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

TRAINING SESSIONS AND MATERIAL DEVELOPMENT

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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?

Both workers and managers eg OSH Committee

workers

Managers

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
- Agree details with management BEFORE you turn up!
- Don’t cram in too much!
  Better to visit more than once
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).