

Lesson Plan

TDP 3

Lesson Title Session 2 Directory tables	Duration 32 mins
Trainer Angela Hunt	Group Potential vehicle and property updaters
Aim To enable the student to access the directory tables related to updating vehicle and property records	
Objectives - By the end of the session, students will be able to: <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: Trainer Notes Student Exercise Folders Student Handouts Notebooks White board Computer Terminals (with PNC access) one per student Overhead projector

2 mins	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• Administration including Fitness to Train Declaration*• Domestic Arrangements – breaks; location of facilities etc*• General Health and Safety and Safety Briefing (if relevant)*
5 mins	<ul style="list-style-type: none">• Relevant Instructions e.g. mobile phones/questioning strategy*• Encouragement to share experiences appropriately/participation GESTALT – Overview of what is to come in session <ul style="list-style-type: none">• Outline aims and objectives• Outline learning strategies/assessment method

