

## Lesson Plan

TDP 3

<b>Lesson Title</b> Save & Recall Options	<b>Duration</b> 15 mins
<b>Trainer</b> Angela Hunt	<b>Group</b> Potential QUEST Operators
<b>Aim</b> To allow the student to describe searching and saving within QUEST	
<b>Objectives - By the end of the session, students will be able to:</b> <ol style="list-style-type: none"> <li>1. Students will explain and demonstrate the use of the Save and Recall features</li> <li>2. Students will identify best practice in the use of the descriptive text field</li> <li>3. Students will describe the PNC's generation of the Search ID</li> </ol>	
<b>Link to NOS</b> 3C1 Support the use of information technology 2A2 Evaluate information to determine its intelligence potential	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<b>Resources:</b>  <b>Overhead Projector</b> <b>White Board</b> <b>Student Folders</b> <b>Course Map</b> <b>Students Exercise Card</b>
5 mins	<b>MASLOW – Welfare and removal of blocks to learning</b> <ul style="list-style-type: none"> <li>• Environmental check (heating/lighting etc)</li> <li>• Meet and greet and any other formal introductions</li> <li>• Administration including Fitness to Train Declaration*</li> <li>• Domestic Arrangements – breaks; location of facilities etc*</li> <li>• General Health and Safety and Safety Briefing (if relevant)*</li> <li>• Relevant Instructions e.g. mobile phones/questioning strategy*</li> <li>• Encouragement to share experiences appropriately/participation</li> </ul>

	<b>GESTALT – Overview of what is to come in session</b>
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- Outline aims and objectives
- Outline learning strategies/assessment method

