

NOT PROTECTIVELY MARKED

Lesson Plan

TDP 3

<b>Lesson Title</b> Session 1 – Introduction	<b>Duration</b> 75 Mins
<b>Trainer</b> Angela Hunt	<b>Group</b> Staff who wish to volunteer for casweb
<b>Aim: To allow the students to access the CAD-BE Desktop Training and CASWEB</b>	
<p><b>Objectives - By the end of the session, students will be able to:</b></p> <ol style="list-style-type: none"> <li>1. The students will be able to log into the CAD-BE system</li> <li>2. The students will have an understanding the Icons available on the system</li> <li>3. The students will be able to make/transfer a call</li> <li>4. Students will be able to transfer a call to another number</li> <li>5. The students will be able to log out of the system</li> <li>6. The student will be able to successfully logon to Casweb</li> <li>7. The students will be able to view General Instructions</li> </ol> <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 &amp; supply information                  ZH2 – Enter and find data using a computer</p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<p><b>Resources:</b>                  12 Computers                  Overhead Projector                  White Board                  Whiteboard Markers                  Handouts</p> <p><b>MASLOW – Welfare and removal of blocks to learning</b></p>

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

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

NOT PROTECTIVELY MARKED



NOT PROTECTIVELY MARKED