to identify where the content of the lesson has been drawn from.

#### **Annexes**

The annex section contains information that may range from pre-made training aids, learning aids such as handouts and additional information for activities.