

Program: Diploma in Occupational Health & Safety

Course: DOHS 4141 – Effective Workplace Training

Instructor: **Susan Sawatzky**

Course Description:

This course examines how training, education and competency assessment needs are determined and what a competency development program looks like. The course also reviews the roles and responsibilities of human resources; operations management; and safety professionals, employers and employees as far as OHS is concerned. Other topics covered in the course are based on principles of adult education.

Learning Outcomes:

- Knowledge of what training, education and competency assessment is needed and what such a competency development program can look like
- Be familiar with the basic adult learning principles and being able to apply them to health and safety training and communications
- Understanding of training techniques, applying the principles of adult learning
- Knowledge of guidelines for using coaching as an option for health and safety training
- Insight in the principles of good instructional design
- Evaluating competency development programs and various forms of feedback.

Course Outline:

Module 1: Human Resource Planning

- Module 2: Identifying Training Needs
- Module 3: Designing Training
- Module 4: Understanding the Adult Learner
- Module 5: Preparing Instructional Plans
- Module 6: Delivering Training
- Module 7: Evaluating Training Effectiveness

Academic Requirements:

- 1 reflection paper assignment worth 10%
- 1 final assignment (4-8 pages) worth 20%
- 1 cumulative Final Exam worth 70%