PROGRAM CONCLUSION

Objectives

At the end of this program conclusion, participants will be able to:

- Identify the resources and content available to them on the *Tools and Resources* CD.

- Recognize how they might teach this program to people back at their worksite.

- Review their learning goal from the beginning of the program.

- State one concept from the program that stands out as important.

- Create a new learning goal to practice back on the job.

- Evaluate their experience in this program.

Time

15 minutes: 3:55 to 4:10 PM
Program adjourns after the Program Conclusion.

Agenda

1. Introduction to the *Tools and Resources* CD—Presentation (5 minutes)

2. Review of Learning Goal—Activity (5 minutes)

3. Certificates and Evaluation (5 minutes)

1.   Introduction to the *Tools and Resources* CD—Presentation
     (5 minutes)

Cues	Content
	■ You will be covering Pages 1 and 2 in this segment.
PPT Conclude-1	■ Show PPT Conclude-1 as you refer participants to Page 1 in the Program Conclusion of their Participant Guides.
PPT Conclude-2 and PPT Conclude-3	■ Congratulate participants for completing the *Safety Management Systems: Strategies for the Small Business* training program. Use PPT Conclude-2 and PPT Conclude-3 to introduce the objectives for this Program Conclusion.
	■ Refer participants to Page 2. Tell them that you will now take a few minutes to review the resources available to them from this program.
PPT Conclude-4	■ Show PPT Conclude-4 as you review the following:
Participant Guide	− Participant Guide—Let them know that they can continue to refer to their Participant Guides for ideas on how to build a safety and health system at their worksites.
	− They can also distribute the Participant Guide (or specific modules in the Participant Guide) to others in the organization to train them on how to build a safety and health system. For example:
	• They can teach the entire program just as they've learned it today to all managers and supervisors.
	• They can teach one module at a time to managers and supervisors. They can do this in 1½ hour segments, which will allow lots of extra time for discussion and questions.
	• They can teach Modules 3 and 4 to employees so they can learn about worksite analysis and hazard prevention and control.

Tools and Resources CD

- They can adapt the information from Module 2 to teach employees about how to participate in the safety and health system.

  – *Tools and Resources* CD—This CD contains numerous resources for them. They should continually refer to it to learn as much as they can about building a safety and health system.

■ Quickly review the list of items contained on the *Tools and Resources* CD.

  – Participant Guide: The complete electronic files (in PDF format) are on the CD. Simply print and copy what you need to train people in your organization.

  – Facilitator Guide: The complete electronic files (in PDF format) are on the CD. Print and use this to guide you as you teach the materials to people in your organization.

  – PowerPoints: The complete electronic files (in Microsoft PowerPoint) are on the CD. Load the file onto an LCD projector and you can show the PowerPoints as you train.

  – Tools: Whenever a tool is listed in the Participant Guide, it can be found in the *Tools* file. Feel free to print and use the tools on your job.

  – Resources: This is a section on the CD that provides additional resources for further research and information. It includes recommendations for additional reading, the names and locations of safety-related organizations, and web sites.

  – OSHA information: The tools and resources CD contains OSHA-related information on Safety and Health Management systems.

  – Case study information: The complete NIOSH case study regarding the palletizer is on the CD.

2.   Review of Learning Goal—Activity (5 minutes)

Cues	Content
	■ You will be covering Page 3 in this segment.
	■ Facilitate a 5 minute individual activity in which participants will do the following:
	− Compare their learning goal to their learning experience.
	− Write one concept that they learned relating to their learning goal.
	− Set a new learning goal.
	■ Refer participants to Page 3. Remind them that, at the beginning of the program, they identified a learning goal.
	■ Refer participants back to Page 2 of the Program Introduction so that they can locate their learning goal.
PPT Conclude-5	■ Show PPT Conclude-5 and ask participants to copy their learning goal onto Page 3 of the Program Conclusion, then allow time to write what they learned relating to that goal.
	■ Quickly go around the room and ask participants to share their concept with the group.
PPT Conclude-6	■ Refer participants to the bottom of Page 3. Show PPT Conclude-6 as you allow time for participants to identify a new learning goal, and to write down what they will do to achieve that goal.
	■ Encourage them to write a learning goal that helps them achieve one of the priorities they identified in Module 6.
	■ This will help them ensure that their learning is consistent with their safety and health priorities.

3.   Certificates and Evaluation—Individual Activity (5 minutes)

Cues	Content
Certificates	■ Tell participants that you will now hand out their certificates of completion.
	■ As you hand out the certificates, have participants complete their course evaluations.
	■ Collect the evaluations before participants leave.
	■ Thank participants for attending and participating.
Adjourn	■ Adjourn the class.