How to Guide for an Individual Learner (Offline)

Purpose

This document explains to an individual learner how to complete the offline version of the e-learning course 'Maintaining Conduct and Discipline for UN Commanders of Military and Police Contingents'.

The offline version of the course consists of a PowerPoint presentation called '**Presentation on Lessons 1-4**' containing four lessons as well as a final assessment consisting of ten test questions.

You are expected to complete the four lessons on your own, working at your own pace. However, the final assessment will be done under the supervision of a trainer, who will provide feedback on your answers, and distribute a completion certificate and handouts at the end.

Step 1. Before starting

Check with the trainer whether you will be given a paper print-out of the PowerPoint presentation called '**Presentation on Lessons 1-4**' or whether you will be expected to read it on a computer.

The trainer will inform you of the place and date for the final assessment. The test will take 15 minutes: you will have 10 minutes to complete the ten test questions and 5 minutes for the trainer to provide feedback.

Step 2. Complete the four lessons

It should take you about one hour to go through the PowerPoint called '**Presentation on Lessons 1-4**'.

What to read. Read through the four lessons contained in the PowerPoint presentation. When going through the slides, first read the content on the slide and then read any supplementary information contained in the speaker notes to the slide. Note that some, but not all, of the slides contain information in the speaker notes.

Videos. There are three videos in the e-learning course: an introductory video in lesson 1, a video on risk management in lesson 2 and a video on investigations in lesson 4. Please ignore the option to view a video. Instead, you should view the stills images from the videos, which are already contained in the PowerPoint presentation.

Scenarios and exercises. The PowerPoint '**Presentation on Lessons 1-4**' contains a total of twelve scenarios and exercises. If reading a paper print-out, write down your answers on

a piece of paper. If viewing the presentation on a computer, insert your views directly into the PowerPoint slide. Don't spend more than 1-2 minutes per scenario and exercise.

Step 3. During the final assessment

You will be given a paper print-out of the final assessment, which consists of ten test questions. You will have 10 minutes to complete the questions. Use a pen to write down your answers to each question.

Once you have completed the ten test questions, the trainer will spend 5 minutes correcting your test with you and reviewing any questions that you got wrong.

Step 4. After the final assessment

Once the trainer is confident that you have understood why you got any questions wrong and can provide correct answer to those questions, you will receive a completion certificate.

At the end of the course, the trainer should also give you the '**Offline Course Handouts**', which contain the summaries of all four lessons, other useful information from the course as well as two key resources that you should use in your upcoming deployments: the '**Misconduct Action Plan Template**' and the '**Deployment Guide**'.