

NOT PROTECTIVELY MARKED

## Lesson Plan

TDP 3

<b>Lesson Title</b>	<b>Duration</b> 20 Mins
<b>Session 1 - Introduction</b>	
<b>Trainer</b> IT TRAINER	<b>Group</b> DMU STAFF
<b>Aim</b> To introduce students to the purpose and process of the training programme	
<b>Objectives - By the end of the session, students will be able to:</b>  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  <b>AF1 – Ensure own actions reduce risks to health and safety (applicable to intro)</b> <b>AF3 – Promote a health and safety culture within workplace (applicable to intro)</b> <b>3C1 - Support the use of information technology</b> <b>2A1 - Gather and submit information that has the potential to support policing objectives</b> <b>ZA2 – Research, prepare &amp; supply information</b> <b>ZH2 – Enter and find data using a computer</b>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
2 mins	<b>Resources:</b> Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards  <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> </ul>

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5 mins	<ul style="list-style-type: none"><li>• Encouragement to share experiences appropriately/participation</li></ul> <p><b>GESTALT – Overview of what is to come in session</b></p>
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