

Lesson Plan

TDP 3

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| Lesson Title Session 1 Course introduction and Directory Tables | Duration 60 MINS |
| Trainer ANGLA HUNT | Group Students who are required to update PNC |
| Aim To allow the student to access the applicable directory table and to interpret the information held in the directory tables | |
| <p>Objectives - By the end of the session, students will be able to:</p> <ol style="list-style-type: none"> 1. List the transaction codes for the directory tables 2. Identify the correct transaction code to retrieve specific information from the directory table 3. Demonstrate the use of searching within the directory tables 4. Interpret the information held within the directory tables <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. |
| | Resources: 8 Computers Overhead Projector White Board Whiteboard Markers PNC Manuals PNC Handouts PNC Exercise Folders Misc 142 (8) Transaction Code/Paging Handout (8) Pens/Pencils |

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| 2 mins | <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• Outline learning strategies/assessment method |

