**LESSON PLAN COVER SHEET**

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| COURSE TITLE: | Supervisory Development |
| **LESSON TITLE:** | **ADMINISTRATION AND SERGEANT 101** |
| **INSTRUCTOR(S):** | Bureau Instructors |
| **PREPARED BY:** |  | **Date:**  |  |
| **REVISED BY:**  |  | **REVISION DATE:** |  |
|  |
| TIME FRAME: |  | **TARGET AUDIENCE/SIZE:** |
| Three days (24-hour course total) | 20-25 students |
| SUGGESTED SCHEDULE: | **SPACE REQUIREMENTS:** |
| As needed (twice annually) | Classroom only |
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| **PERFORMANCE OBJECTIVES:*****At the end of this session, participants will be able to:*** |  | **EVALUATION PROCEDURES:*****(Testing Methodology)*** |
| 1. Gain an understanding of the daily operational duties, functions and administrative responsibilities for their assigned units within the BOI.
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| **TEACHING METHODS:** |
| Instructor demonstration and lecture with PowerPoint. Interactive participation and practical application when appropriate. |

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| **EQUIPMENT AND SUPPLIES NEEDED:** |
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|  |[x]  Laptop |[ ]  P/A System |
|  |[x]  Presentation software |[ ]  Demonstration Models |
|  |[x]  Dry Erase board/Chalkboard |[ ]  Pencils |
|  |[ ]  Audio player |[x]  Pens |
|  |[ ]  Electrical power strip & cords |[ ]  Chalk |
|  |[x]  Computer extension cords |[ ]  Marking Pens |
|  |[x]  Remote control for laptop |[x]  Dry Erase Board Pens |
|   |  [ ]  | LCD Projector |[ ]  Masking Tape |
|  |  [ ]  | Inert/unloaded training aids |[ ]  Eraser |
|  |  [ ]  | DVD/VHS Player |[ ]  Video Tape |
|  |  [ ]  | Video Camera & tripod |[ ]  Audio Tape |
|  |  [x]  | Television |[x]  Evaluations |
|  |  [ ]  | Tape recorder |[ ]  Writing Paper |
|  |  [ ]  | Student manuals |[ ]  Testing Material |
|  |[x]  Other: Computer memory sticks |  |  |
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| **REFERENCES:**  |
| Presentation materials and Department Policy and Hand Outs |
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| **STUDENT MATERIALS:** | **INSTRUCTOR MATERIALS:** |
| Laptop computerComputer memory sticks | Laptop computerPresentation materials |

 **LESSON PLAN WORK SHEET**

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| **INSTRUCTIONAL CONTENT** | **TRAINER NOTES** |
| Discuss and demonstrate the monthly and bi-monthly administrative responsibilities (time sheets, stats) with Department computer systems. |  |
| Explain the function and completion of Voyager logs, Car Wash logs and Pool Vehicles. |  |
| Discuss and understand the responsibilities and expectations associated with new and probationary employees. |  |
| Understand the purpose and how to conduct quarterly vehicle inspections. |  |
| Understand how to approve mileage expenses using the MARS system. |  |
| Discuss the purpose and intent and differences between probationary and permanent performance evaluations. |  |
| Understand the purpose of the Work Plan. |  |
| Discuss ARMs and case numbering system. |  |
| Understand how to handle Correspondence Cases. |  |
| Discuss Departmental commendation process. |  |
| Discuss and explain the special request process in ordering supplies. |  |
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