For Distribution to CPs

NOT PROTECTIVELY MARKED

	Lesson F	Plan	TDP 3
Lesson	Title	Duration	
Session request	7 Creating a meeting	60 mins	
Trainer		Handler, Controller, Deputy Contro Officers, Deputy Authorising Offic	•
	Jamieson		
Aim: To	create a meeting request	for a CHIS	
Objectiv	res - By the end of the ses	ssion, students will be able to:	
• C	reate a meeting request		
• N	otify the Controller		
• C	omplete an authorisation	for the meeting request	
AF3 – Pr 3C1 - Su 2A1 - Ga ZA2 – Ra	romote a health and safety upport the use of informati ather and submit informati esearch, prepare & supply nter and find data using a	ion that has the potential to support p / information	to intro)
	Resources:		
	8 Computers		
	Overhead Projector		
	White Board		
	Whiteboard Markers		
2 mins	MASLOW – Welfare and removal of blocks to learning		
	Environmental che	eck (heating/lighting etc)	
	Meet and greet an	nd any other formal introductions	
	Administration incl	luding Fitness to Train Declaration*	
		ements – breaks; location of facilities etc*	
	General Health an	nd Safety and Safety Briefing (if relevant)	*
		ons e.g. mobile phones/questioning strat	
		o share experiences appropriately/partici	
			pation
5 mins			pation
5 mins		of what is to come in session	pation

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1 Session 7 Creating a meeting request.doc/V1/AJ/Sept 2011

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	Outline learning strategies/assessment method	
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