Lesson Plan   TDP 3

Lesson Title Session 4 Directory Codes	Duration 30 mins
Trainer Angela Hunt	Group Potential VODS operators

Aim To allow the student to access the appropriate directory tables and to interpret the information held in the directory tables

Objectives - By the end of the session, students will be able to:

1. Explain and demonstrate how PNC directory tables are used in relation to address, force, station and post centre codes

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

Time	Content, including teaching methods, audio visual aids used and resources needed.
	Resources: Resources: 8 Computers Overhead Projector Interactive White Board White board Markers User guides Exercise Booklets Notebooks Pens VODS Handouts (box)

2 mins	**MASLOW – Welfare and removal of blocks to learning** • 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
5 mins	**GESTALT – Overview of what is to come in session** • Outline aims and objectives • Outline learning strategies/assessment method
23mins	

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