**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. | |  | | |
| **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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|  |  | 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: 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 computer  Computer memory sticks | | | Laptop computer  Presentation 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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