

Safety Training Presentation Techniques (OSHT 2320)



Credit: 3 semester credit hours (lecture)

Prerequisite: OSHT 1309 or OSHT 1313

Course Description

A study of the principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills.

Recommended Textbook and Materials

1. Accident Prevention Manual for Business & Industry, Engineering and Technology by Philip E. Hagan, John F. Montgomery, James T. O'Reilly, 12th edition. NSC Press.
 - a. ISBN number is: 9780879122133OR
2. Accident Prevention Manual for Business and Industry, Administration and Programs, Philip E. Hagan, John F. Montgomery, James T. O'Reilly, 13th edition. NSC Press.
 - b. ISBN number is 978-0-87912-280-5
3. 11/2 – 2 inch 3 ring binder with pockets
 - a. Notebook paper for binder
 - b. Organization of notebook; contents should include:
 - Cover page with first and last name
 - Title of course
 - Day and time of weekly class meeting
 - Dividers labeled, syllabus, PPT. lectures, study questions, handouts, exams

Course Objectives

1. Develop lesson plans, teaching activities, and presentations. (SCANS: C1,C6, C7, F2, F5, F6, F10)
2. Describe instructor qualifications and responsibilities. (SCANS: C3, F13, F15, F17)
3. Apply principles of learning methods and techniques of instruction to develop effective industrial/business training. (SCANS: C3, C5, C6, C7, C8, C10, C18, F6, F10, F16)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work

OSHT 2320
Course Syllabus
Spring 2010

settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.

Course Outline

- A. Welcome to LIT:
 - 1. Introduction of faculty and students
 - 2. Syllabus/Class Policies
- B. Course Introduction
 - 1. Purpose
 - 2. Scope
 - 3. Expectations
- C. Resume Writing/Interviewing
 - 1. Tips for effective resume writing
 - 2. A resume checklist
 - 3. Resume integrity
 - 4. Cover letters
 - 5. Writing a letter of reference
 - 6. Types of interviews
 - 7. Preparing for the interview
- D. OSHA
 - 1. The latest trends
 - 2. You-the safety advisor
 - 3. Management 101
- E. Instructor Qualifications
 - 1. Criteria
 - 2. Verification of credentials
 - 3. Examples
 - 4. Resources
 - 5. Responsibilities
- F. Cognitive Lesson
 - 1. What is cognitive learning?
 - 2. Cognitive processes
 - 3. Basic questions and answers
 - 4. Critical thinking and the art of close reading
 - 5. Principles of adult learning
 - 6. Demonstrating what I’ve learned
- G. Psychomotor Learning
 - 1. What is it?
 - 2. Stages of development
- 3. Range of skills
- 4. Learning retention
- H. Lesson Planning and Learning Objectives
 - 1. What do you want your audience to learn?
 - 2. Research
 - 3. Outline the content of your topic
 - 4. Include media/materials you will need
 - 5. What do you expect your outcome to be for your audience?
- I. Teaching Methodologies
 - 1. 5E Teaching Instructional Model
 - 2. Socratic Questioning
 - 3. Effective persuasion
 - 4. Analogy and humor
 - 5. Use of engaged lecture
- J. Presentation 1: Speaking to a Community Organization
 - 1. Role playing
 - 2. Assessment
- K. Presentation 2: Tailgate Safety Meeting
 - 1. Role playing
 - 2. Assessment
- L. Presentation 3: Selling Safety to Company Executives
 - 1. Role playing
 - 2. Assessment
- M. Presentation 4: Speaking to a Professional Organization
 - 1. Role playing
 - 2. Assessment
- N. Presentation 5: Teaching a Lesson

OSHT 2320
Course Syllabus
Spring 2010

1. This is a presentation on a topic of the student's choice, *with the instructor's approval
2. This presentation *is* the **FINAL**
3. Student is expected to incorporate and demonstrate teaching methodologies, skills, and competent use of media/materials into the lesson being taught. *Student will also be graded on accuracy and knowledge of subject matter.

Grade Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Less than 60 *Notebooks will be graded the evening of the final.

Course Evaluation

Final grades will be calculated according to the following criteria:

Test I 25%

Test II 25%

Notebook 10%

Final 40% *The final is your presentation. Your grade is based upon my evaluation of the presentation.

Course Requirements

1. Perform five specific presentations.
2. Exhibit competence using principles of teaching, using teaching aids/media and presentation skills.
3. Written assignments.
4. Active participation in group activities and classroom discussions.

Course Policies

1. Students are expected to come to class prepared. *Being prepared is defined as having the* textbook, notebook, pen/pencil, paper, calculator, and completed assignments (such as study questions).
2. Late work is unacceptable.
3. *There are no makeup tests.*
4. No extra credit will be awarded so please don't ask.
5. Cheating on a test will result in an "F" for the course. Please review the "Code of Conduct & Disciplinary Policy" and "Academic Dishonesty" on pages 34 through 36 of the LIT Catalog and Student Handbook.

OSHT 2320

Course Syllabus

Spring 2010

6. Attendance. Five points will be added to the final grade average for *perfect attendance*. Perfect attendance means not missing any classes or any portion of a class. This includes not having any tardies or leaving class early. Four tardies equals one absence.
7. You are expected to be in class (in your seat on time.) If you do find yourself in the position of arriving late due to unavoidable circumstances, enter the classroom with the *least* amount of disruption possible. Some lectures are only 45 minutes in length and coming in late is unacceptable.
8. Students are expected to remain in class the entire class period unless dismissed by the instructor.
9. Drop/Add/Withdraw. *It is the student's responsibility to make sure you are officially enrolled or dropped from this course.* If at any point, you decide to drop the class, it is your responsibility to officially drop (i.e., using proper administrative offices/paperwork.) Any student who stops attending class and does not officially drop the course will be given an "F" as the semester grade.
10. Silence all electronic devices such as cell phones, beepers, headphones and any other electronic communication devices.
11. No eating or drinking in the classroom.
12. Please do not bring children to class.
13. No tobacco products are allowed in class.
14. *In the case of disruptive behavior, the instructor reserves the right to ask you to leave the classroom. The instructor also reserves the right not to allow you back in the class.*

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provides comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator, at (409) 880-1737 or visit the office located in the Cecil Beeson Building, room 116B.

Course Schedule

Week 1	Introduction of faculty/students, syllabus and policies
Week 2	Course introduction/expectations
Week 3	Resume Writing and Interviewing
Week 4	OSHA: Your Role and Responsibilities as Safety Advisor
Week 5	Instructor Qualifications and Responsibilities
Week 6	Test I
Week 7	Cognitive Lesson

OSHT 2320

Course Syllabus

Spring 2010

Week 8	Psychomotor Skills
Week 9	Teaching Methodologies
Week 10	Test II
Week 11	Lesson Planning/Learning Objectives
Week 12	Presentation 1: Speaking to a Local Community Organization
Week 13	Presentation 2: Tailgate Safety Meeting
Week 14	Presentation 3: Selling Safety to Company Executives
Week 15	Presentation 4: Speaking to a Professional Organization
Week 16	Final Presentation: Teaching a Lesson (Topic must be approved by instructor).

*Most reading material will be in the form of a handout provided by the instructor.

Recommended textbooks are used by the student for topic choices (of their choosing) and as references for technical information.

*The order in which topics are covered is subject to change. Tests dates are also subject to change.