LESSON PLAN COVER SHEET

COURSE TITLE:	**Investigator Training Program**
LESSON TITLE:	Report Writing
INSTRUCTOR(S):	Bureau Instructors

PREPARED BY:	**Date:**
REVISED BY:	**REVISION DATE:**

TIME FRAME:	**TARGET AUDIENCE/SIZE:** Newly Hired Investigators
SUGGESTED SCHEDULE: **Within First Year**	**SPACE REQUIREMENTS:**

PERFORMANCE OBJECTIVES: *At the end of this session, participants will be able to:* 1. Gain an understanding of report writing within the BOI	**EVALUATION PROCEDURES:** *(Testing Methodology)*
	TEACHING METHODS:

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LESSON PLAN WORK SHEET

EQUIPMENT AND SUPPLIES NEEDED:

☒	Laptop	☐	P/A System
☒	Presentation software	☐	Demonstration Models
☐	Dry Erase board/Chalkboard	☐	Pencils
☐	Audio player	☐	Pens
☐	Electrical power strip & cords	☐	Chalk
☐	Computer extension cords	☐	Marking Pens
☐	Remote control for laptop	☐	Dry Erase Board Pens
☐	LCD Projector	☐	Masking Tape
☐	Inert/unloaded training aids	☐	Eraser
☐	DVD/VHS Player	☐	Video Tape
☐	Video Camera & tripod	☐	Audio Tape
☐	Television	☐	Evaluations
☐	Tape recorder	☐	Writing Paper
☐	Student manuals	☐	Testing Material
☐	Other: Red Gun/Rifle		

REFERENCES:

Presentation materials

STUDENT MATERIALS:

1. Laptop computer

INSTRUCTOR MATERIALS:

1. Presentation materials
2. Laptop

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INSTRUCTIONAL CONTENT	TRAINER NOTES
1. Reports	
2. Elements of a Report	
3. Expeditious Reporting	
4. Purpose of Reports	
5. Approval Process	
6. Report Corrections	
7. Types of Reports	
8. Opening Reports	
9. Memorandums	
10. Statistical Reports	
11. Interview Reports	
12. Interview Guidelines	
13. Post-Interview Guidelines	

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