

LESSON PLAN COVER SHEET

COURSE TITLE: Supervisory Development	
LESSON TITLE: ADMINISTRATION AND SERGEANT 101	
INSTRUCTOR(S): Bureau Instructors	
PREPARED BY:	Date:
REVISED BY:	REVISION DATE:

TIME FRAME: Three days (24-hour course total)
SUGGESTED SCHEDULE: As needed (twice annually)

TARGET AUDIENCE/SIZE: 20-25 students
SPACE REQUIREMENTS: Classroom only

<p>PERFORMANCE OBJECTIVES: <i>At the end of this session, participants will be able to:</i></p> <ol style="list-style-type: none"> 1. Gain an understanding of the daily operational duties, functions and administrative responsibilities for their assigned units within the BOI.

<p>EVALUATION PROCEDURES: <i>(Testing Methodology)</i></p> <p>TEACHING METHODS:</p> <p>Instructor demonstration and lecture with PowerPoint. Interactive participation and practical application when appropriate.</p>

LESSON PLAN WORK SHEET

EQUIPMENT AND SUPPLIES NEEDED:

- | | |
|-------------------------------------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> Laptop | <input type="checkbox"/> P/A System |
| <input checked="" type="checkbox"/> Presentation software | <input type="checkbox"/> Demonstration Models |
| <input checked="" type="checkbox"/> Dry Erase board/Chalkboard | <input type="checkbox"/> Pencils |
| <input type="checkbox"/> Audio player | <input checked="" type="checkbox"/> Pens |
| <input type="checkbox"/> Electrical power strip & cords | <input type="checkbox"/> Chalk |
| <input checked="" type="checkbox"/> Computer extension cords | <input type="checkbox"/> Marking Pens |
| <input checked="" type="checkbox"/> Remote control for laptop | <input checked="" type="checkbox"/> Dry Erase Board Pens |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Masking Tape |
| <input type="checkbox"/> Inert/unloaded training aids | <input type="checkbox"/> Eraser |
| <input type="checkbox"/> DVD/VHS Player | <input type="checkbox"/> Video Tape |
| <input type="checkbox"/> Video Camera & tripod | <input type="checkbox"/> Audio Tape |
| <input checked="" type="checkbox"/> Television | <input checked="" type="checkbox"/> Evaluations |
| <input type="checkbox"/> Tape recorder | <input type="checkbox"/> Writing Paper |
| <input type="checkbox"/> Student manuals | <input type="checkbox"/> Testing Material |
| <input checked="" type="checkbox"/> Other: Computer memory sticks | |

REFERENCES:

Presentation materials and Department Policy and Hand Outs

STUDENT MATERIALS:

Laptop computer
Computer memory sticks

INSTRUCTOR MATERIALS:

Laptop computer
Presentation materials

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.	