



Safety Communication and Training Techniques

FACILITATOR GUIDE



Developed by the National Safety Council

In cooperation with the
Occupational Safety and Health Administration
Funded by a Susan B. Harwood Grant

2005 – 1st Edition

Safety and Health Leadership...

It's Our Mission



The mission of the National Safety Council is to educate, protect, and influence society to adopt safety, health, and environmental policies, practices, and procedures that prevent and mitigate human suffering and economic losses.

This material was produced under Grant Number 46EO-HT10 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

Copyright, waiver of first sale doctrine. The National Safety Council's materials are fully protected by United States copyright laws and are solely for the noncommercial, internal use of the purchaser. Without the prior written consent of the National Safety Council, purchaser agrees that such materials shall not be rented, leased, loaned, sold, transferred, assigned, broadcast in any media form, publicly exhibited or used outside the organization of the purchaser, or reproduced, stored in a retrieval system or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise. Use of these materials for training for which compensation is received is prohibited, unless authorized in writing by the National Safety Council.

Disclaimer. Although the information and recommendations contained in this publication have been compiled from sources believed to be reliable, the National Safety Council makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances. Any reference to actual companies is unintentional and should be construed as fictional.

© 2005 National Safety Council
All Rights Reserved

Table of Contents

- Program Overview

 - About the National Safety Council

 - About this Program

 - Delivery Considerations

 - Tips for Using Your PowerPoint Presentation

 - Preparing for the Program

 - Materials and Equipment List

 - At-a-Glance Training Schedule

- Program Introduction

- Module 1: Communication Issues and Adult Learning Needs

- Module 2: Organizing Safety Messages and Training Content

- Module 3: Selecting, Designing, and Using Media

- Module 4: Presentation and Facilitation Skills

- Module 5: Evaluating Safety Messages and Training

- Module 6: Action Planning and Using Program Resources in Your Business

