Lesson Plan   **TDP 3**

Lesson Title	Duration
Session 1 - Introduction	**20 Mins**
Trainer **IT TRAINER**	Group **All Police Officers and Intelligence Units**

Aim
 To introduce students to the purpose and process of the training programme

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

By the end of the session students will:

1. Data Protection and Legislation covering Computer Systems
2. Be aware of the purpose of the training and the process it will take
3. Overview of the system

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: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards
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**

NOT PROTECTIVELY MARKED

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