

## PROGRAM PLANNING

The annual training cycle within the Brigade normally consists of two periods:

1. 1 September - mid December (3½ months)
2. 1 January - end of June (6 months)

Plan a program for a 3½ month period. Prepare a series of cards, each card containing descriptions of activities available to the group and time required for each activity. You will need approximately 25 cards for 16 weeks.

Keep in mind available resources, variety and flexibility when determining the program. It is not necessary to use all the cards. Consider your priorities. Be sure to include:

<u><i>Set Activities</i></u>	<b>Example.</b> Visit to the fire station has been arranged and confirmed for week 11; Dr. Smith can speak on burns only on week 2.
<u><i>Variable Activities</i></u>	First Aid course, week 1 or 5; Proficiency Subject Radio Communications, week 2 or 3; Awards night; Party; Dance, etc.
<u><i>Backup Activities</i></u>	Meeting cancelled due to bad weather; tour of fire station must be delayed; special film on Spinal Injuries only available tonight; guest speaker cancels at the last minute.

1. Determine the meeting night that your group will meet.
2. Determine the length of the meeting night : e.g.120 minutes (2 hr) meeting or 90 minutes (1.5 hr) meeting.
3. Determine the length of each teaching module: e.g. 20 minutes, 15 minutes.

Using the chart on the following page:

1. Fill in all the *Set Activities*.
2. Fill in each meeting night with an activity from the *Variable Activities*; be sure to also schedule non-meeting activities (parties, dances, etc.).
3. Prepare a backup plan for each meeting night in case of a last minute change in the schedule.

## Exercise 10

MONTH	WEEK	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
<b>SEPT.</b>	1	Labour Day						
	2							
	3							
	4							
<b>OCT.</b>	5							
	6	Thanksgiving						
	7							
	8							
<b>NOV.</b>	9							
	10							
	11							
	12							
<b>DEC.</b>	13							
	14							
	15					Christmas Day	Boxing Day	
	16					New Years Day		