

**OTS 509 Navy League Cadet Training Program
LESSON PLAN**

Optional Training and Weekend Exercises

4 periods

Introduction

OTS 509 is designed to assist officers in the understanding and implementation of the Navy League Cadet Training Program. In this lesson, we will focus on Optional Training Opportunities and the planning and running of a weekend exercise.

Optional Training

The Navy league CTS has 4 optional training periods (8 periods for phase 5) included with each phase level of training. These periods are designed to accommodate any local tradition or practice that a corps may follow. The application of these periods is to be left to the Commanding Officer's discretion, unless otherwise delegated to the Executive Officer or Training Officer.

Regardless of the content of these periods, cadet performance is not considered critical to achieving a promotion and advancement to the next training level. In other words, active participation is all that is required to complete this portion of the training program.

Ideas for Optional Training – the following is a short list of periods that may be applied to the Optional periods in the CTS (this list is by no means complete – the options are limitless!)

Colour party drill	Sailing
Air rifle range training	Boat maintenance
Semaphore	Rifle drill
Canadian Maritime affairs	Model shipbuilding

When determining what would make a good optional subject, consider the following:

- 1) can the subject fill 4 periods worth of training?
- 2) Can the subject focus on basic principles without going above the cadets' heads?
- 3) Does the subject involve any type of "hands-on" activity?
- 4) Is there an instructor with enough expertise and knowledge in the subject-area?
- 5) Does the subject follow a logical progression from one period to another?
- 6) IS IT FUN???

Activity

Have cadets split into groups and decide on the development of an optional subject. Make sure they consider all of the points listed on the previous page. They must show teaching points, methods of instruction, practical application, etc. Once done, have them share their ideas with the remainder of the class.

Weekend Training

There may be occasions when your corps has the opportunity to participate in a training weekend. If the branch has available funds, it is worthwhile to propose a weekend in which officers and cadets come together for the duration of the weekend to either further strengthen the mandatory training of the CTS, or to branch out and teach subjects outside of the realm of the program (This should always be checked with your division training staff to ensure that it meets the needs and aims of the organization).

Operation Order

More likely than not, the branch will want to know details of the event prior to approving the funds for it. In order to demonstrate proper planning and preparation and to provide all of the necessary details, it is beneficial to draft an Operation Order. Once approved, this will serve as the instructions and schedule of events for those attending the weekend.

There are 5 components that make up the Operation Order. They are as follows:

SITUATION – Usually a one-sentence statement that describes what will occur on the weekend.

MISSION – This paragraph summarizes the purpose for conducting the weekend. There can be more than one aim within the mission, but keep in mind that the details that follow will have to support each one of your aims.

EXECUTION – this section contains all of the relevant details in regards to the completion of the exercise. Usually, the exercise is broken in to at least 3 phases – the set-up, the training, and the tear down.

This section will also include the following:

- a) *Taskings* – outlines the key members with responsibilities for the exercise. The Officer of Primary Interest (OPI), Officer-in-Charge (OIC), Logistics Officer, Training Officer, Galley Officer, First Aid Officer, are all listed in this section. Their specific responsibilities are also listed.
- b) *Co-ordinating Instructions* – Details all of the tasks that need to be performed and where the responsibilities lie (usually with one of the members tasked in the above paragraph). Also is where information on dress instructions, administration, accommodations, and first-aid are found.

SERVICE SUPPORT – any and all instruction referring to the support information (rations, equipment, vehicles, finance) can be found here

COMMAND and SIGNALS – Contact information for the OPI and OIC, as well as any other key individuals is located in this section.

Although the military style Operation Order is laid out in a finely structured fashion, this is not needed from a branch perspective. Your division, however may require an Operation Order in a standard format. Keep in mind that any schedules, maps, and information that supports information in the main document should be included as annexes and referred to in the document.

Conclusion

As imperative as it is to follow and complete the phase training in the CTS, it is also important to offer other training which helps stimulate interest in the program, while remaining fun for the cadets. Optional Training and weekend training give officers an opportunity to think outside of the box.

Conclusion

All officers should have a good grasp of the program, including:

- a) the objectives
- b) the Cadet Training Standards and how each relates to the objectives; and
- c) testing the cadets.

These seminars are important so that officer can come together and share “best practices” which will benefit officers and cadets when it comes to instruction.