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# PROGRAM INTRODUCTION

## Purpose

The purpose of this *Program Introduction* is to acquaint participants with the facilitator, the training facility, the National Safety Council, the sponsoring Chapter and the other participants with whom they will share their learning goals. It provides a preview of the program purpose, content and materials.

## Objectives

After completing this *Program Introduction*, participants will be able to:

- ➡ State their learning goals.
- ➡ Identify the goals of the program.
- ➡ Compare their learning goals with the program goals and the general content of the program.

## Time

30 minutes: 8:30 to 9:00 AM

## Agenda

1. Welcome and housekeeping—Presentation (5 minutes)
2. Participant Introductions—Activity (20 minutes)
3. Course Introduction and Goals—Presentation (5 minutes)

## RECOMMENDED PROCESS

### 1. Welcome and Housekeeping—Presentation (5 minutes)

Cues	Content
PowerPoint (PPT) Intro-1	<ul style="list-style-type: none"> <li>■ Use PPT Intro-1 to set up and test the LCD projector. Leave this slide on the screen as participants arrive for the class.</li> <li>■ Start the program promptly at the scheduled time.</li> <li>■ Welcome participants to the class and introduce yourself.</li> </ul>
PPT Intro-2	<ul style="list-style-type: none"> <li>■ Show PPT Intro-2 to introduce the following administrative details:               <ul style="list-style-type: none"> <li>– Emergency procedures.</li> <li>– Medical concerns.</li> <li>– Class times, breaks, and lunch.</li> <li>– Tobacco policy.</li> <li>– Electronic devices.</li> </ul> </li> <li>■ Emphasize that you will take 10-minute breaks throughout the day, and that there will be a 1-hour lunch at approximately 11:45 a.m.</li> <li>■ The course will end at 4:30 p.m.</li> <li>■ Tell participants that they will receive a certificate of completion at the end of the day. OSHA requires that a person attend the complete course to get a certificate.</li> </ul>
Participant Guide	<ul style="list-style-type: none"> <li>■ Refer participants to their Participant Guides. Ask them to turn to Page 1 of the section called <i>Program Overview</i>.</li> <li>■ Provide background of the National Safety Council and the Susan Harwood Grant—both make the class possible.</li> </ul>
PPT Intro-3	<ul style="list-style-type: none"> <li>■ Use PPT Intro-3 to review the National Safety Council’s mission.</li> </ul>

PPT Intro-4

- Refer participants to Page 1 of the section called *Program Introduction*.
- Use PPT Intro-4 as you tell them that today's training program will provide them with an understanding and awareness of basic electrical hazards and the requirements of an electrical safety program.

PPT Intro-5

- Show PPT Intro-5 and emphasize that this program will **NOT** train them to be a "Qualified Person."
- Remind them that it takes years of training and experience to become a "Qualified Person."
- Refer participants to the bottom of Page 1.
- Tell them that their learning experience will be most effective if they actively participate in all program activities.
- Review the points at the bottom of the page.

## 2. Participant Introductions—Activity (20 minutes)

Cues	Content
PPT Intro-6	<ul style="list-style-type: none"><li>■ Refer participants to Page 2. Tell them that you want to give them a chance to get to know one another.</li><li>■ Use PPT Intro-6 to as you ask them to share the following information.<ul style="list-style-type: none"><li>– Their name.</li><li>– Where they work.</li><li>– What they do.</li><li>– A learning goal they have for this program.</li></ul></li><li>■ Start the introductions by giving some information about yourself.</li><li>■ Set an example by doing this quickly.</li><li>■ Allow about 20 minutes for the introductions.</li></ul>
Facilitator Note	<ul style="list-style-type: none"><li>■ As participants introduce themselves, jot down a few notes regarding their electrical experience and their learning goals. Plan to integrate this information as it is relevant throughout the course.</li></ul>

### 3. Course Introduction and Goals—Presentation (5 minutes)

Cues	Content
PPT Intro-7 through PPT Intro-10	<ul style="list-style-type: none"><li data-bbox="584 336 1404 378">■ Refer participants to Page 3.</li><li data-bbox="584 409 1404 535">■ Show PPT Intro-7 through PPT Intro-10 to review the program goals. As you review the goals, ask participants to compare them with their own learning goals.</li><li data-bbox="584 556 1404 640">■ Ask participants if there are any questions regarding the program goals.</li></ul>
PPT Intro-11 and PPT Intro-12	<ul style="list-style-type: none"><li data-bbox="584 672 1404 787">■ Use PPT Intro-11 and PPT Intro-12 to review the program agenda. Answer any questions participants have about the agenda or about the course in general.</li></ul>

