



Passionate About Safety

Compelling Safety Training That Yields Results

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Utilize needs assessments

Developing an action plan

Understanding the adult learner

Active training methods

Discuss the different training styles

Determining technology's role in training

Implement Micro-learning into your training

Understand how to determine competency

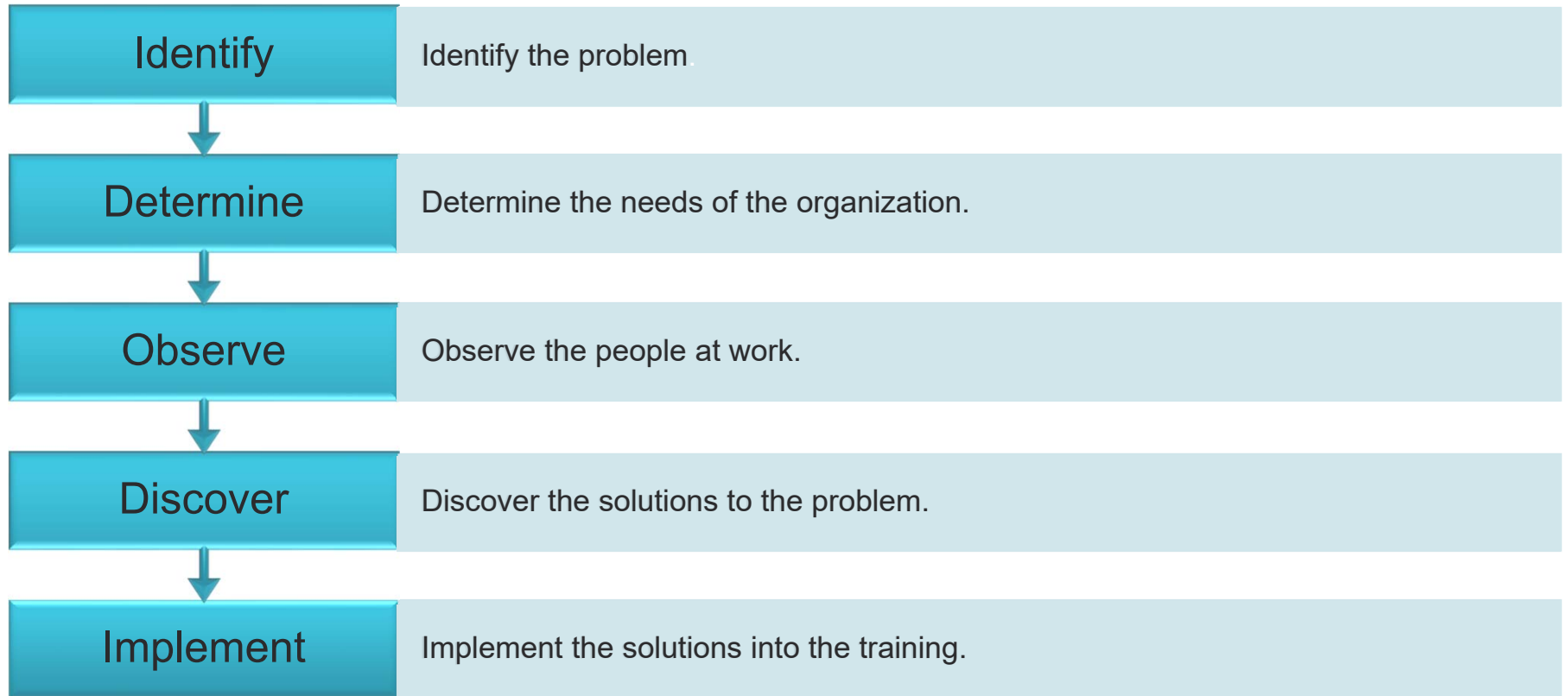
Needs Assessment



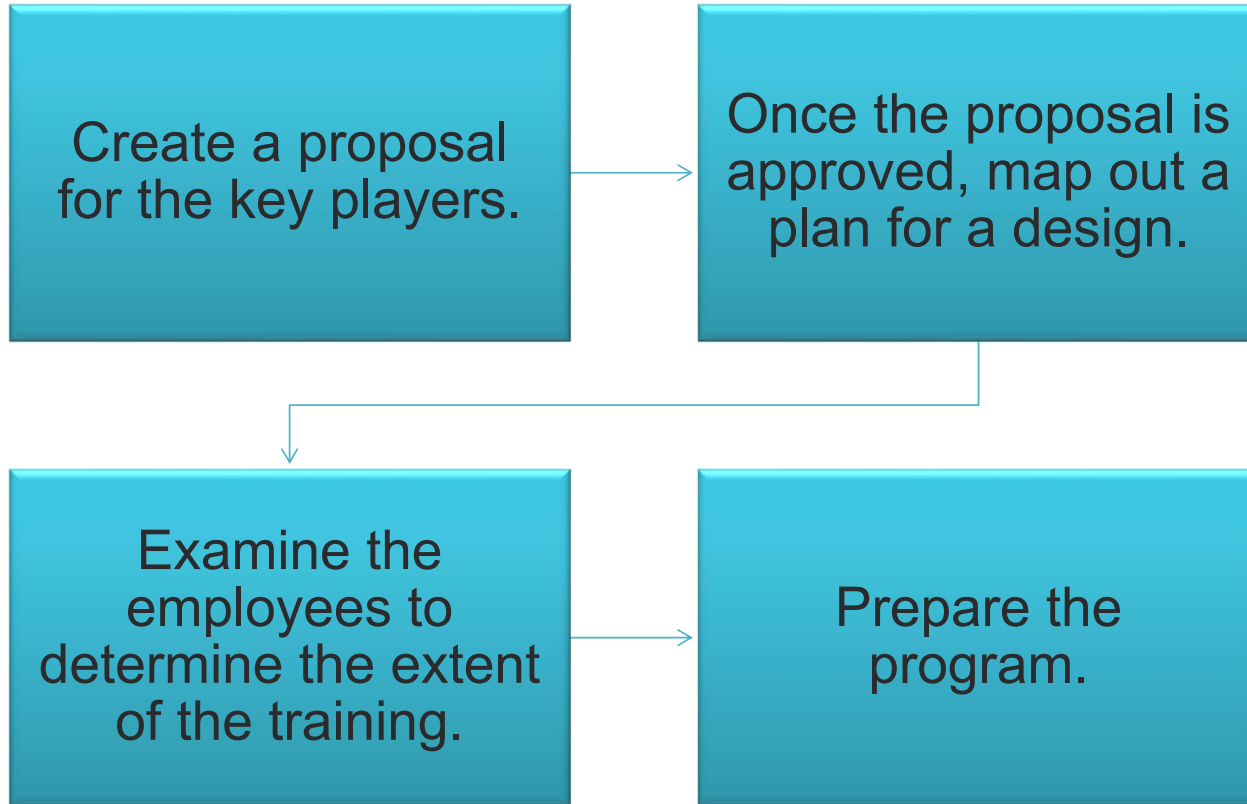
The core of a training program, gives you the basis for program. Determining the gap between desired and current performance. There are various reasons to use a needs assessment:

- Determine whether training is needed.
- Determine the causes of poor performance.
- Determine the content and scope of training.
- Determine desired outcomes.
- Gain management support.

How to conduct a needs assessment



Developing an action plan



Some of the challenges that come up when training an adult learner are:

- Generational differences.
- Superiority in the workplace.
- An individual's experience in the field.
- Language barriers.



Training styles

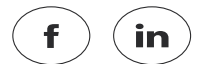


Training styles are different than training methods. A training style is the way that you, the trainer, convey the information. There are four training styles:

1. Seller
2. Coach
3. Professor
4. Entertainer



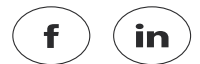
Training styles (Continued)



Seller



- Content focused.
- Retain their attention.
- Sell the concept



Professor

- Lecture oriented.
- Research and share.
- Very informative.



Entertainer

- Implement a new idea or program.
- Motivate cultural changes.



Coach

Focused on skill building.

Connect with the audience.

Acts as a mentor.

Think outside the box, and the classroom!





What Kind of Trainer Do You Think YOU Are?

1. Seller
2. Professor
3. Entertainer
4. Coach

Training Methods

- Classroom training
- Interactive methods
- Hands-on training
- Computer-based
- Video training
- Mentoring

Classroom training

- Teaching large amounts of people
- Lots of information in a short time



Interactive



- Case studies
- Small group discussions
- Role playing
- Quizzes
- Demonstrations
- Games



Hands on



- Have the employees doing the task they are learning about
- Experience through



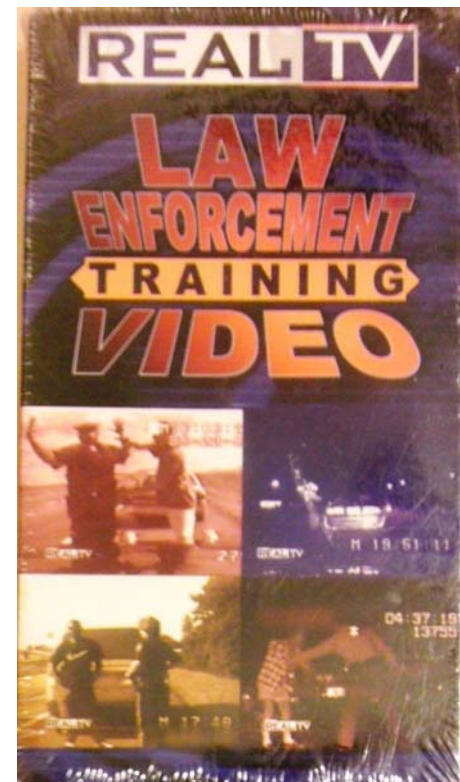
Computer Based

- Interactive online training
- Usually involves modules followed by quizzes



Video & Webinar Training

- Watch a pre-recorded or live video



Mentoring

- Matching a pro with someone new to the position
- Build a relationship
- Mentors learn too

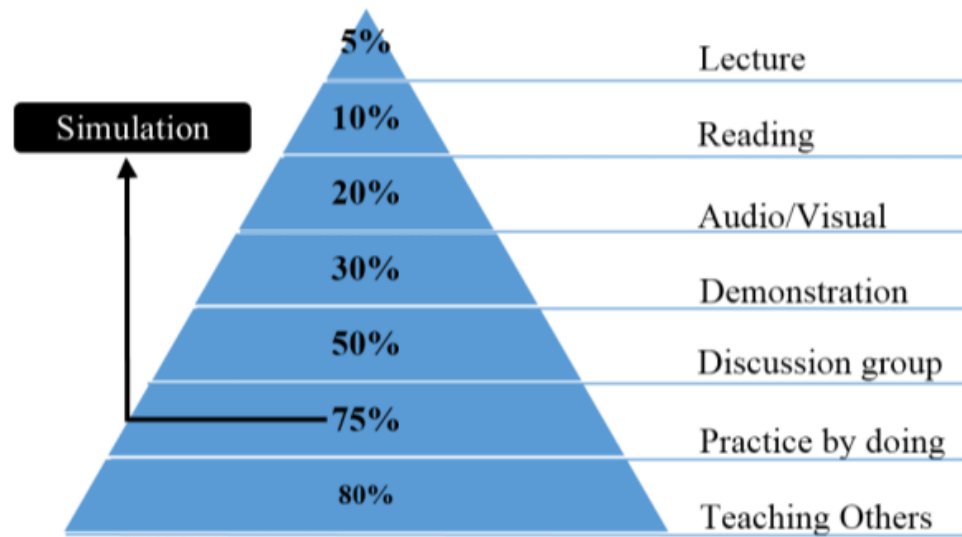




What Kind of Training Do YOU Prefer?

1. Classroom
2. Interactive or Hands on
3. Computer based or video
4. Mentoring

Learning retention rate



PowerPoints

Avoid “death by PowerPoint”:
common term to describe training
boredom

Tips:

- Use visual aids.
- Keep slides short and simple.
- Use color, capture attention.
- Avoid paragraphs.
- Avoid bad text/background color combos



This is an example of what not to do when making a power point presentation

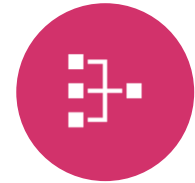
- **Avoid having wordy slides. The point of having a slide presentation is not to have the audience read every word being said. The point to the slides it to give a visual aid to the content of the speaker.**
- **People tend to lose interest very quickly when PowerPoints have excessive amounts of words on them. This is a perfect example of what not to do. If the speaker wanted to use slides like this one, they might as well have sent a book to the trainees instead of holding a presentation.**
- **Another thing to note is to make sure that the text color contrasts well with the background color. Having two similar colors may cause the audience visual fatigue and in the worst case give them a headache.**



CAPTURES
ATTENTION.



REINFORCES
POINTS.



ORGANIZES
INFORMATION.

Visual Aids



EMPHASIZE
POINTS.



ENTERTAIN
THE AUDIENCE.



Case Studies

Pros

- Applies real life situations to the scope of the training.
- Explains the consequences of doing the task improperly.
- Can be discussed in small groups.

Cons

- Can lose the attention of some audiences.
- Can be hard to find for specific trainings.

Small Group Discussion

Pros

- Encourages the audience to participate.
- Challenges the audience to apply the information.

Cons

- Audience can get off topic.
- Some trainees may be shy or resistant.

Role Playing

Pros

- “Learning by doing”.
- Encourages the audience to ask questions.
- Very interactive.

Cons

- Some trainees may be resistant to participation.

Demonstrations

Pros

- Showing a visual demonstration can help the audience retain the information.

Cons

- Can take more time than conventional methods of training.
- May require additional resources.

Quizzes

Pros

- Great way of determining how well the information is retained.
- Can be document the trainee as being competent in the training.

Cons

- Language barriers.
 - Reading difficulties.
 - Learning disabilities
- (Consider vocal quizzes)

Games

Pros

- Extremely interactive.
- Well received by trainees.
- Using problem-solving techniques with the information of the training.

Cons

- Difficult with larger audiences.
- Can take more time than more conventional methods.
- Can be distracting.



What Interactive Method do YOU Prefer?

1. Case Studies and small group discussion
2. Role Playing
3. Demonstrations
4. Quizzes and Games

Technology in Training

- Simulations.
- Virtual reality.
- Online programs



“Micro-Learning”



Small learning segments

Breaking down information into “bite size pieces”

Short term learning activities

Examples of Micro-Learning



Infographics

Short videos

Audio snippets

Toolbox talks

“Knowledge checks”/short quizzes

Quick games

Is it Effective?



Effectiveness of Micro-learning

- Fast to deliver
- Affordable
- More engaging than traditional methods
- Increased knowledge retention
- More casual

Limitations of Micro-learning

- Hard to cover complex concepts
- Not easy to cover in time-sensitive trainings

Micro-Learning: Implementation



Implement a blend of training strategies



Do not rely solely on this method



Gauge the audience interactions, use what works

Demonstrating Competency

There are several different methods of demonstrating competency:

- Assessments/quizzes
- Surveys
- Course Discussions
- Pre-determined question time
- Observations/Demonstrations

How Do You Know Training Is Effective?

- Audience was engaged throughout the training
- Audience was enthusiastic about the subject
- Members of the audience asked questions
- What about application? Behavior changes?

Trainer Evaluations

Things to include:

- Strong points of the session.
- Weak points of the session.
- Concepts that you may have struggled with.
- What you would have liked to see more of.
- Trainer's ability to convey information.



The Takeaway



- **The most important things to take from this presentation:**
- Experiment with the different methods!
- Adapt to the audience.
- Update the training programs.
- Evaluate what kind of trainer you are.



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Dianne Grote Adams is a Board-Certified Industrial Hygienist, Board-Certified Safety Professional and Certified Professional Environmental Auditor in Health and Safety with more than 40 years of experience.

Dianne has comprehensive environmental, safety and industrial hygiene experience. She has conducted audits, trained management and HSE professionals, coached HSE staff and mentored other women business owners. Her recent audit experience includes manufacturers and distribution centers.

During her career, Dianne has conducted or supervised hundreds of industrial hygiene and indoor air quality surveys, written and reviewed compliance programs, and developed and presented hundreds of employee and management training courses, webinars and workshops. Dianne has presented monthly HSE webinars for the Ohio Manufacturer's Association for the past five years and Safex monthly webinars for the past four years. She has represented 'industry' during Ohio Administrative Code reviews, at the request of the Ohio Bureau of Workers Compensation (BWC). She has spoken at the BWC All Ohio Safety Congress on multiple occasions, as well as at the Capital Area Safety Council and the Greater Columbus Safety Council. She has also been a key instructor for the American Industrial Hygiene Association's (AIHA) *Fundamentals of Industrial Hygiene* and *Beyond Fundamentals of Industrial Hygiene* since 1999 and is an adjunct for "Introduction to ESH" and "Toxicology and Industrial Hygiene" at Otterbein University.

Dianne is active in the community. She served two terms on the Board of Cristo Rey Columbus, a college prep high school for economically challenged youth, and served as the Board Services Chair her second term. Dianne completed a three-year term as a member of the AIHA Conference Program Committee in 2019 and the AIHA Board of Directors in 2014, during which time she served on the Finance Committee and the Executive Development Committee. Dianne is a member of the AIHA, American Academy of Industrial Hygiene (AAIH) and the American Society of Safety Engineers (ASSE). Prior to her current volunteer activities, Dianne was on The Ohio State University Environmental Health Science Advisory Board, the advisory committee for the Ohio University Industrial Hygiene Program, the Otterbein Alumni Council, the AIHA Local Section Council, the AIHA PSTFII Task Force, the All Ohio Safety Congress and the Central Ohio AIHA.

Safex is ranked on the 2020 list of 50 Top Central Ohio's Largest Women-Owned Businesses. Dianne received the Special Alumni Achievement Award from Otterbein University in 2018, and in 2017, she was recognized with the Distinguished Fellow Award by the AIHA. Safex was recognized as the Small Business of Year by the Westerville Area Chamber of Commerce in 2019.

Past honors for Safex include the 2014 Conway Family Business Center Community Engagement Award and the 2013 Medical Mutual Pillar Award for Community Service. In 2010, Dianne received the "Ohio Keys to Success Award," sponsored by the Ohio Department of Development's Entrepreneurship and Small Business Division. In 2007, Dianne was the recipient of the Builders Exchange "Meg DeWerth Industry Impact Safety Award." In 2005, Dianne was one of five "Change Makers" to premiere in the June *Columbus Business First* Women in Business Supplement. Dianne received the Central Ohio Local Section of the AIHA "Industrial Hygiene Award of Excellence" in 2003, and the "Outstanding Industrial Hygiene Award" in 1992. In 2002, she was a finalist for the Ernst and Young "Entrepreneur of the Year" award and was named to the *Business First* "40 Under 40" Business Leaders in 1993.

Since 1992, Dianne has been the President of Safex. Prior to Safex, Dianne worked with Abbott/Ross Laboratories, ChemLawn Services Corporation, the Ohio OSHA Consultation Program and was an adjunct professor at Columbus State Community College from 2008-2010.

Dianne received a BA in Life Science from Otterbein University and a MS in Environmental Health/Occupational Safety from the University of Cincinnati.