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Lesson Plan   **TDP 3**

Lesson Title	Duration
Session 1 - Introduction	20 Mins
Trainer IT TRAINER	Group DMU STAFF

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 Security
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*

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	• Encouragement to share experiences appropriately/participation
5 mins	**GESTALT – Overview of what is to come in session**

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Session 1 Introduction - DMU STAFF.doc/V1/AJ/Aug 2009