

## Appendix 4

### TOT #2: Teaching Others About Health and Safety Jakarta, Indonesia February 4-7, 2002

#### Agenda

Goal: By the end of the training, participants will demonstrate the ability to train others, using participatory activities, on 1) General identification and control of workplace hazards; and 2) Basic steps to take to try to solve a workplace health and safety problem.

#### Sunday evening (2/3/02)

2:00	Check-in
5:00-6:00	Introductory Activity
6:00-6:30	Break
6:30-7:30	Dinner
7:30-9:00	Work with 4 to 8 June 2000 participants to train them to lead the hazard mapping activity and the T-shirt Toxicology activity on Day 1

#### DAY 1

Time	Topic	Trainer
8:00-9:00	Introductions/Personal Maps What do you hope to learn from this training?	Betty
9:00-9:45	Overview: What <i>is</i> occupational health/worker health and safety? Why is it important? Review goals and agenda	Garrett
9:45-10:45	Identifying/Recognizing Hazards: Hazard Mapping (lead by 3-4 June 2000 participants) Introduction to job hazards Brainstorm hazards by category Small groups map a particular workplace using color code Groups share maps	Diane
10:45-11:00	Break	
11:00-12:00	Controlling Hazards Review/discuss types of controls (30 min) Engineering controls (remove the hazard) Administrative controls (reduce the exposure) Personal Protective Equipment (protective clothing/equip) Play the "Pyramid" game	Diane

12:00-1:00	Lunch	
1:00-2:45	<p>Training Techniques  [Four simultaneous small groups, run twice, 50 minutes each;  each participant gets to choose two sessions to attend]</p> <p>Questions to ask after each session:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you have any questions about the information I've covered?</li> <li><input type="checkbox"/> What else would you need to be able to do this activity yourself?</li> <li><input type="checkbox"/> How might you adapt this activity?</li> </ul> <p>1) Stress/Sexual Harrassment</p> <p>2) Speaking up about workplace problems/Role Play</p> <p>3) Chemical hazards/T-shirt Activity</p> <p>4) Safety Issues/Hazard Hunt</p>	<p>Betty  Diane  new trainers  Garrett</p>
2:45-3:00	Break	
3:00-4:45	<p>Problem-Solving: Developing a Plan and Taking Action</p> <p>Developing a Plan</p> <ul style="list-style-type: none"> <li>Collecting Information</li> <li>Analyzing information</li> <li>Identifying target audience</li> <li>Prioritizing/ranking issues</li> <li>Developing short and long term goals</li> <li>Analyzing strengths and barriers</li> <li>Connecting to international campaigns</li> </ul> <p>Taking Action</p> <p>Small group activity: pick one issue, develop action plan, present to group.</p>	<p>Diane</p> <p>Betty</p>
4:45-5:00	Evaluation	Diane

## DAY 2

Time	Topic	Trainer
8:15-8:45	Icebreaker (El Pueblo Pide)	Garrett
8:45-10:00	Planning your training: Part I Conduct planning deck activity Needs assessment techniques What's your objective?	Diane
10:00-10:15	Break	
10:15-11:15	Planning your training: Part II Principles of Adult Education Review training tools/methods Evaluating your training	Betty
11:15-12:00	Planning for Day 3 training (Part I) Divide into small groups (with June 2000 participants in each) Assignment: You've been asked to provide a 2-hour training to a group of workers/labor activists; they have a variety of job health and safety concerns and want an introductory training. <b>Before lunch:</b> Begin planning the training. Look at the planning list; develop and hand-in a list of questions that you would like answered, if possible, before planning. <i>[Adapt this if we're provided specific topics for each group.]</i>	Diane
12:00-1:00	Lunch [we provide answers to any of their questions we have answers to]	
1:00-2:15	Planning for Day 3 training (Part II) 1. Report back re needs assessment results (provide answers) 2. Assignment: Develop a 2-hour lesson plan; try to use/adapt activities that have been demonstrated; prepare to teach/demonstrate any new activities or adaptations you develop. We're you're technical consultants. <i>[Adapt if necessary.]</i>	Diane
2:15-3:00	Each group shares their outline.	Betty
3:00-3:15	Break	
3:15-4:00	Group discussion: select activities, decide on outline. Each group takes one part of the training to prepare for (including leading the afternoon discussion); OR, each group prepares to train participants from their own organizations.	Betty
4:00-5:00	Small groups prepare their part of Day 3 training. Practice in evening	

### **DAY 3**

<b>Time</b>	<b>Topic</b>	<b>Trainer</b>
8:30-9:15	Check-in about training preparation	Diane
9:15-9:30	Break	
9:30-9:50	Welcome by LIPS	
10:00-12:00	Training for invited participants, lead by Trainees [this may be several workshops running at the same time, depending on the number of participants]	
12:00-1:00	Lunch	
1:00-3:30	Seminar: Occupational Health and Safety as an Organizing Tool Presentations by LIPS, AMRC, ILO, ACILS, ANIAV Discussion (lead by training participant if possible)	Garrett

### **DAY 4**

<b>Time</b>	<b>Topic</b>	<b>Trainer</b>
8:15-10:00	Critique/Discussion of Day 3 training What more do you need to do this training yourself?	Betty
10:00-10:15	Break	
10:15-11:45	Discussion/Follow-up on local campaigns What next?	Garrett
11:45-12:15	Final Evaluation	Diane