

## Capstone Lesson

**Objective:** Given a training plan to address safety concerns, discuss how you might evaluate or modify the training plan to improve it using the ADDIE process.

<b>CONTENT</b>	<b>ACTIVITIES (Delivery)</b>
<p><b>Intro:</b></p> <p>State the performance objective</p> <p>Check for understanding</p> <p>Explain WHY?</p> <p>Check for prior knowledge</p>	<p><b>PPT#1:</b> Restate above PO and explain scenario.</p> <p>Do you know what an accident at work is?</p> <p>Every company has a knee jerk response to most safety concerns. The response may not be the best solution. Trainers are biased and may not see obvious solutions or new methods for presenting information.</p> <p>Have you ever had, seen or heard of an accident at work? If so, what was the company response? Was it a training session a few days later? A handout? An immediate safety stand down?</p>
<p><b>Content:</b></p> <p><b>Analysis Results</b></p>	<p><b>Explain</b></p> <p><b>PPT#2:</b> Review Theoretical analysis results.</p> <ul style="list-style-type: none"> <li>• General safety review is needed. There is no one root cause to all of the accidents, each has been different.</li> <li>• Budget for A, D, D, &amp; E = generally covers time and materials, is usually approved by management, and may be flexible.</li> <li>• Budget for I = Covers instruction time and convenience items for learners.</li> <li>• Learners = I needed to find a balance between topic, and audience, what they need to know and what they want to know. This course is to raise awareness because most of the audience has worked here so long that they have become complacent and forgotten how dangerous their job can be. It is a facilitated course because the learners are older and prefer a classroom setting. If they were a younger audience the choice for delivery might have been computer based.</li> </ul>

<p><b>Focus of training topics 1</b></p> <p><b>Focus of training topics 2</b></p> <p><b>Focus of training topics 3</b></p> <p><b>Evaluation</b></p>	<p><b>PPT#3:</b> OSHA statistics, company policies, and how to file a complaint</p> <p><b>PPT#4:</b> OSHA Warehousing pocket guide. There are other sources for safety information but OSHA is the most comprehensive.</p> <p><b>PPT#5:</b> OSHA movies and laminated situational wallet cards to reinforce learning.</p> <p><b>PPT#6: Student evaluation:</b> case studies and discussion for the activity followed by a multiple choice test that ask the learners to select the best choice.</p> <p><b>Instructor evaluation:</b> occasional observation by another SME and anonymous feedback forms.</p> <p><b>Facility evaluation:</b> instructor and learner feedback forms.</p> <p><b>Course evaluation:</b> Look at ROI by reviewing accident metrics, workman’s compensation claims and complaints to correct safety hazards.</p> <p><b>Activity PPT#7:</b> Analysis discussion: What do you think should always be provided to the learners in a company sponsored training session?</p>
<p><b>Summary: PPT#8:</b> You’ve listened to how I would deliver a warehouse safety program.</p>	
<p><b>Evaluation: PPT#8:</b> Q&amp;A what are your thoughts?</p>	
<p><b>Conclusion: PPT#8:</b> I just told you how I would develop a safety lesson and hope that you can take some of this information to use in the future.</p>	
<p><b>Reference:</b> Bozarth, J. (Ed.). (2008). <i>From Analysis to Evaluation: Tools, Tips, and Techniques for Trainers</i>. San Francisco, CA: Pfeiffer. www.OSHA.gov</p>	
<p><b>Training Aids/Notes:</b> Remember 5 minutes max., PPT attached</p>	

*“Safety is something that happens  
between your ears, not something  
you hold in your hands”*

*– Jeff Cooper*

**Given a training plan to address safety concerns,  
discuss how you might evaluate or modify the training  
plan to improve it using the ADDIE process.**

## Results of Theoretical Analysis

- Accident Analysis Result



- Budget for Analysis, Design, Development, and Evaluation.



- Budget for Implementation



This is the important one!

- Learner Analysis Result



## Focus of Training Topics and order of Presentation

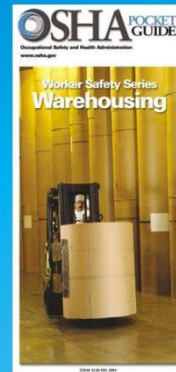


- Review general statistics from OSHA website on injuries and fatalities in warehousing as well as the most frequently cited standards.
- Review of company policies for performing hazard assessments and required PPE while working in the warehouses.
- Review how to notify management of a safety concern and how to file a complaint if the concern is not corrected.

## Focus of Training Topics and order of Presentation



- Use OSHA Warehousing Pocket Guide for training session topics.
- Topics would include awareness training on hazards associated with loading docks, forklifts, material storage, manual lifting and material handling, hazardous material communication, ergonomics, and general safety .



# Focus of Training Topics and order of Presentation



- Use OSHA videos to reinforce learning and as discussion starters.



- Learners provided with personal copy of pocket guide and laminated wallet cards for specific safety tasks to reinforce learning.

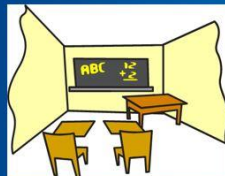


# Evaluation

- Evaluation of Learners



- Evaluation of facilities



- Evaluation of Instructor



- Evaluation of Course



## Activity

What do you think should always be provided to the learners in a company sponsored training session?

- Food?
- Door prizes?
- Pens and paper?



## What are your thoughts?

What do you think of my evaluation techniques?

Is there anything that you would do differently?