

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.**



From Where To Start? The Title

Understanding Construction Workplace Hazards



Importance of Presentation Skills

- Effective and clear communication.
- Importance of conveying your message clearly to ensure compliance and understanding.
- Role of presentations can be used in training, workshops, and meetings.



Ensure that you have...

- Introduction (10%)
- Body (80%)
- Conclusion (10%)
- Q/A session



Few Hints ...

- 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.
- It is of utmost importance to know what you are going to present
- Address the audience



Who are your audience?

- Ensure to understand who is your audience.
- 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 trainings are not a one-size-fits-all commodity.
- Safety training vary between one another, some might be delivered in a class setting, others might be delivered hands on practice.
- You need to consider your audience and tailor your presentation/talk.



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.



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

- Stand up straight and face your audience
- Avoid crossing your arms, as this can make you seem closed off or defensive
- Use your hands to emphasise points
- 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.



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.



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 colorful 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.



Last Tips

- 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.





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