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Lesson Plan

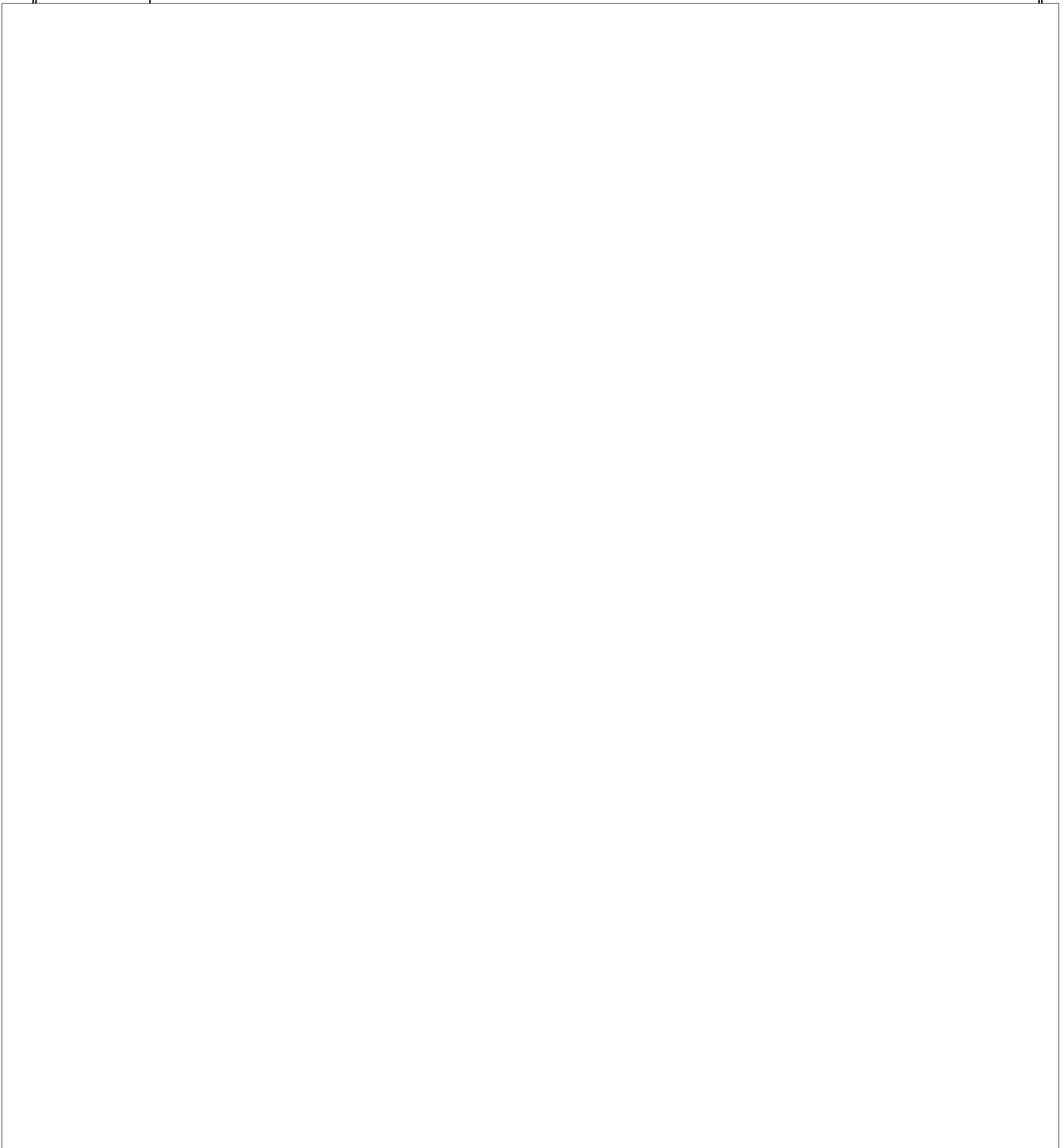
Lesson Title Session 5 – Supervising Cases	Duration 35 minutes
Trainer IT TRAINER	Group Police Officers and Supervisors
Aim To be proficient in the supervision of cases and know how to finalise and transfer cases.	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Access Victim Management Logs from Homepage and have knowledge of its contents 2. Access the Caseman menu and have knowledge of its uses 3. Have knowledge of the contents of the Caseman supervisors list 4. Deal with cases submitted for finalisation 5. Be able to transfer a case <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	Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards MASLOW – Welfare and removal of blocks to learning <ul style="list-style-type: none"> • Environmental check (heating/lighting etc) • Meet and greet and any other formal introductions

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5 mins	<ul style="list-style-type: none">• 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 <p>GESTALT – Overview of what is to come in session</p> <ul style="list-style-type: none">• Outline aim and objectives• Outline learning strategies/assessment method
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