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Lesson Plan

TDP 3

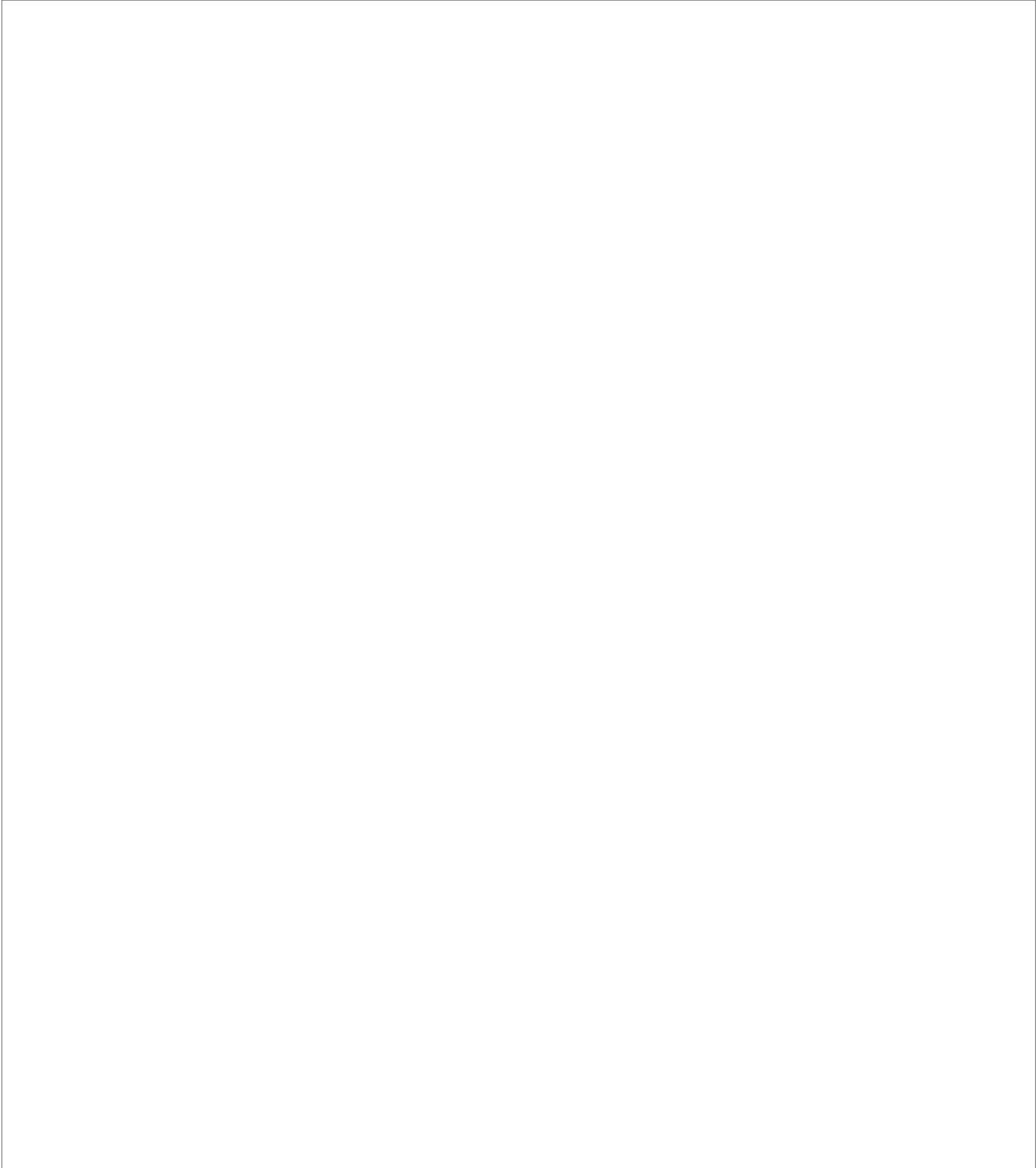
Lesson Title Session 1 – Introduction	Duration 75 Mins
Trainer Angela Hunt	Group Staff who wish to volunteer for casweb
Aim: To allow the students to access the CAD-BE Desktop Training and CASWEB	
<p>Objectives - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> 1. The students will be able to log into the CAD-BE system 2. The students will have an understanding the Icons available on the system 3. The students will be able to make/transfer a call 4. Students will be able to transfer a call to another number 5. The students will be able to log out of the system 6. The student will be able to successfully logon to Casweb 7. The students will be able to view General Instructions <p>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro) AF3 – Promote a health and safety culture within workplace (applicable to intro) 3C1 - Support the use of information technology 2A1 - Gather and submit information that has the potential to support policing objectives ZA2 – Research, prepare & supply information ZH2 – Enter and find data using a computer</p>	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	<p>Resources:</p> <ul style="list-style-type: none"> 12 Computers Overhead Projector White Board Whiteboard Markers Handouts <p>MASLOW – Welfare and removal of blocks to learning</p>

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3 mins	<ul style="list-style-type: none">• Environmental check (heating/lighting etc)• Meet and greet and any other formal introductions• Administration including Fitness to Train Declaration*• Domestic Arrangements – breaks; location of facilities etc*• General Health and Safety and Safety Briefing (if relevant)*• Relevant Instructions e.g. mobile phones/questioning strategy*• Encouragement to share experiences appropriately/participation <p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method
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