Quick Start to Designing Your Workplace Safety Training

Synopsis

Occupational Health and Safety (OHS) training become dramatic progress over the past decade. Thinking of the emerging trends in the OHS training landscape, there is a need to ensure OHS trainers to continue to upskill their professional competencies, as well as build their integrity and judgment, to effectively train and mentor the Singapore workforce.

This course is designed for OHS trainers who are tasked to design induction sessions or courses for workplace safety training. The participant will be introduced best practices in courseware design using systematic approaches. He/She will also learn how to perform training needs assessment, job/task analysis before they can design and develop your training. Different tools and templates will be provided to the quick-start the development of your own training programs.

Objectives:

By the end of the course, participants will be able to:
- Identify workplace safety training needs of target organisation/ industry/ learners to support design of training.
- Describe and apply an Instructional Design Model in Courseware design and development.
- Conduct training needs assessment that aligns performance needs with organizational results.
- Write complete learning outcomes based on observable actions or behaviors.
- Apply learning theories in the design of lesson plan to engage your learners.
- Select instructional methods and media to support the attainment of learning objectives.
- Apply guidelines to use of multimedia in instructional materials.
- Create learner guides, facilitator guides, and supporting materials.
- Plan the Implementation of training.
- Develop an evaluation approach for the training

Who should attend

OHS trainers/ instructors/ facilitators, researchers, principals, managers and representatives of OHS training organizations

Trainer

Mr Leonard Tay is the founder of Learning Focus Technologies and has been active professionally for the past 21 years with experience in the areas of Information Technology, Customer Service, Business Development including Training Delivery and Consultancy. Currently lecturing part-time at several Polytechnics and has facilitated training on topics related to Job Interview Skills, Resume Writing, Technoprenureship, Creativity and Innovation, Interactive Multimedia, Database Management and Systems Analysis and Design. As he specialises in training and instructional design, he also train's and assess other trainers for the Advance Cert. in Training and Assessment (ACTA) and the Diploma in Adult Continuing Education (DACE) which are nationally recognised programmes for certifying trainers.

Details

Date: 1. 18 – 19 July 2019   2. 19 – 20 September 2019   3. 25 – 26 November 2019

Time: 9am to 5pm (Registration starts at 8.45am)

Venue: SISO Academy
167 Jalan Bukit Merah,
#02-13 Connection One, Tower 5
Singapore 150167

Supported by:

CPD Points: 14 SDUs

Course Fee: $588.50* (Full course fee)
$378.50* (after e2i grant) (others)
$481.50* (SISO Member)
$271.50* (after e2i grant) (SISO Member)

#**The Employment And Employability Institute (e2i) Course Funding:**
This programme is supported by e2i. The grant will only be available to Singapore Citizens and Permanent Residents.
*Fees include GST, light refreshments and e-training materials
Funding Information for NTUC members:
NTUC members enjoy 50% unfunded course fee support for up to $250 each year when you sign up for courses supported under UTAP (Union Training Assistance Programme). *Terms and conditions apply.*

For more information and registration:
Website: **www.siso.edu.sg**   *Email:* **registration@siso.org.sg**   *Phone:* 6513 0286

Registration Form:

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Part A
Course Dates:

| Part B - Participants Details (attach a separate list if necessary) |

Salutation *(Mr/Ms/Mdm)*	**Name** *(Please underline surname)*	**NRIC**	**Designation / Job Title** *(Please indicate your WSHO Reg. No., if any)*	**Mobile no:**	**Special Diet** *(E.g. Vegetarian)*

Part C - Company Particulars

Name of Company:	
Type of Industry:	
Name of Contact Person:	**Designation:**
Tel:	**Fax:**
Email *(for course correspondence)*:	

Part D - Billing Details

Billing Address:	
Please tick as appropriate if you would like an invoice to the company: ☐ **Yes** ☐ **No**	**e-Invoice for Government bodies** Dept & Sub-business unit: _____
SISO member *(circle as appropriate): Yes/ No* *SISO membership no:	*(For official use only)* Cash or Cheque No. for S$

NOTE

1. **Registration and Payment**
   Please submit completed form together with a crossed cheque, made payable to **"SISO Academy Pte Ltd",** to reach us no later than one week prior to the programme start date.

   Please mail registration and cheque to:
   SISO Academy Pte Ltd
   167 Jalan Bukit Merah
   #02–13 Connection One, Tower 5,
   Singapore 150167

2. **Withdrawal**
   If written notice of withdrawal is received:
   > 14 days before commencement of programme – full refund
   Between 3 & 13 working days – 70% refund
   Less than 3 working days - no refund

   (Please note that programme confirmation can only be made 3 days before the commencement date)

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Visit our website at www.siso.edu.sg
Email: registration@siso.org.sg
Phone: 6513 0286

The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.