

THE IN-HOUSE TRAINING COMPANY

Getting the health and safety message across

Overview

This one-day course examines how best to get your health and safety messages across – effectively, efficiently and entertainingly!

The expert trainer is the author of a number of training books, including *Safety Games for Trainers*, and shares his ideas, methods and exercises in this informative and practical workshop-style event.

Training objectives

Participants will learn how to:

- Best structure their safety talks or training sessions
- Assess which training points will address specific health and safety issues and problems
- Create measurable learning objectives – linking their training with real-world health and safety workplace improvement
- Make their safety messages more memorable and meaningful to their audiences
- Get people involved and talking about safety positively
- Create safety training that changes attitudes towards health and safety in the workplace
- Stop the yawns! – talking safety practices not just legislation
- Design, create and use safety training exercises and activities
- Measuring their safety training's effectiveness
- Deal with learning resistance
- Transfer the training points from the classroom to the workplace
- Techniques to improve their presentation of safety topics and themes

Audience

This programme is intended for anyone who has to deliver health and safety messages, including:

- Health and Safety professionals
- Safety trainers
- HR / personnel staff
- Supervisors and managers tasked with training people on health and safety
- Training staff
- Risk assessors

Format

At the start of this highly-participative one-day programme the participants will be asked to identify a health and safety training course, subject or presentation to work on during the course. This example will be worked on at key stages and input and feedback gathered from other participants. In this way learning will be applied directly to a relevant example to assist in the transfer of key ideas and concepts.

The course manual includes a series of planning templates and training tools.

The expert trainer

Graham is an experienced and professional health, safety and management trainer and consultant. He has been designing and delivering high quality training events and presentations for many years, and trains and presents to thousands of people every year. This also involves advising and designing training courses and exercises. His client list is long and impressive, including organisations as diverse as Prudential, Citroen, British Steel, Sun Micro, HM Prison Service, local authorities, DaimlerChrysler, Mars Group and many others.

As well as his training and consulting work, Graham is a prolific author, with over twenty business books and training manuals published to date, including *Games for Health and Safety Trainers*, *Brain-Teasers for Trainers*, *Flip-chart games*, *50 Ways to liven you meeting*, *Safety Workbook Services* and the *Safety Training Manual*.

Course outline

1 Getting started

- Personal introductions
- Personal learning objectives and pre-course examples to work on during the course
- Course overview

2 Making safety training interesting and engaging

This first module examines the key principles of how health and safety training can be made more effective and enjoyable. It examines the traditional approach to health and safety training and explores other approaches.

- Health and safety training – what makes it different from other subjects?
- The use of different types of activities and exercises in different groups of participants
- The five questions that you must answer before preparing your safety presentation
- How adults learn – creating involvement, participation and contribution
- Examples and case studies

3 Changing attitudes and behaviours

Building on the previous session, this module considers how to design safety training goals and objectives. Effective safety training does not simply transfer knowledge, educate or inform: in order to be successful it must change attitude and behaviour. At its core, working safely is common sense, but unfortunately common sense is not always common practice.

- Tools for planning your safety learning goals and outcomes
- Translating safety issues into learning objectives
- Understanding how to change people's thinking, and their behaviours and actions, by training
- Packaging and promoting your training – title and course information – to attract more positive and open minds in attendance
- Exercises to map attitude and behaviour changes using an easy to use matrix

4 Structuring your safety training effectively

This session looks at how to translate your training objectives into a well-structured learning event – whether 60 minutes or several days in length.

- How to structure a training event based around safety improvements and objectives
- How to choose the approach for your safety topic, audience and objectives
- Matching exercises to learning styles based on popular behavioural interpretation
- Using open content to increase learning relevance for your participants
- Exercises and examples

5 Designing and using safety learning exercises

This module looks at how to select and design your own exercises, a valuable alternative to traditional 'chalk and talk' methods. Also, a look at different books and sources of ready-made exercises.

- Five essential exercises to include in every safety training course
- How to achieve a 50/50 activity / presentation balance in your training
- Unlocking your creativity to design a safety training exercise or activity
- Formats and structure; substance and content
- Sources of material – existing exercises for you to use
- A trainer's swap of favourite training exercises (this will run at various times during the event)

6 Review of example safety learning activities and exercises

Following on from the previous module, this session presents a number of proven safety exercise templates and shows how they can be adapted to different safety topics.

- Examples of health and safety exercises for a range of course topics and groups

7 Presenting safety more powerfully

Focusing on the top three most common mistakes when presenting or talking about health and safety.

- The three best ways to structure a good safety presentation
- Maximising the audience's attention span – avoiding the 'switch-off and tune-out' mode
- Making the most of your body language for maximum impact
- Understanding the three main unconscious elements you must communicate regarding safety awareness

8 Making your point!

This session examines how to improve the substance and style of your safety presentations and briefings – getting your message across clearly and with impact.

- The five 'E's that will add credibility to your presentation
- Relating your safety topic to your audience
- Making your safety presentation memorable and effective
- Practical examples

9 Final presentations

Participants present the examples and work that they have been preparing during the course.

- Final presentations
- Learning summary and action plan

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