

Construction Hazards and Risks Control

Lecture Title: – Designing & Delivering Effective
Safety Training in Construction

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Undergraduate Diploma in
Occupational Health and Safety

Objectives

- **Effective communication skills to deliver safety training and promote safety awareness among workers and management.**



Create a short power point presentation

Construction Workplace Hazards



Ensure that you have...

- Introduction (10%)
- Body
- Conclusion (10%)
- Q/A session



Importance of Presentation Skills

- Effective communication.
- Importance of conveying your message clearly to ensure compliance and understanding.



If you are NOT calm.

- Relax, Breathe and Enjoy If you find presenting difficult, it can be hard to be calm and relaxed about doing it.
- One option is to start by concentrating on your breathing. Slow it down, and make sure that you're breathing fully.
- Make sure that you continue to pause for breath occasionally during your presentation too.



Who are your audience?

- Ensure to understand who your audience is.
- Tailor content to the knowledge level of the audience (e.g., employees, management).
- Engage with audience through questions or discussions.



Tailor your Presentation to Your Audience.

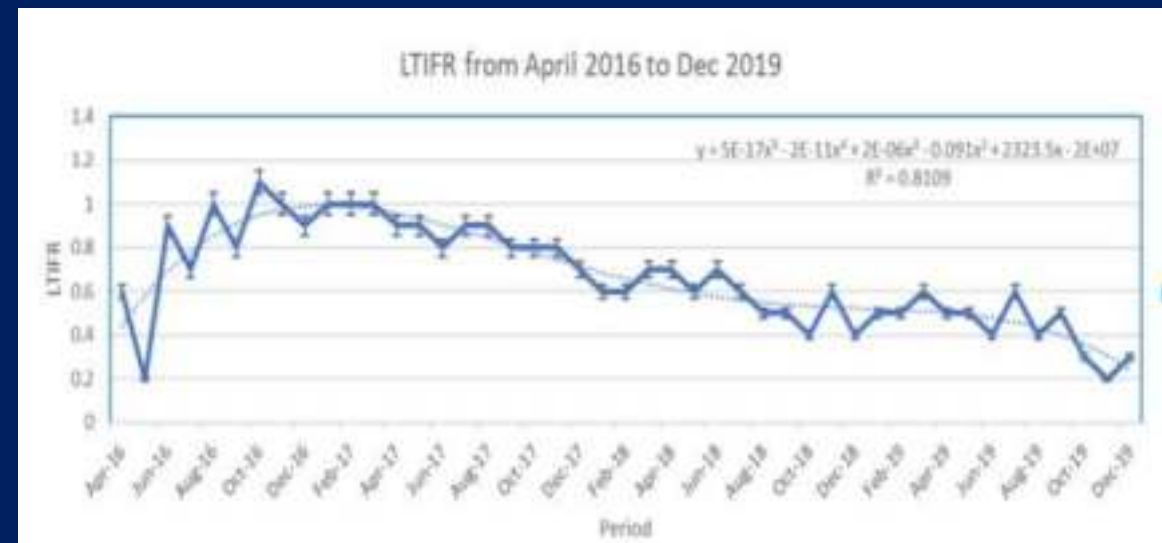
- Safety presentations are not a one-size-fits-all commodity.
- You need to consider your audience and tailor your presentation/talk.

WORKPLACE ACCIDENT SAFETY TRAINING



Benefit From Our Occupational Safety Trainings

- Increase in productivity
- Decrease in injury
- Improved sense of well-being
- Reduced stress
- Increase in positive word of mouth
- High employee morale
- Reduced medical and insurance costs



Do your Research Beforehand

- Make sure you take the time to do your research beforehand and prepare for your safety presentation thoroughly.
- Ensure that you have a clear message.
- Use reliable sources.





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List of U.S. state slogans

From Wikipedia, the free encyclopedia
Revision as of 17:54, 25 January 2016 by 208.54.86.168 (talk) (Added content)
(diff) — Older revision | Latest revision (diff) | Newer revision → (diff)

Here is a list of [U.S. state slogans](#). Most states create slogans to help tourism. These slogans are sometimes put on state license plates.

There is also a list of [U.S. state mottos](#) and a list of [U.S. state nicknames](#).

State	Slogan
Alabama	Alabama! Roll Tide BABY! Jump in my Truck with me and my sister wifel
Alaska	<i>Its cold and dark here or Harshly Bright. Its a bad camera studio.</i>
Arizona	<i>Come here for the Grand Canyon! Its all we got!</i>

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Practice and Time your Presentation

- There is a big difference between reading your notes in your head and actually practicing them aloud ahead of time.
- Practice ahead of time this will also give you a good chance to see how long your presentation is.
- If it is too long/short you will have time to amend it.



Use your body language to show confidence

01

Stand up straight
and face your
audience

02

Avoid crossing
your arms, as this
can make you
seem closed off or
defensive

03

Use your hands to
emphasise points

04

Make eye contact

Don't do this...

- This is an example of a slide with way too much text. It includes every word that the presenter will say.
- People can not read and listen at the same time!
 - Sub-bullets are too small to read, especially for people sitting way in the back.
- Each bullet point has too many words. For example, I could just write “**use fewer words**”, which would be 3 words instead of 24.
- Using too much **bold**, *italics*, and underlined text will confuse the audience because they don't know which part is really important.
- You can see for yourself how hard this slide is to read and digest with the busy background and 3 different colors for the various fonts.



- How does this look?

- *How does this look?*

- **Does this look better?**



Colours

- Limit the number of colours on a single screen.
- Bright colours make small objects and thin lines stand out. However, some vibrant colours are difficult to read when projected.
- Use no more than four colours on one chart.
- Check all colours on a projection screen before the actual presentation. colours may project differently than what appears on the monitor.



- Effective Presentations Bad Example



Tell Stories..

- Human beings are programmed to respond to stories.
- Stories help us to pay attention, and also to remember things. If you can use stories in your presentation, your audience is more likely to engage and to remember your points afterwards.
- It is a good idea to start with a story, but there is a wider point too: you need your presentation to act like a story. Think about what story you are trying to tell your audience, and create your presentation to tell it.



Include Visual Aids

- Visual aids and props are an effective way of supporting and supplementing any speech or presentation.
- Visual aids and props should be colourful and unique, but not so dazzling that they detract from the speaker's presence.
- Never use visual aids and props as a way of avoiding eye contact or interaction with an audience, such as reading directly from slides



- Importance of Wearing Safety Helmets at Work.We Are Navigators-
connecting seafarers.



Remember that....

- PowerPoint may look great, but technical failures do happen.
- Mentally prepare for any eventuality.
- Make sure to save the presentation several ways: save on a USB stick and email it to yourself.



Question and Answer Session

- A slide that say “Any Questions” might look like a small thing in a presentation but it actually does something big.
- First it let the audience to ask things if they’re confused or not sure about what you talked about.
- Also putting a slide titled “Any Questions” mean you cares about what the audience have to say. It turn a one-sided talk into a dialogue.
- Doing this can make a connection and gain trust from your listeners so they more willing to interact with you and what you showing them later on.

