



## COMMON TRAINING INSTRUCTIONAL GUIDE



### SECTION 4

#### EO M204.04 – UPDATE PERSONAL ACTIVITY PLAN

---

Total Time: 30 min

---

#### PREPARATION

---

##### PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-802/PG-001, Chapter 4. Specific uses for said resources are identified throughout the Instructional Guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson. Photocopy the cadets' personal activity plans from Proficiency Level One and [Annex D](#) for each cadet.

##### PRE-LESSON ASSIGNMENT

N/A.

##### APPROACH

An in-class activity was chosen for this lesson as it is an interactive way to reinforce the importance of goal setting within a personal activity plan.

---

#### INTRODUCTION

---

##### REVIEW

Review the following information on goal-setting from EO M104.02 (Develop a Personal Activity Plan).

##### Definition of a Goal

A goal is an aim an individual or group works toward; an object of ambition/effort.

##### Short-term and Long-term Goals

Short-term goals are those that can be met in a short period of time and are often set to achieve long-term goals. For example, if an individual strives to run five kilometres by the end of the year, their short-term goal could be to run two kilometres within two months. By setting achievable short-term goals, individuals can measure their progress in the pursuit of their long-term goals.

##### Individual Goals

The purpose of setting individual goals is to experience personal levels of achievement. Individual goals should be based on personal performance and not on the performance of others. They should be designed to increase personal skill, ability, or physical condition.

## Developing Goals

Goals should be set with a specific purpose in mind. They should be achievable and measurable, allowing individuals to track progress. A goal should be something an individual can be motivated toward achieving.



Use the mnemonic “SMART” to remember the factors involved in the setting of goals.

When developing short-term and long-term goals, ensure they have the following characteristics:

**Specific:** Ensure the aim of the goal is clearly set out and defined.

**Measurable:** Ensure the goal has defined standards to work toward that are measurable.

**Achievable:** Ensure the goal is realistic and can be met.

**Relevant:** Ensure the goal is worthwhile.

**Timed:** Ensure there is a set time frame in which to achieve the goal.

## OBJECTIVES

By the end of this lesson the cadet shall be expected to update their personal activity plan (from Proficiency Level One) for the training year.

## IMPORTANCE

In order to help achieve success in physical fitness, it is important to know how to set personal fitness goals and to create an activity plan that will help to achieve those goals. This is important as physical fitness is one of the aims of the Cadet Program.

### Teaching Point 1

### Have Cadets Adjust Their Personal Activity Plan (From Proficiency Level One) for the Training Year

Time: 25 min

Method: In-class Activity

## ACTIVITY

### OBJECTIVE

The objective of this activity is for cadets to adjust their personal activity plan (from Proficiency Level One) for the training year.

### RESOURCES

- Each cadet’s personal activity plan from Proficiency Level One,
- Pens/pencils, and
- Handout of blank personal activity plan found at [Annex D](#).

### ACTIVITY LAYOUT

N/A.

### ACTIVITY INSTRUCTIONS

- Distribute the cadets’ personal activity plans from Proficiency Level One.

- Have the cadets review their personal activity plans to see if they were “SMART” and if they accomplished their goals.
- Discuss the PACER and how the results should fit into adjusting their goals.
- Distribute blank personal activity plans from [Annex D](#).
- Give cadets time to adjust and update their personal activity plans for the Proficiency Level Two training year.

## SAFETY

N/A.

---

### CONFIRMATION OF TEACHING POINT 1

---

The cadets’ participation in the activity will serve as the confirmation of this TP.

---

### END OF LESSON CONFIRMATION

---

The cadets’ participation in the activity in TP1 will serve as the confirmation of this lesson.

---

### CONCLUSION

---

## HOMEWORK/READING/PRACTICE

N/A.

## METHOD OF EVALUATION

N/A.

## CLOSING STATEMENT

One of the aims of the Cadet Program is physical fitness. In order to help you achieve success in physical fitness, it is important to know how to set personal fitness goals and create an activity plan that will help to achieve those goals.

## INSTRUCTOR NOTES/REMARKS

Ensure a copy of each cadet’s personal activity plan is photocopied and placed in their training folder for further training purposes. The plans are not to be used as a method of evaluation.

Resources such as: *Canada’s Physical Activity Guide for Youth*, *Let’s Get Active! Magazine for Youth 10-14 Years of Age* and *Family Guide to Physical Activity for Youth 10-14 Years of Age* can be ordered from [www.paguide.com](http://www.paguide.com) through the Public Health Agency of Canada to be given as a handout to each cadet.

---

### REFERENCES

---

- C0-019 (ISBN 0-7894-7147-7) Eaton, J. & Johnson, R. (2001). *Coaching Successfully*. New York: Dorling, Kindersley.
- C0-024 (ISBN 0-19-541731-3) Barber, K. (Ed.). (2001). *The Canadian Oxford Dictionary*. Don Mills, ON: Oxford University Press.

- C0-104 (ISBN 0-662-26628-5) Public Health Agency of Canada. (ND). *Handbook for Canada's Physical Activity Guide to Healthy Active Living*. Ottawa, ON: Public Health Agency of Canada.
- C0-105 (ISBN 0-662-32897-3) Public Health Agency of Canada. (2002). *Teacher's Guide to Physical Activity for Youth 10-14 Years of Age*. Ottawa, ON: Her Majesty the Queen in Right of Canada.
- C0-106 (ISBN 0-662-32899-X) Public Health Agency of Canada. (2002). *Let's Get Active! Magazine for Youth 10-14 Years of Age*. Ottawa, ON: Her Majesty the Queen in Right of Canada.