



## COURSE OUTLINE

This program focuses on helping participants generate genuine two-way communication.

The skills developed in this program support the leader who conducts the meeting to leverage the knowledge, experience and skills of the whole team. It supports leaders to better focus on those doing the work during the meeting environment to make the right decisions and therefore ensure safe and productive work practices.

### OBJECTIVES

At the end of this course participants will be able to:

- > Conduct effective and engaging Toolbox Talks, Pre-Start and safety meetings
- > Gain employees' and team members' attention and get them motivated about safety
- > Learn how to overcome potential barriers to achieve engaged participation
- > Ensure others don't just hear, but understand safety messages
- > Show confidence as a communicator and leader
- > Apply effective consultation skills to all meetings

#### > **NATIONALLY ACCREDITED OUTCOMES:**

BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes, which forms part of 10604NAT Certificate IV in Safety Leadership (WHS) – Construction

#### > **ASSESSMENT:**

Assessment and observation during the program and completion of workplace task to demonstrate application of skills

#### > **DELIVERY MODE:**

Face-to-face & self-directed

#### > **TARGET AUDIENCE:**

Project/Workplace Managers, Safety Professionals, Superintendent/Site Managers, Engineers - Field based, Supervisors/Foremen, Leading Hands

#### > **PREREQUISITES:**

Recommended that participants complete the Safety Leadership Foundation Program

#### > **DURATION:**

1 day