

ACTION PLANNING & USING PROGRAM MATERIALS IN YOUR BUSINESS

Purpose

The purpose of this module is to provide participants with an opportunity to create an action plan using the material they have been introduced to and priorities they have identified during this training program. They will also be introduced to the tools and resources available to help in implementing their action plans, including tips and techniques for using the materials from this program. In a final assessment activity, participants will compare their learning goal to their learning experience, as well as evaluate the program.

Objectives

After completing this module, participants will be able to:

- Complete an action plan based on priorities they have identified in this program.
- Use on-the-job tools, resources, and guidelines provided in this program.
- Evaluate their learning experience and this program.

Time

30 minutes: 3:50 to 4:20 PM

Agenda (Instructional Strategy and Content Outline)

The following topics and activities are covered in this module. An estimate of the time needed to cover each section of the module appears in parentheses.

1. Module Introduction (1 minute)
2. Creating a Plan for Your Small Business (14 minutes)
 - A. Individual Activity: Creating a Plan for Your Small Business (10 minutes)
 - B. Tools and Resources (4 minutes)
3. Individual Activity: Progress on Learning Goals (6 minutes)
4. Activity: Course Evaluation and Completion Certificates (6 minutes)
5. Thank Participants for Involvement and Adjourn the Class (3 minutes)

End of Course

Materials and Equipment

- Participant Guide and Facilitator Guide
- Flipchart, markers, and tape
- Laptop or personal computer (PC) and LCD projector with wireless remote or projector
- 6 PowerPoint slides

Suggestions for Time Management

- Work hard to stay within scheduled times for the activities in this module.

Cues

PPT 6-1

1-Minute Presentation

PPT 6-2

Presentations and Activities

1. Module Introduction (1 minute)

- Start this module at the scheduled time.
- Show PPT 6-1.
- Ask participants to turn to Page 1 of this module.
- Conduct a 1-minute general introduction to this module.
- Show PPT 6-2.
- Briefly review the purpose and objectives of this module.
- Emphasize the important role that action planning and resources play in safety efforts with the following comments:
 - In this module, we will think about the bigger picture of planning and areas of safety communication and training that were covered in this program.
 - We will use the work we have already done in identifying the priorities for action at the close of every module and take the action planning process a step further.
 - We will also briefly review resources that can be used in your future research of safety issues and as valuable on-the-job tools.
- Tell participants that closing activities for this course are also conducted in this module, including identifying new safety concepts, techniques, and methods they learned, revisiting their original learning goal, and evaluating the course.
- Remind participants to ask questions if they need clarification.

**10-Minute
Individual
Activity****PPT 6-3****Question****2. Creating a Plan for Your Small Business (14 minutes)**

- Ask participants to turn to Page 3.
- Introduce the 10-minute action planning activity. Relate the activities that have been completed at the end of each module to this activity.
- Acknowledge that in this program, there has been much information covered in a relatively short period of time.
- Tell participants that this activity focuses on priorities and links all parts of the training program together. Explain that this is an opportunity for participants to tie their thoughts and desired actions from the entire program together – and think about their safety effort from a comprehensive perspective.
- Emphasize the importance of keeping the momentum of this training program going by taking action as soon as possible.
- Show PPT 6-3.
- Ask: *How many participants have ever been actively involved in a planning process at their workplace?*
- Have participants respond through a show of raised hands.
- Review the directions for the planning activity. Make sure to emphasize the following process steps:
 - Go to each page and review your ideas for action from each module.
 - Write down 2 to 4 actions you will take when you return to your business. Identify the task/activity, resources needed, and approximate date for completing the action.
- Tell participants that you will be moving around the room to assist them in this process.
- Ask participants to work on action planning for about 7-8 minutes.

Provide assistance to participants during activity**Debrief****4-Minute Presentation****PPT 6-4****Question**

- Assist individuals in focusing on their task and provide technical assistance to those who need it and are struggling with the activity. Encourage them to raise their hands if they have questions.
- In the remaining 2-3 minutes, ask at least 2 participants to share a priority action they worked on during this activity.
- Link participant priorities back to key points about safety communication and training covered in the program. Try to reference related module content, where possible.
- Remind participants to continue development on their action plan when they return to their business.
- Make a 4-minute presentation in which you introduce participants to the Tools and Resources section of their Participant Guides. Refer them to that section now (it is at the end of their Participant Guide).
- Guide them through the table of contents. Point out that blank copies of all key tools that were used today are here.
- Refer participants to resource pages as you walk through the section. Emphasize ways that participants can use the tools and resources provided to help them in a planning process.
- Show PPT 6-4.
- Ask participants: *How can you use the tools and resources in this program to help you achieve your safety goals?*
- Remind participants to:
 - Check the resource list for information on safety issues.
 - Review/use tools from each module.
 - Adapt/use sample job aids.
- Close this segment by telling participants that they have one last resource – each other.
- Encourage them to exchange names and phone numbers and stay in touch. They can be valuable resources for each other as they develop positive safety cultures in their businesses.

**6-Minute
Individual
Activity****PPT 6-5****Debrief****3. Individual Activity: Progress on Learning Goals (6 minutes)**

- Begin the 6-minute course evaluation process by asking participants to think about the new safety concepts, techniques, and methods they have learned, as well as revisit their original learning goal.
- Ask participants to turn to Page 5.
- Show PPT 6-5.
- Review the activity directions.
- Have participants consider what they learned in this course and what they will continue to learn about safety communication and training in their business.
- Give participants a minute to locate and review their original learning goal.
- Give participants 2-3 minutes to write their thoughts in the space provided.
- Facilitate a 1-minute debrief in which you ask at least 2-3 participants to share comments about their learning progress and/or future learning goal.
- Tell participants that you will now move to the closing and evaluation activities for this program.

**4-Minute
Evaluation
(Separate
Handout)**

**2-Minute
Distribution of
Certificates**

4. Program Evaluation and Completion Certificates (6 minutes)

- Distribute and review the directions for the course evaluation.
- Introduce the evaluation with the following comments:
 - Your feedback is important to us so that we can evaluate the quality of this program and continually improve it.
 - Please take a few minutes to complete the evaluation on these pages.
 - We will use the information you provide us to improve the program and make it even more suitable to your needs.
- Give participants 5 minutes to complete the evaluation.
- Make sure to collect an evaluation from each participant.
- Distribute completion certificates as you congratulate participants on a successful completion of this program.

**3-Minute Closing
Comments****PPT 6-6****5. Thank Participants for Involvement and Adjourn the Class
(3 minutes)**

- Make closing comments.
- Ask participants to turn to Page 6.
- Show PPT 6-6.
- Make the following points:
 - A proven systematic approach is used in a performance-based training process.
 - Because the process is comprehensive, training that is performance-based is almost always successful.
- Ask participants to turn to Page 7.
- Briefly review each phase:
 - **Assessment:** In this phase, the safety professional consults others to determine what knowledge, skills, and attitudes people need to develop and whether training is the right solution for the problem/need.
 - **Design:** In this phase, the safety professional chooses an instructional solution, training media, and most importantly, identifies the learning objectives and sequence in which workers will learn new information and skills.
 - **Materials acquisition or development:** In this phase, the safety professional buys or creates training materials, or does some combination of both.
 - **Delivery:** In this phase, the safety professional delivers the training.
 - **Evaluation:** In this phase, the safety professional gets feedback from those involved in the process. Training is then improved based on this feedback.
- Thank participants for their involvement while highlighting positive aspects of the training experience. Include one or two personal anecdotes about the experience. **ADJOURN.**