

ACTION PLANNING AND USING PROGRAM MATERIALS IN YOUR BUSINESS

Purpose

This module provides participants with the opportunity to identify some actions they will take to prevent slips, trips and falls when they return to their jobs. Using the materials and concepts from today's class, participants will create an action plan. They will also be introduced to the tools and resources available to help them implement their plan. In a final assessment activity, they will compare their learning goal to their learning experience and evaluate the program.

Objectives

After completing this module, participants will be able to:

- Identify some actions they will take to prevent slips, trips and falls.
- Use on their jobs the tools, resources and guidelines provided in this program.
- Evaluate their learning experiences and this program.

Time

25 minutes: 3:50 to 4:15 PM

End of Day

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. Action Planning—Individual Activity (15 minutes)
2. Evaluation of Learning Goal and Course Evaluation—Individual Activity (10 minutes)

Key Terms and Concepts

- Action planning
- Tools and resources section
- Evaluation of learning goal

Materials and Equipment

To prepare for delivering *Module 5*, you will need the following:

- Participant Guide and Facilitator Guide
- Flipchart, markers, and tape
- Laptop computer (PC) and LCD projector with wireless remote or overhead projector
- Overhead transparencies or PowerPoint slides: 5-1 through 5-6

Cues

PPT 5-1

PPT 5-2

Individual Activity

PPT 5-3

PPT 5-4

Presentations and Activities

1. Action Planning—Individual Activity (15 minutes)

- Start this module by showing PPT 5-1.
- Refer participants to Page 1 and quickly review the module purpose and objectives. Show PPT 5-2 when you review the objectives.
- Refer participants to Page 2. Lead an individual activity in which participants will identify some actions they will take when they return to the job. Make the following points.
 - Now that you have learned the basics of proactively managing slips, trips and falls, it's time to think about what you will do when you return to your job.
 - At the end of each module we studied today, there was a page called *Planning for Your Small Business*.
 - Each of these pages listed suggestions that you could implement on the job.
- Show PPT 3 to indicate the page numbers for the action plans, then state the following:
 - Take some time to review the four planning pages from each module, then use Page 3 of this module to write 2-4 actions you will take when you return to the job.
 - In addition to identifying the action, write down any barriers to implementation you might encounter.
- As participants do their planning, show PPT 5-4 as a visual reminder.
- Walk around the room to address participant questions and comments.
- Periodically announce the time so participants can pace their work.

PPT 5-5

- When participants are finished planning, bring the large group back together.
- Show PPT 5-5 and emphasize that their businesses wouldn't be normal if they didn't experience some barriers to implementing their plans.
- Ask participants to share some of the barriers they identified, then seek ideas from the group about how to overcome the barriers.
- Discuss as many barriers as time permits.
- Refer participants to the *Tools and Resources* CD-ROM they received with their Participant Guides.
- Inform them that this disk was created for their use back on the job and contains the following:
 - The OSHA standard for walking and working surfaces.
 - The forms, applications, assessments and checklists that were presented throughout the day.
 - A comprehensive listing of books, periodicals, videos and websites that contain relevant information.

Individual Activity**PPT 5-6****Course Evaluations****Adjourn****2. Evaluation of Learning Goal and Course Evaluation—
Individual Activity (10 minutes)**

- Facilitate a 10 minute individual activity in which participants will do the following:
 - Compare their learning goal to their learning experience.
 - Set a new learning goal.
 - Evaluate the program.
- Refer participants to Page 4. Remind them that, at the beginning of the program, they identified a learning goal.
- Refer participants back to Page 3 of the *Program Introduction* so that they can locate their learning goal.
- Ask participants to copy their learning goal onto Page 4 of Module 5, then allow time to write what they learned relating to that goal.
- Refer participants to the bottom of Page 4. Show PPT 5-6 and state that even as they implement their action plans from today's class, they should continue to learn about slips, trips and falls.
- Allow time for participants to identify a new learning goal, and to write down what they will do to achieve that goal.
- Hand out the course evaluations and reinforce to participants that their feedback is important because the information they provide helps to improve future courses.
- Allow participants time to complete the evaluation.
- Collect the evaluations before participants leave.
- Thank participants for attending and participating.
- Adjourn the class.

