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Lesson Plan

TDP 3

Lesson Title Session 7 Creating a meeting request	Duration 60 mins
Trainer Amanda Jamieson	Handler, Controller, Deputy Controller, Authorising Officers, Deputy Authorising Officers, CAB staff
Aim: To create a meeting request for a CHIS	
<p>Objectives - By the end of the session, students will be able to:</p> <ul style="list-style-type: none"> • Create a meeting request • Notify the Controller • Complete an authorisation for the meeting request <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> <p>8 Computers</p> <p>Overhead Projector</p> <p>White Board</p> <p>Whiteboard Markers</p> <p>MASLOW – Welfare and removal of blocks to learning</p> <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
5 mins	<p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none"> • Outline aims and objectives

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| | <ul style="list-style-type: none">• Outline learning strategies/assessment method |
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