
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

At the end of 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

25 minutes: 8:00 to 8:25 AM

Agenda

1. Welcome and housekeeping—Presentation (5 minutes)
2. Participant Introductions—Activity (15 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"> ■ Use PPT Intro-1 to set up and test the LCD projector. Leave this slide on the screen as participants arrive for the class. ■ Start the program promptly at the scheduled time. ■ Welcome participants to the class and introduce yourself.
PPT Intro-2	<ul style="list-style-type: none"> ■ Show PPT Intro-2 to introduce the following administrative details: <ul style="list-style-type: none"> – Emergency procedures. – Medical concerns. – Class times, breaks, and lunch. – Break areas, rest rooms. – Tobacco policy. – Electronic devices. – Materials. ■ Emphasize that you will take 10-minute breaks throughout the day, and that there will be a 1-hour lunch at approximately 11:55 a.m. ■ The course will end at 4:10 p.m. ■ 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.
Participant Guide	<ul style="list-style-type: none"> ■ Refer participants to their Participant Guides. Ask them to turn to Page 1 of the section called <i>Program Overview</i>.

PPT Intro-3

- Provide background of the National Safety Council and the Susan Harwood Grant—both make the class possible.
- Use PPT Intro-3 to review the National Safety Council’s mission.
- Refer participants to Page 1 of the section called *Program Introduction*.

PPT Intro-4

- Use PPT Intro-4 as you tell them that today’s training program will provide them with the knowledge, skills and strategies necessary to establish and maintain a results-producing safety management system.
- 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 (15 minutes)

Cues

PPT Intro-5

Facilitator Note

Content

- Refer participants to Page 2. Tell them that you want to give them a chance to get to know one another.
- Use PPT Intro-5 to as you ask them to share the following information.
 - Their name.
 - Where they work.
 - What they do.
 - A learning goal they have for this program.
- Start the introductions by giving some information about yourself.
- Set an example by doing this quickly.
- Allow about 15 minutes for the introductions.
- As participants introduce themselves, jot down a few notes regarding their background and experience in safety management.
- Also make notes regarding their learning goals and plan to integrate this information throughout the course as it is relevant.

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

Cues	Content
PPT Intro-6 through PPT Intro-8	<ul style="list-style-type: none"><li data-bbox="576 336 1416 378">■ Refer participants to Page 3.<li data-bbox="576 409 1416 525">■ Show PPT Intro-6 through PPT Intro-8 to review the course goals. As you review the goals, ask participants to compare them with their own learning goals.<li data-bbox="576 556 1416 640">■ Ask participants if there are any questions regarding the program goals.
PPT Intro-9	<ul style="list-style-type: none"><li data-bbox="576 661 1416 787">■ Use PPT Intro-9 to review the program agenda. Answer any questions participants have about the agenda or about the course in general.

