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Lesson Plan

Lesson Title Session 4 – Using CaseMan	Duration 60 minutes
Trainer IT TRAINER	Group Police Officers and Supervisors
Aim To be proficient in the use of Caseman for investigation recording	
Objectives - By the end of the session, students will be able to: <ol style="list-style-type: none"> 1. Access the CaseMan menu and view a Caseman 2. Input a new CaseMan and request an extension date 3. Add actions, part-result, result, print and re-allocate actions 4. Close a CaseMan 5. Amend a crime 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	
Time	Content, including teaching methods, audio visual aids used and resources needed.
2 mins	Resources: Overhead Projector Projector Screen White Board Pens User Guides Exercise Cards 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

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