

**ILO PROGRAMME ON OCCUPATIONAL SAFETY, HEALTH,
AND ENVIRONMENT IN THE CARIBBEAN 2011**

**TRAINING SESSIONS AND
MATERIAL DEVELOPMENT**

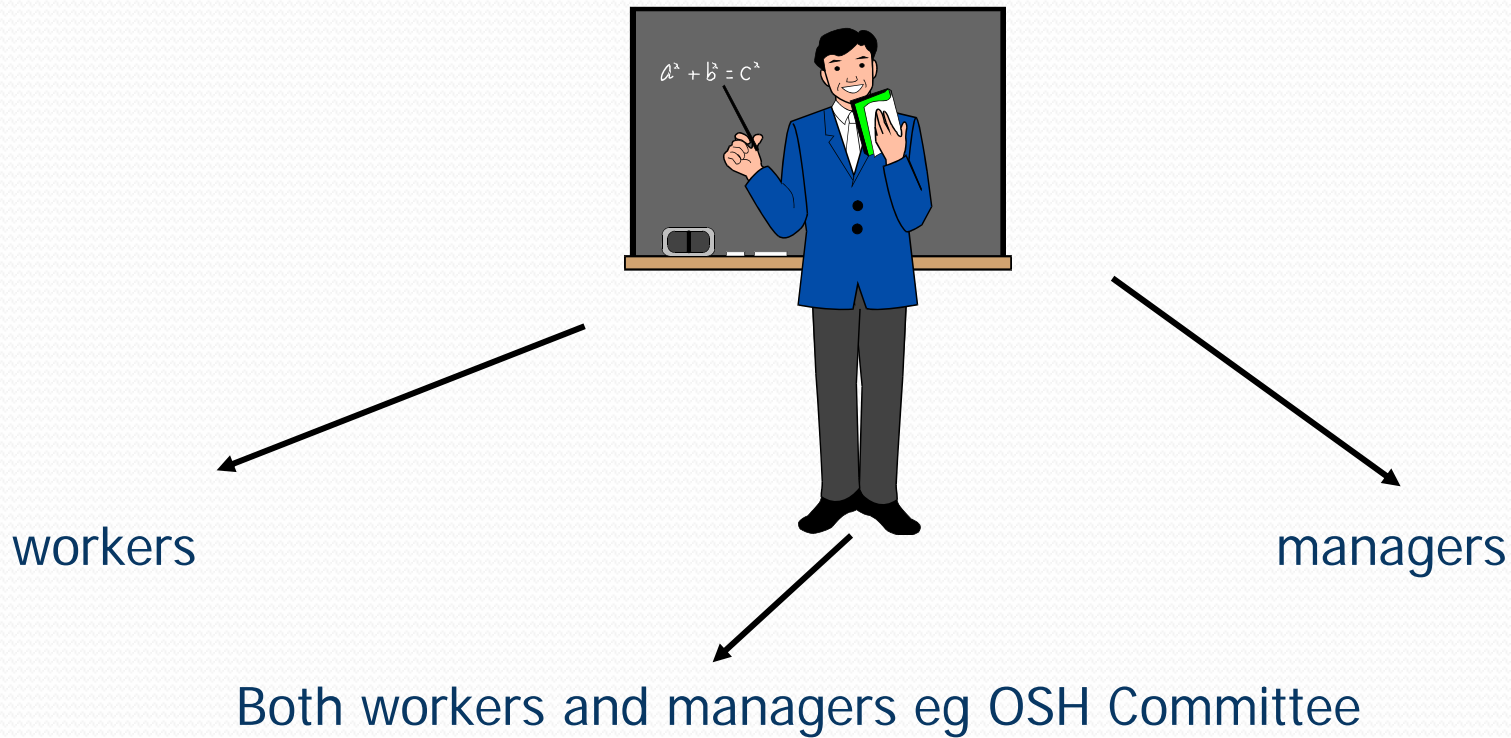
DR ALAN LE SERVE, LEAD CONSULTANT

TRAINING SESSIONS ON OSH

How to run a training/advisory session on OSH – a few tips:

- **Who** – is the target group?
- **What** – is the subject/s matter?
- **When** – date/time/how long?
- **Where** – in the factory/in the boardroom?
- **Why** – advisory service/ dispute resolution etc?
- **How** – what techniques should you use?

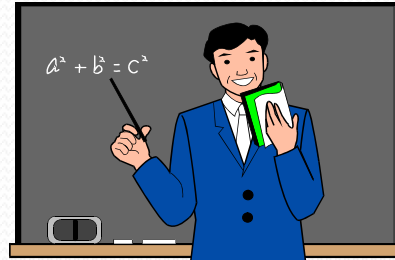
WHO – IS THE TARGET GROUP?



REMEMBER: Adults have a “20 minute concentration span” for technical information – so break up with Q & A, discussions, case studies, pictures etc. The range of audience may be from semi/illiterate to highly educated.

Workers may be suspicious of you and **Managers** may be intransigent.

WHAT – IS THE SUBJECT MATTER?



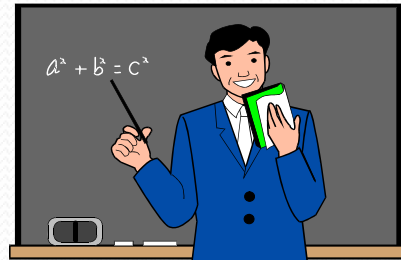
Be specific on subject matter

Prepare materials

**Don't cram in too much!
Better to visit more than once**

**Agree details with
management BEFORE
you turn up!**

WHEN –DATE/TIME/DURATION?



Agree date

Agree time

Agree duration – and stick to it!!! (unlikely to have workers and managers for long periods of time)



Remember and take note of: SIESTA TIME!!!!!!!

WHERE - IS THE SESSION TO TAKE PLACE?



In the factory/canteen?



Hot, humid, noisy!

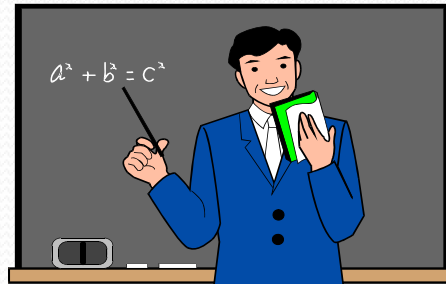
In the boardroom?



Air-conditioned!

Your audience could be from 6 – 100!!! Different techniques apply.

WHY - IS THE SESSION TAKING PLACE?



Advisory services?

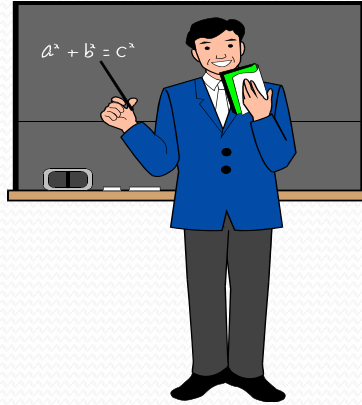
Helping to establish an OSH committee?

Explaining new regulations?

Dealing with a dispute?

WHAT IS THE OBJECTIVE OF YOUR MEETING?

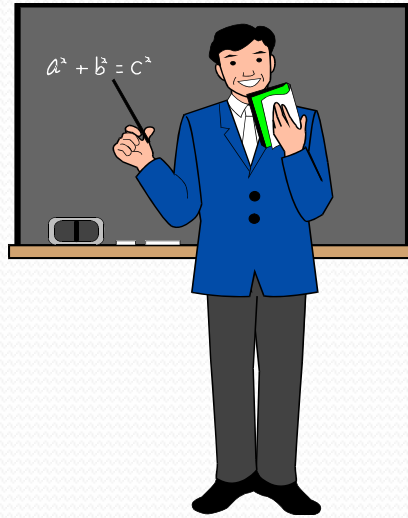
GROUP WORK



1. In your groups prepare a **15 minute session** on an OSH topic of your choice.
2. You will use **only flip charts** for this session as the electricity is out in the factory you are visiting.
3. There is the choice of **ONE target group** for your session –
 - (i) 50 workers (semi literate) – session to be held in the canteen;
 - (ii) A joint safety committee (range of education/training) – session to be held in the boardroom.
 - (iii) 10 busy managers from the factory – session in the boardroom.

YOU MUST PREPARE SESSION/REHEARSE IT/GIVE IT!

HOW – WHAT TECHNIQUES CAN YOU USE?



Power point; films;
videos etc.

Flip charts: white boards;
"Chalk and talk"; posters.

REMEMBER:

Don't rely on any one method –take back-up (e.g. if electricity fails);

Make sure the technique is suitable for the numbers/location etc. – (don't use a small TV monitor for large audience).