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Lesson Plan

<b>Lesson Title</b>  <b>Session 3 – Creating and updating Vicman Logs</b>	<b>Duration</b>  <b>35 minutes</b>
<b>Trainer</b> <b>IT TRAINER</b>	<b>Group</b> <b>Police Officers and Supervisors</b>
<b>Aim</b>  <b>To be able to active, input and close a Vicman to record Victim contact.</b>	
<b>Objectives</b> - By the end of the session, students will be able to: <ol style="list-style-type: none"> <li>1. Search for a crime and activate or close a Vicman</li> <li>2. Demonstrate how to add a Vicman Comment</li> <li>3. Demonstrate how to transfer a Vicman</li> <li>4. State the procedure for Supervision of Vicmans</li> </ol> <p> <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> </p>	
<b>Time</b>	<b>Content, including teaching methods, audio visual aids used and resources needed.</b>
<b>2 mins</b>	<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> </ul>

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