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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:

- Identify the goals of this *Preventing Slips, Trips and Falls* training program.
- Recognize the other participants who are attending the program.
- State their own learning goal for this program.

## **Time**

30 minutes: 8:00 to 8:30 AM

## 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. Facilitator Introduction and Course Logistics—Presentation (5 minutes)
2. Participant Introductions—Activity (20 minutes)
3. Course Materials, Modules and Goals—Presentation (5 minutes)

## Key Terms and Concepts

- Introductions
- Course logistics
- Learning goal
- Course goals

## Materials and Equipment

To prepare for delivering this *Program Introduction*, you will need the following:

- Participant Guide and Facilitator Guide.
- Name tents.
- Flipchart, markers, and tape.
- Laptop computer (PC) and LCD projector with wireless remote or overhead projector.
- Plug strip and cord protector.
- PowerPoint slides: Intro-1 through Intro-9.

## Suggestions for Time Management

- Start promptly on time.
- Don't stop to brief latecomers.
- Announce your expectations of punctuality.
- Set an example for the introductions by going first. When you introduce yourself, quickly give your name, your organization, what you do and an example of a slip, trip or fall that you commonly encounter.

**Cues****PPT Intro-1****5 Minute  
Presentation****PPT Intro-2 and  
Intro-3****Presentations and Activities****1. Facilitator Introduction and Course Logistics—Presentation  
(5 minutes)**

- Start the program promptly at the scheduled time.
- Show PPT Intro-1.
- Present a 5 minute general introduction to the program and training site.
- Introduce the name of the training program and yourself. Allow time for an introduction of a second facilitator, if applicable.
- Show PPT Intro-2 and Intro-3 to present safety/emergency and site/logistics information.
- Cover the following information:
  - Emergency evacuation procedures.
  - Starting and ending times.
  - Breaks and lunch.
  - Smoking policy.
  - Location of rest rooms, break room, telephones, emergency exits.
  - Electronic devices.
  - Messages.
  - Medical concerns.
  - Participation.
- Emphasize that you will take 10-minute breaks throughout the day, and that there will be a 1-hour lunch at approximately 12:20 p.m.
- The course will end at 4:15 p.m.
- Tell participants that they will receive a certificate for completion of this program, but they must be in attendance for the entire day.

**Participant  
Reminder**

- Tell participants that you are committed to ending on time, but they must be committed to returning to class on time after lunch and breaks.

**Participant Guide**

- Refer participants to their Participant Guides. Ask them to turn to Page 1 of the section called *Program Overview*.

**PPT Intro-4**

- Show PPT Intro-4 to introduce the National Safety Council by presenting its mission. Acknowledge OSHA and the Susan B. Harwood Grant Award to NSC, emphasizing the support for small businesses.
- Encourage participants to review the rest of this section on their own time.
- Now refer participants to the section called *Program Introduction*. Quickly review Pages 1 and 2. Highlight one or two key points from the *Welcome* on Page 2.

**20 Minute Large Group Activity****PPT Intro-5****Facilitator Note****PPT Intro-6****2. Participant Introductions—Activity (20 minutes)**

- Refer participants to Page 3. Tell them they are now going to introduce themselves to the group.
- Show PPT Intro-5 as you explain that you will be going around the room, and each person will introduce himself or herself by providing the following information:
  - Name.
  - Where they work.
  - What they do.
  - A common trip or fall in their organization.
- Tell participants that if they want to take notes, they can do so in the space provided on Page 3.
- Start the introductions by introducing yourself.
- Set an example by quickly giving your name, your organization and job, and a brief description of a slip, trip or fall you frequently encounter.
- Allow about 15 minutes for the introductions.
- As participants introduce themselves and their common type of slip, trip or fall, jot down a few notes. Plan to integrate this information as it is relevant in later activities.
- When introductions are complete, refer participants to the bottom of Page 3.
- Allow participants time to write down a learning goal. Show PPT Intro-6 while participants are writing their goals.
- As time permits, ask participants to share their learning goals and make comments about how their learning goals relate to the training program.
- Allow about 5 minutes for the writing and disclosing of learning goals.

**3. Course Materials, Modules and Goals—Presentation  
(5 minutes)**

**5 Minute  
Presentation**

**PPT Intro-7 and  
Intro-8**

**PPT Intro-9**

- Refer participants to Page 4. Tell them you will now review the goals and agenda for the program.
- Show PPT Intro-7 and Intro-8 and review the course goals. Emphasize the importance of these major areas in creating a proactive system for preventing slips, trips and falls.
- Show PPT Intro-9. Tell participants that the program is organized by an introduction (that is being presented now) and five modules.
- Briefly review the course content by presenting 1-2 key points about each module/section listed on the agenda. Draw a few relationships between participant learning goals and the course goals and content.
- Have participants locate the CD-ROM that came with their Participant Guides. Tell them this CD-ROM contains tools and resources they can use back on their jobs.
- The CD-ROM replaces the *Tools and Resources* section that has been part of the Participant Guide in previous years' programs.
- Present an overview of program testing and evaluation.
  - Facilitator will provide assistance to you during the program as activities are completed to ensure your success. No formal testing is a part of the program, but you are expected to complete all activities and actively participate in this training program.
  - You will be asked to complete an evaluation that will provide us with your feedback on program quality at the end of the program.
- Ask participants: What questions do you have before we begin Module 1?
- Tell participants that they will learn the key concepts and definitions relating to slips, trips and falls in Module 1.

**Question**

**Transition**