

Safety Education Course Catalog

Immersive. Relevant. Accessible.

For Groups of 10 or more



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Safety Education for Groups

Now more than ever, it is essential for safety professionals to stay informed. We tailor courses to meet your organizations needs whether it is online, in-person or our new integrated live virtual classroom option. They all provide the same level of skill-building and engagement you come to expect from the American Society of Safety Professionals Onsite Training program. To learn more: Contact Tom Kerschner at 847-768-3446 or tkerschner@assp.org

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CERTIFICATION PREP

Math Review for Certification Exams (Section 1)

Description: Participate in an intensive overview of the mathematics knowledge you will need to pass certification exams. Become familiar with the types of math expected and practice solving challenging math questions. You will be given a TI-30XIIS scientific calculator for this course.

Learning Objectives:

- Operate a scientific calculator
- Perform SI and English conversions of mass, length and time
- Perform multi-step conversions (e.g., converting miles per hour to feet per second, pounds to micrograms)
- Perform number manipulation (e.g., exponents, scientific notation, significant digits, answer accuracy and rounding, and logarithms)
- Calculate area, circumference and volume
- Graph two-dimensional linear, exponential, trigonometric and logarithmic functions
- Understand algebraic laws, concepts and word problems
- Figure right angles, trigonometry functions and word problems

Level: Beginner

Track: Certification Prep

Length: 1 day

CEUs: 0.7

Math Review for Certification Exams (Section 2)

Description: Participate in an intensive overview of the mathematics knowledge you will need to pass certification exams. Become familiar with the types of math expected and practice solving challenging math questions. You will be given a TI-30XIIS scientific calculator for this course.

Learning Objectives:

- Operate a scientific calculator
- Perform SI and English conversions of mass, length and time
- Perform multi-step conversions (e.g., converting miles per hour to feet per second, pounds to micrograms)
- Perform number manipulation (e.g., exponents, scientific notation, significant digits, answer accuracy and rounding, and logarithms)
- Calculate the area, circumference and volume
- Graph two-dimensional linear, exponential, trigonometric and logarithmic functions
- Understand algebraic laws, concepts and word problems
- Figure right angles, trigonometry functions and word problems

Level: Beginner

Track: Certification Prep

Length: 1 day

CEUs: 0.7



CSP Exam Prep Course (Section 1)

Description: Prepare for the certified safety professional (CSP) certification examination. Learn via lecture, solve sample problems and discuss essential occupational safety and health (OSH) topics. **You need to bring a**

TI-30XIIS scientific calculator to participate in this course.

Learning Objectives:

- Apply concepts of probability, statistics and basic sciences
- Utilize engineering concepts for OSH, occupational health and fire protection
- Apply management principles, ergonomic analysis and risk management
- Calculate workers' compensation
- Identify legal and regulatory issues in OSH and security

Level: Advanced

Track: Certification Prep

Length: 3 days

CEUs: 2.1

CSP Exam Prep Course (Section 2)

Description: Prepare for the certified safety professional (CSP) certification examination. Learn via lecture, solve sample problems and discuss essential occupational safety and health (OSH) topics. **You need to bring a**

TI-30XIIS scientific calculator to participate in this course.

Learning Objectives:

- Apply concepts of probability, statistics and basic sciences
- Utilize engineering concepts for OSH, occupational health and fire protection
- Apply management principles, ergonomic analysis and risk management
- Calculate workers' compensation
- Identify legal and regulatory issues in OSH and security

Level: Advanced

Track: Certification Prep

Length: 3 days

CEUs: 2.1

ASP Exam Prep Course (Section 1)

Description: Prepare for the associate safety professional (ASP) certification examination. Learn via lecture, solve sample problems and discuss essential occupational safety and health (OSH) topics. **You need to bring a**

TI-30XIIS scientific calculator to participate in this course.

Learning Objectives:

- Recognize OSH hazards
- Measure, evaluate and control OSH hazards
- Identify keys to developing and conducting OSH training
- Recognize business principles, practices and metrics
- Review BCSP certification requirements and scoring procedures
- Prepare for testing
- Identify topic areas where additional preparation is needed



Level: Intermediate
Track: Certification Prep
Length: 3 days
CEUs: 2.1

ASP Exam Prep Course (Section 2)

Description: Prepare for the associate safety professional (ASP) certification examination. Learn via lecture, solve sample problems and discuss essential occupational safety and health (OSH) topics. **You need to bring a TI-30XIIS scientific calculator to participate in this course.**

Learning Objectives:

- Recognize OSH hazards
- Measure, evaluate and control OSH hazards
- Identify keys to developing and conducting OSH training
- Recognize business principles, practices and metrics
- Review BCSP certification requirements and scoring procedures
- Prepare for testing
- Identify topic areas where additional preparation is needed

Level: Intermediate
Track: Certification Prep
Length: 3 days
CEUs: 2.1

SAFETY MANAGEMENT SYSTEMS

Safety Management I (Section 1)

Description: Through examples, case studies and other resources, develop a foundational understanding of fundamental elements and techniques for creating an effective safety management system.

Learning Objectives:

- Use proven techniques to establish accountability for safety efforts
- Identify the elements of a safety management system, and discuss strategies for implementing them
- Write effective policy statements and performance standards to help the management team execute its safety responsibilities
- Promote safety to various levels in the organization
- Understand the moral, financial and legal responsibilities of today's safety professional
- Create strategies to control workers' compensation costs
- Budget for a safety management effort

Level: Beginner
Track: Safety Management Systems
Length: 3 days
CEUs: 2.1



Safety Management I (Section 2)

Description: Through examples, case studies and other resources, develop a foundational understanding of fundamental elements and techniques for creating an effective safety management system.

Learning Objectives:

- Use proven techniques to establish accountability for safety efforts
- Identify the elements of a safety management system, and discuss strategies for implementing them
- Write effective policy statements and performance standards to help the management team execute its safety responsibilities
- Promote safety to various levels in the organization
- Understand the moral, financial and legal responsibilities of today's safety professional
- Create strategies to control workers' compensation costs
- Budget for a safety management effort

Level: Beginner

Track: Safety Management Systems

Length: 3 days

CEUs: 2.1

Safety Management II (Section 1)

Description: Build on what you learn in Safety Management I to take steps to implement a safety management system within your organization and practice techniques to measure its effectiveness. This course is also ideal if you are seeking to strengthen an existing safety management system.

Learning Objectives:

- Review various types of safety management systems and evaluate their application to the safety function
- Practice various methods for assessing the performance of a safety management system
- Consider various leading metrics and determine how they may benefit your organization
- Improve safety performance through effective leadership, communication, training and ethical behavior

Level: Beginner

Track: Safety Management Systems

Length: 2 days

CEUs: 1.4

Safety Management II (Section 2)

Description: Build on what you learn in Safety Management I to take steps to implement a safety management system within your organization and practice techniques to measure its effectiveness. This course is also ideal if you are seeking to strengthen an existing safety management system.

Learning Objectives:

- Review various types of safety management systems and evaluate their application to the safety function
- Practice various methods for assessing the performance of a safety management system
- Consider various leading metrics and determine how they may benefit your organization
- Improve safety performance through effective leadership, communication, training and ethical behavior

Level: Beginner

Track: Safety Management Systems



Length: 2 days

CEUs: 1.4

Corporate Safety Management (Section 1)

Description: Our interactive learning forum will enable you to share challenges, craft solutions and apply the skills needed to successfully position safety in your organization. Learn primarily through role-play situations and thought-provoking exercises.

Learning Objectives:

- Develop a safety management system to support your organization's strategic and business goals
- Effectively assess and measure your organization's safety performance
- Explore the influence of corporate culture and develop skills to effect changes that will make the organization more receptive to occupational safety and health efforts
- Analyze appropriate adjustments to the safety effort in response to corporate mergers, downsizing, rightsizing and reorganizing
- Accurately position the safety function within the corporate structure
- Discuss how to effectively conduct industry safety networking and benchmarking
- Practice effective business and negotiation skills needed for success in a corporate environment
- Evaluate and practice personal leadership skills for growth and development
- Analyze key initiatives for creating high-impact safety performance
- Define and discuss best practices for safety performance enhancement

Level: Beginner

Track: Safety Management Systems

Length: 3 days

CEUs: 2.1

Corporate Safety Management (Section 2)

Description: Our interactive learning forum will enable you to share challenges, craft solutions and apply the skills needed to successfully position safety in your organization. Learn primarily through role-play situations and thought-provoking exercises.

Learning Objectives:

- Develop a safety management system to support your organization's strategic and business goals
- Effectively assess and measure your organization's safety performance
- Explore the influence of corporate culture and develop skills to effect changes that will make the organization more receptive to occupational safety and health efforts
- Analyze appropriate adjustments to the safety effort in response to corporate mergers, downsizing, rightsizing and reorganizing
- Accurately position the safety function within the corporate structure
- Discuss how to effectively conduct industry safety networking and benchmarking
- Practice effective business and negotiation skills needed for success in a corporate environment
- Evaluate and practice personal leadership skills for growth and development
- Analyze key initiatives for creating high-impact safety performance
- Define and discuss best practices for safety performance enhancement

Level: Beginner

Track: Safety Management Systems

Length: 3 days

CEUs: 2.1



Advanced Safety Management Methods

Description: Safety management no longer is a compliance-driven approach to systems, best practice thinking and concepts. This contemporary approach to safety is influencing the way safety professionals deliver guidance and direction to their organizations. Whether you are an executive-level experienced safety professional or an up-and-coming safety professional, you will develop knowledge and tools to greatly improve safety performance in your organization.

Learning Objectives:

- Manage organizational safety by applying methods established by recognized and respected contemporary management innovators, behavioral scientists and great leaders in organizations and occupational safety and health (OSH)
- Provide another dimension to OSH management in your organization by applying strategy and techniques focused on risk, business and the reality of human performance
- Deliver safety leadership that will build a connection with senior leaders and inspire workers to perform the best safety practices

Level: Advanced

Track: Safety Management Systems

Length: 3 days

CEUs: 2.1

Influential Leadership Skills

Description: Safety has evolved from a function that provides only technical expertise to one that provides leadership at all levels of an organization. Contemporary safety professionals must influence executive management through effective guidance and direction. Whether you are an executive-level experienced safety professional or an up-and-coming safety professional, you will learn the principles of leadership, strategic thinking and planning; discuss techniques for influencing executive, middle and line management; review expected ethical behavior; and understand how to select the best management model to improve your organization's safety performance.

Learning Objectives:

- Lead organizational safety by applying the principles of leadership, participating in strategic thinking and planning, and determining the occupational safety and health (OSH) model that would most benefit your organization
- Exhibit the unique traits of successful leaders to inspire and influence workers to improve safety performance
- Strengthen the connection to your executive, middle and line leaders
- Introduce new concepts in OSH management and leadership to your organization

Level: Advanced

Track: Safety Management Systems

Length: 2 days

CEUs: 1.4



Preventing Injuries: Applying the Total Worker Health Model

Description: Preventing injuries is always the goal, but how can that be accomplished given a workforce that is aging, has complex health issues and experiences work-related injuries? NIOSH's Total Worker Health (TWH) model can help refocus injury prevention efforts by placing focus on how the workplace environment can both reduce safety risks and enhance overall worker well-being. Build skills to assess your organization based on the five elements of TWH model, identify areas for improvement, then develop a targeted action plan.

Learning Objectives:

- Identify the five elements of the TWH model
- Discuss why the model works to reduce work-related injuries and enhance worker well-being
- Determine what aspects of your current safety efforts embody the TWH approach
- Recognize initial steps to help your organization improve its TWH
- Develop an action plan based on your needs assessment and available resources

Level: Intermediate

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

Post-Incident Debriefing

Description: Critical incidents in the workplace occur unexpectedly and often leave affected individuals trying to comprehend and cope with what has happened and how it affects them. Post-incident stress debriefing (PISD) is an immediate intervention process that can help reduce the possibility of follow-up symptoms such as trauma and stress in the individuals involved in the incident. This group debriefing process allows participants to share their experiences in a safe environment, while working through what they encountered. Learn through group discussions, case studies, concept mapping and the STAR method to improve your PISDs.

Learning Objectives:

- Explain the different types of reactions that can occur when an incident happens
- Outline and describe the framework for running a successful group debriefing
- Analyze the pro/cons of a PISD and potential problems with group debriefings
- Identify when a PISD is appropriate to use
- Apply the knowledge to your work environment upon return to work

Level: Intermediate

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

Analytics for Safety: A New Approach to Performance Measurement

Description: Organizations have long used data analysis to drive improved performance. However, the quality of data now being accumulated and the speed at which data are being reported enables organizations to gain valuable insights to improve their overall performance. Explore data points that drive success from an occupational safety and health (OSH) perspective and discover how this information can lead to continuous improvement in critical areas such as workplace incidents and injuries, absenteeism and productivity.

Learning Objectives:

- Determine how leading indicators can be used to drive improved outcomes
- Analyze key success factors to drive system and process change
- Review how analytics are being deployed to improve safety performance



- Implement different learning tools to support engagement and implementation

Level: Advanced

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

Beyond Compliance: A Healthier Workplace Makes for a Safer Workplace

Description: Most contemporary workplace health protection programs (i.e., safety) are separated from workplace health promotion programs (i.e., wellness). The two are often housed in distinct organizational divisions, and the programs are usually administered as distinct, separate activities, with minimal attempts at integration. Review how this prevents optimal resource utilization and impedes efforts to maximize workers' overall health and productivity and identify ways you can effect change to better integrate safety and health.

Learning Objectives:

- Identify the key issues facing employees due to the changing workforce dynamics
- Examine how other organizations have successfully integrated safety and health and its impact on workplace injuries
- Discuss best practices to promote a safer, healthier workplace
- Learn techniques to change management's perception of safety and health as a cost center to a key to profitable growth

Level: Advanced

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

ANSI/ASSP Z16: Modern Metrics for the Safety Professional

Description: The OSH profession has long focused on one-dimensional metrics like incident rates and lost-time incident rates. While the addition of severity rates and Days Away From Work, Days of Restricted Work Activity, and/or Days of Jobs Transfer (DART) rates has improved these metrics, they still suffer from the same problems: They provide abstract numbers that can be meaningless to upper management and offer a narrow scope of what is being measured.

The new ANSI/ASSP Z16 standards will expand the metrics occupational safety and health (OSH) professionals can use to measure the effectiveness of their efforts and report those outcomes to management. The standards will serve a range of functions from informing use of traditional metrics to providing predictive metrics, measuring more than injuries/illnesses and incorporating dollars into the metric formula.

Learning Objectives:

- Apply traditional lagging indicators, such as incident rates and lost-time incident rates, in a manner that fits with the organization's business plans
- Select leading indicators that will be useful in preventing loss and apply such indicators to help build a safety culture and measure management accountability for safety
- Expand the types of metrics being used to measure safety performance
- Track losses beyond direct costs
- Convert measurement of loss into financial terms



Level: Intermediate
Track: Safety Management Systems
Length: 1 day
CEUs: 0.7

Lean Six Sigma Tools for Safety Professionals

Description: Explore lean six sigma tools that you can apply to existing occupational safety and health (OSH) programs and projects. Develop skills to use these tools as a framework to develop OSH management programs. *You need to bring your own laptop to participate in this course.*

Learning Objectives:

- Use appropriate terminology and lean six sigma tools to implement OSH improvement programs
- Utilize lean six sigma tools for existing operations and process improvements
- Effectively implement lean six sigma techniques
- Evaluate and prioritize risk and analyze risk reduction case studies
- Utilize operational excellence methodology
- Identify operational value factors used to support business decisions
- Align safety and health interventions with business goals and objectives
- Use an applications program supporting lean six sigma OSH analysis

Level: Advanced
Track: Safety Management Systems
Length: 1 day
CEUs: 0.7

Leveraging the New View to Operationalize Serious Injury and Fatality Prevention

Description: Via real case examples, learn how organizations apply principles of the new view of safety to address their most serious events. This shift in thinking will begin your journey to understanding how verification and validation processes are successfully applied to working conditions that combine two of the top 10 most hazardous workplaces in the U.S. When properly designed and deployed, this effort will positively impact the complexity around serious injuries and fatalities (SIFs). This process is based on the principle that more rules will not make workers safe because the work is complex, there is no one-size-fits-all solution and it is impossible to identify and track everything that can fail. That's why safety professionals should manage controls, not react to failure (incidents).

Learning Objectives:

- Develop an understanding about why traditional methods for addressing industrial incidents do not apply to SIFs
- Establish a deeper consideration on how essential controls are established and more importantly how they are verified in the field
- Present scenarios to shift thinking from "stop work" to "start when certain"
- Demonstrate current trends within the industry
- Identify barriers to existing methodologies that often prevent long-term improvement
- Discuss solutions you can use to address SIFs

Level: Advanced
Track: Safety Management Systems
Length: 2 days
CEUs: 1.4



Safety and Technology

Description: Some current occupational safety and health (OSH) risks did not exist 20 years ago—and some did not exist last week! The safety profession is affected by rapid technological advances, so prepare to “geek out” while learning about and discussing the implications of interactive checklists, smart devices, wearable sensor technology, big data management, machine learning, artificial intelligence, infrared cameras, smart PPE, 3D printing, holographic training, robotics and drones. **You need to bring your own laptop to participate in this course.**

Learning Objectives:

- Discover the new technology that could disrupt or assist safety activities
- Use technology to identify hazards and create checklists
- Discuss the implications of technology on workplace safety
- Develop a plan to prepare for the challenges created by emerging technology

Level: Beginner, Intermediate, Advanced

Track: Safety Management Systems

Length: 1 Day

CEUs: 0.7

Creating Line Management Safety Leadership

Description: Maximizing safety performance excellence can only be accomplished when line managers accept and own the safety responsibility. This course will assist safety professionals and practitioners in their efforts to create an environment where their role and the role of the line management team can be enhanced to produce safety performance excellence.

Learning Objectives:

- Learn to train line managers on the techniques they must use to effectively execute their safety responsibilities
- Gain knowledge to implement a strategy to help your organization improve its safety culture
- Understand how to take steps toward achieving safety performance excellence based on the critical elements necessary for reaching this goal
- Practice common and contemporary safety management approaches and work toward achieving senior management commitment to safety

Level: Intermediate

Track: Safety Management Systems

Length: 2 days

CEUs: 1.4



Developing a System Approach to Risk and Safety

Description: An organization is in business to make a profit, but risk and safety issues can diminish the return it receives if these issues aren't addressed in a systematic way. That's why an organization must implement key elements of risk and safety systems: management leadership (organizational culture), employee involvement, planning, implementation and operations (hazards and risk assessment), evaluation of performance for corrective action and a management review process. Even if an organization's system has all the required elements, its performance can still improve. Learn how to analyze underperforming aspects of your organization's system.

Learning Objectives:

- Evaluate your organization's commitment to risk and safety and determine why it is performing below expectations
- Assess the roles management and employees play in risk and safety performance in terms of their responsibility, authority and accountability
- Analyze how well the elements of the organization's system are achieving results
- Determine whether the incident reporting and investigation process is identifying real issues
- Evaluate your organization's survey/audit process and the results for management effectiveness
- Develop a plan to improve underperforming areas in an organization's risk and safety system

Level: Intermediate

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

Implementing ISO 45001 Course

Description: Through a blended learning approach, develop the knowledge and confidence to successfully implement an occupational health and safety management system (OHSMS) as an integral part of your organization's overall business operations and objectives. Organizations that adopt the standard as part of their business practices, goals and objectives can better protect their workers, brand reputation, supply chain and future growth on a global level. Your registration includes a copy of ISO 45001-2018.

Learning Objectives:

- Create a compelling story around developing and implementing an ISO-45001-compliant OHSMS
- Explain the importance and value of implementing an OHSMS following the ISO 45001 standard
- Define key terminology and guidelines related to the implementation of the ISO 45001 standard
- Navigate the ISO 45001 standard and its main sections
- Assess performance of your OHSMS, leveraging the success factors listed in the standard to continuously improve the process
- Translate knowledge gained into an actionable plan for initiating your own OHSMS development and implementation

Level: Intermediate

Track: Safety Management Systems

Length: 3 days

CEUs: 2.1



Systems Thinking: Avoid Creating Tomorrow's Problems With Today's Solutions

Description: Without systems thinking, inspections and audits often fail to identify factors that lead to injuries and illnesses. Well-intentioned efforts to improve individual parts of the system, such as inspections, investigations and measurement, often fall short of expectations and produce unintended consequences that create new problems. Learn how to apply systems thinking to the interdependence of system parts to enhance your ability to identify points of high leverage.

Learning Objectives:

- Identify your organization's assumptions and mental models that significantly impact its occupational safety and health (OSH) efforts
- Recognize the interdependence of parts of OSH systems
- Plan improvement actions that focus on the whole system
- Develop strategies to develop systems thinking and apply those practices to your management system

Level: Intermediate

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7

Implementing an ANSI/ASSP Z10 Management System Based on the New View of Safety

Description: Management systems are a powerful tool to continuously improve your occupational safety and health (OSH) effectiveness. Implementing ANSI/ASSP Z10 increases organizational communication and alignment by challenging long-held assumptions and replacing them with factors that lead to success. Designing system elements that fit together based on an organization's characteristics leads to improvement. Safety emerges from the interaction of system elements such as leadership, employee engagement and planning, rather than the quality of each element taken separately. Your registration includes a copy of ANSI/ASSP Z10.

Learning Objectives:

- Apply new-view concepts—a systems-thinking approach to safety and health
- Recognize employees as a source of safety resilience
- Implement processes to learn from failures and successes to improve operational and organization performance
- Use systems thinking to maximize effectiveness when establishing and implementing a management system
- Integrate elements of the ANSI/ASSP Z10 standard with other systems such as ISO 9001, 14000 and 45001, OSHA's Voluntary Protection Programs and OSHA's Process Safety Management standard
- Align the standard with your organization's sustainable growth and social responsibility initiatives

Level: Intermediate

Track: Safety Management Systems

Length: 1 day

CEUs: 0.7



Internal OHSMS Auditing Using ISO 45001

Description: Examine ISO 45001-2018 from an auditor's perspective. Review components of an effective internal audit program and discuss steps necessary to plan for and complete internal occupational health and safety management system audits. Learn how to document nonconformance findings, understand how to assess adequacy and effectiveness of corrective actions, and learn how to evaluate the adequacy, suitability and effectiveness of the internal audit program. As a result, you will develop a solid understanding of audit programs and processes and know how to complete an OHSMS audit. Your registration includes a copy of ISO 45001-2018.

Learning Objectives:

- Use tools to develop an OHSMS internal auditing program
- Plan and complete internal OHSMS audits
- Assess and improve your organization's OHSMS based on ISO 45001

Level: Intermediate

Track: Safety Management Systems

Length: 2 days

CEUs: 1.4

RISK

Risk Assessment Course (Section 1)

Description: Risk assessment is a dynamic process that enables occupational safety and health (OSH) professionals to proactively manage workplace risks. An effective risk assessment helps an OSH professional identify potential hazards that may not have been found another way and implement preventive measures. Review three main areas of a risk assessment: hazard identification, risk analysis and risk evaluation.

Learning Objectives:

- Implement the steps of the risk assessment process
- Conduct a risk assessment leading to the identification and prioritization of your organization's hazards and controls
- Influence management to support risk reduction plans and efforts
- Measure the effectiveness of the risk assessment process and outcomes to support your organization's objectives

Level: Intermediate

Track: Risk

Length: 3 days

CEUs: 2.1

Risk Assessment Course (Section 2)

Description: Risk assessment is a dynamic process that enables occupational safety and health (OSH) professionals to proactively manage workplace risks. An effective risk assessment helps an OSH professional identify potential hazards that may not have been found another way and implement preventive measures. Review three main areas of a risk assessment: hazard identification, risk analysis and risk evaluation.

Learning Objectives:

- Implement the steps of the risk assessment process
- Conduct a risk assessment leading to the identification and prioritization of your organization's hazards and controls
- Influence management to support risk reduction plans and efforts



- Measure the effectiveness of the risk assessment process and outcomes to support your organization's objectives

Level: Intermediate

Track: Risk

Length: 3 days

CEUs: 2.1

Creating and Maintaining an Effective Risk Assessment Team

Description: Become a better leader of your organization's risk management process by developing and delivering training to your risk assessment teams (internal and external). Learn to identify relevant stakeholders for the process, develop customized training content, understand typical barriers to initiating the risk assessment process following training and determine ongoing team training needs.

Learning Objectives:

- Describe the risk management framework of ANSI/ASSP Z690.3 (ISO 31010) along with the critical role risk assessment teams play in the process
- Describe the key internal and external stakeholders critical to the risk assessment approach in your organization
- Develop a customized training curriculum and matrix for your organization's risk assessment team(s)
- Identify the four typical barriers that develop in risk assessment teams when initial assessments are performed, and describe methods to address those, including interventions during risk assessment, retraining or individual coaching

Level: Intermediate

Track: Risk

Length: 1 day

CEUs: 0.7

Risk Communication: A Journey From OSH Hazard Identification to Enterprise Risk Management

Description: Develop foundational knowledge you can use to identify occupational safety and health (OSH) hazards, assess risk, and use risk management and enterprise risk management (ERM) tools. Learn through detailed case studies that use OSH hazard identification and risk management tools to select the best safety intervention. The model is based on the ISO 31000 (risk management) and ISO 45001 (safety management systems) standards. In addition, we will practice incorporating prevention through design tools to develop a business case for OSH intervention. **You need to bring your own laptop to participate in this course.**

Learning Objectives:

- Practice various hazard identification, risk assessment, risk management and ERM tools
- Apply risk management tools to assess existing operations and identify process improvements
- Identify operational value factors used to support business decisions
- Evaluate OSH project improvements and opportunities to incorporate safety into the business decision-making process
- Evaluate risk prioritization concepts and identify risk reduction opportunities to effectively manage risk
- Align OSH interventions with business goals and objectives for effective integration into ERM
- Use an applications program to bring OSH hazards identification into the ERM process

Level: Advanced

Track: Risk



Length: 2 days
CEUs: 1.4

Essential Risk Assessment Tools

Description: We examine foundational risk assessment tools for hazard identification, modify risk assessment tools and apply risk reduction concepts. *You need to bring your own laptop to participate in this course.*

Learning Objectives:

- Identify risk assessment concepts
- Define the hazard analysis and risk assessment process
- Use qualitative and semiquantitative risk assessment tools
- Evaluate various risk assessment methodologies

Level: Beginner

Track: Risk

Length: 1 day

CEUs: 0.7

Bowtie Risk Assessment

Description: ISO and ANSI/ASSP standards list bowtie analysis as a simple diagrammatic way to describe and analyze the pathways of a risk from hazards to outcomes. The method identifies the activities that keep a control working and who is responsible for a control. You can also use it to effectively analyze whether hazards are managed to an acceptable level (widely known as ALARP). If you are looking to add rigor in your risk assessment process, bowtie analysis can help you link causal relationships in high-risk scenarios.

Learning Objectives:

- Use the bowtie risk assessment methodology
- Determine control strategies for prevention and recovery (when controls do not work)
- Integrate the hierarchy of controls to semiquantitatively verify risk reductions

Level: Intermediate

Track: Risk

Length: 1 day

CEUs: 0.7

Prevention Through Design

Description: Explore the concept of prevention through design (PTD) as defined ANSI/ASSP Z590.3. Review the purpose of PTD, examine the standard's content and various design approaches, and learn how to present a PTD system to management. Learn via real-world incidents and examples that cover not just worker injuries, but also property damage and the effects on an organization. Your registration includes a copy of ANSI/ASSP Z590.3-2011(R2016), Prevention Through Design Guidelines for Addressing Occupational Hazards and Risks in Design and Redesign Processes.

Learning Objectives:

- Define the principles and rationale behind PTD
- Recognize your role on a design team
- Use various design approaches for PTD

Level: Intermediate

Track: Risk

Length: 2 days

CEUs: 1.4



Manage Risk, Not Safety

Description: Modernize how you manage risk in your organization using a risk-managed approach rather than traditional regulatory management. Practice using different metrics to measure success, apply the systems management approach and explore the expanded risk universe, including areas such as insurance and security.

Learning Objectives:

- Shape your role as a manager of risk
- Select and use new metrics for risk management
- Define the concepts of risk and loss
- Apply a systems management approach to more effectively manage risk
- Create development cycle for business planning

Level: Intermediate

Track: Risk

Length: 1 day

CEUs: 0.7

LeadSAFE: Leadership-Based Safety and Risk Management Process

Description: LeadSAFE is an innovative, leadership-based safety and risk management process that engages organizational leadership, managers, supervisors and workers in simple, time-sensitive safety and risk management activities. The activities produce tangible and measurable results, leading to immediate and sustained safety culture improvement. Tens of thousands of leaders, managers, supervisors and occupational safety and health professionals have completed this course in organizations globally. Developed and implemented over the course of 40 years, this proven process will change the way your organization protects workers and its bottom-line profitability.

Learning Objectives:

- Operationalize best-in-class safety and risk management system tools to meet and exceed existing safety and risk management consensus standard requirements
- Explore key methods for assessing the existing safety and risk management culture to determine strengths, weaknesses and barriers to excellence
- Analyze critical concepts understood and accepted by organizations that attain and sustain performance excellence
- Define the five reasons organizations improve their existing culture
- Apply LeadSAFE tools at the worker, supervisor, manager and process levels

Level: Intermediate

Track: Risk

Length: 2 days

CEUs: 1.4



FALL PROTECTION / CONSTRUCTION / HAZARDS

Effective Fall Protection Programs

Description: Expand your knowledge of fall protection in accordance with the ANSI/ASSP Z359 family of standards related to fall protection program management and system use. Learn through hands-on exercises how to best make the critical decisions required to protect workers at height.

Learning Objectives:

- Conduct fall hazard assessments
- Develop skills to make appropriate decisions to reduce injuries on walking/working surfaces, ladders, roofs, aerial lifts and scaffolds
- Identify elimination and control methods and develop use and rescue procedures
- Implement horizontal and vertical lifelines, and designate appropriate fall protection anchorages

Level: Intermediate

Track: Fall Protection

Length: 2 days

CEUs: 1.4

Managed Fall Protection Course

Description: This required course for ASSP's Managed Fall Protection Certificate Program is based on the responsibilities of a fall protection program administrator as defined in ANSI/ASSP Z359.2-2017, Minimum Requirements for a Comprehensive Managed Fall Protection Program. Your registration includes a copy of ANSI/ASSP Z359.2-2017.

Learning Objectives:

- Establish guidelines and requirements for a managed fall protection program
- Eliminate or establish controls for fall hazards
- Develop a fall protection system use and rescue procedure
- Demonstrate the tasks necessary to manage an incident investigation
- Evaluate the effectiveness of a managed fall protection program

Level: Intermediate

Track: Fall Protection

Length: 3 days

CEUs: 2.1

Confined Space Assessment, Entry and Rescue

Description: OSHA regulates confined spaces in general industry and construction. Develop skills to assess whether spaces require a permit and review proper entry and rescue procedures for confined spaces. Describe how to assess spaces and monitor air, and explain training requirements, ventilation, permits, retrieval and rescue requirements and equipment, contractors and OSHA-required recordkeeping.

Learning Objectives:

- Determine whether a confined space requires a permit
- Develop confined space entry and rescue procedures
- Create appropriate training for confined space entrants, attendants, entry supervisors and rescue teams
- Select the proper entry and rescue equipment
- Evaluate the ability of your designated confined space rescue team to respond to emergencies



Level: Beginner
Track: OSH Hazards
Length: 1 day
CEUs: 0.7

Lockout/Tagout (LOTO) A to Z

Description: Lockout/tagout (LOTO) is consistently a top 10 citation issued by OSHA. Build your ability to identify equipment that requires LOTO and to develop the required written program and procedures. In addition, develop knowledge and skills to train employees, select LOTO devices and audit the program annually as required by OSHA 29 CFR 1910.147.

Learning Objectives:

- Develop equipment specific LOTO procedures
- Train employees on LOTO
- Audit the LOTO program
- Identify equipment that needs LOTO as compared to equipment-specific LOTO

Level: Beginner
Track: OSH Hazards
Length: 1 day
CEUs: 0.7

GLOBAL / INTERNATIONAL

Managing Safety and Health

Description: Explore the basic needs of managing safety and health with a global perspective and develop skills to analyze the best practices of global leaders in occupational safety and health (OSH) management. Learn through discussion, case studies and activities effective methods to implement, manage and measure a successful global OSH program within your organization.

Learning Objectives:

- Design, implement and manage a leading safety and health process
- Apply global best practices to identify and reduce safety risks
- Evaluate the impact of OSH risks
- Integrate safety and health processes into business functions
- Develop measurement systems to achieve optimal OSH performance

Level: Intermediate
Track: Global/International
Length: 2 days
CEUs: 1.4



Implementing a Safety and Health Management System

Description: Examine different safety management systems to identify the most appropriate system for your organization, with a focus on systems that are applicable to global organizations.

Learning Objectives:

- Analyze systems applicable to occupational safety and health
- Select the most appropriate system for your organization's needs
- Implement a safety management system

Level: Intermediate

Track: Global/International

Length: 1 day

CEUs: 0.7

International Standards and Legal Requirements for Safety Management

Description: Explore the regulations, standards and legislation that pertain to occupational safety and health (OSH) in your country. Review case studies to analyze the impact of the legal requirements in various regions of the world.

Learning Objectives:

- Recognize applicable statutes, regulations and industry standards
- Identify and follow international legal requirements
- Identify international laws for OSH management
- Navigate legal requirements to mitigate risk

Level: Intermediate

Track: Global/International

Length: 1 day

CEUs: 0.7

Working Abroad: Far, Far Away But Not Forgotten

Description: How you can keep yourself and your staff safe and healthy while working abroad? As a safety professional, you may consider working abroad or need to travel internationally frequently. In addition, your organization may have employees who work or travel abroad, and it is your responsibility to develop a plan to keep them safe. As opportunities to work outside our countries increase, occupational safety and health professionals need to know and understand several concepts to truly embrace safety without borders.

Learning Objectives:

- Recognize your duty of care for employees who work or travel abroad
- Discuss and examine the hazards and risks of global travel
- Apply the components of a good travel management program

Level: Intermediate

Track: Global/International

Length: 1 day

CEUs: 0.7



HUMAN PERFORMANCE

Behavior-Based Safety for Today's Realities

Description: Is it time to update your organization's behavior-based safety (BBS) process? Innovations in the past two decades offer more effective ways to implement BBS, achieve higher engagement and produce better performance. Explore new alternatives to traditional BBS administration that can boost your system. If you are new to BBS, develop knowledge about the latest best practices.

Learning Objectives:

- Decrease the use of internal resources without compromising effectiveness
- Develop better focus with your observation checklist
- Modify your observation strategy to produce better results
- Conduct more thoughtful analysis of observation data and use it more cohesively in practice
- Communicate your process more effectively to produce employee engagement
- Address the four major issues found within the average BBS process
- Avoid the 10 mistakes that compromise BBS processes

Level: Advanced

Track: Human Performance

Length: 1 day

CEUs: 0.7

Actively Caring for People's Safety

Description: Gain insight on evidence-based guidelines for improving the quality and frequency of safety-related behavior that can benefit worker welfare and life satisfaction. If practiced extensively, these safety/life lessons not only can prevent workplace injuries but also can improve quality of life by reducing interpersonal conflict and bullying, and enhancing work productivity, environmental sustainability and life satisfaction. The four guidelines reflect the applied behavioral science principles of positive reinforcement, observational learning, and behavior-based feedforward and feedback. The subsequent three life lessons are essentially derived from humanism. Thus, "humanistic behaviorism" is the theoretical and empirical foundation of the course content.

Learning Objectives:

- Explain the critical connection between seven life lessons from psychological science and achieving and sustaining an injury-free workplace
- Define the advantages of a success-seeking over a failure-avoiding mind-set
- Distinguish between feedforward and feedback as behavior improvement techniques
- Perform effectively as a behavior-based safety coach for injury prevention
- List and demonstrate five levels of interpersonal listening and explain their relevance to achieving and sustaining an injury-free workplace
- Increase the perception of empowerment and self-motivation for occupational safety within oneself and others
- Define five dispositions that enhance one's propensity to perform actively-caring-for-people behavior and explain how to influence these five person-states

Level: Intermediate

Track: Human Performance

Length: 1 day

CEUs: 0.7



Advanced Human Performance Techniques for Safety Professionals

Description: Learn a proven way to assess and/or investigate injury or unwanted outcomes related to human nature. In addition to reviewing human performance improvement fundamentals, explore a proven process that defines the facts and context related to why people exhibit behaviors that result in injuries and other unwanted outcomes. ***You need to bring your own laptop to participate in this course.***

Learning Objectives:

- Define error, error precursors and error-likely situations
- Explore human performance improvement process
- Define the three performance and error modes
- Review the limitations of human capability
- Assign a cause code and suggest corrective actions

Level: Advanced

Track: Human Performance

Length: 2 days

CEUs: 1.4

Cognitive Bias in Safety: Controlling the Consequences

Description: Cognitive biases influence our decision-making by helping us cope with complex situations and limited information. However, some unintended negative consequences of these cognitive biases affect safety management. These beliefs can steer our thinking toward alignment with past similar experiences, which can cause us to underestimate risks and overestimate the ability of our safety systems to manage hazards. Learn how to reset your thinking and mitigate the damaging effects of cognitive bias.

Learning Objectives:

- Determine whether cognitive biases are a risk factor in your workplace
- Shape safety perceptions within your organization
- Isolate the biases that enter into safety decision-making
- Mitigate losses through the application of more accurately perceived risks and hazards

Level: Advanced

Track: Human Performance

Length: 1 day

CEUs: 0.7



Human and Organizational Performance

Description: Explore how to move your organization from the traditional blame-and-punish model to the progressive learn-and-improve model. In addition, review how to move away from investigative interviewing techniques and engage operational learning teams to better involve workers following an event. Learn by engaging in group discussions about human error and building in error tolerance.

Learning Objectives:

- Explore the concept of human error
- Define performance modes
- Respond better to failure
- Create operational learning
- Focus on reliability and resilience

Level: Intermediate

Track: Human Performance

Length: 1 day

CEUs: 0.7

LEADERSHIP DEVELOPMENT

The Power of Influence

Description: As safety professionals, committee members and supervisors, we are always trying to get someone to do or believe in something when it comes to safety. How do we make that happen? By our influence. Review the biggest indicators of influence—reciprocity, scarcity, authority, consistency, social proof and liking—and explore how you can use them to make a difference.

Learning Objectives:

- Discuss how to use influence to accomplish important organizational goals
- Review power and influence dynamics
- Practice aspects of power and influence to better share the safety message and get action done more effectively

Level: Intermediate

Track: Leadership Development

Length: 1 day

CEUs: 0.7

Building a High-Performing Team Using Strengthscope™

Description: Strengthscope® is a strengths assessment that measures your work-related strengths. These underlying characteristics energize you and enable you to achieve your best performance at work. Learn more about your strengths and how you can use this tool to build a passionate, motivated team. Your registration includes a personalized assessment that you will complete before class (*pre-registration encouraged*).

Learning Objectives:

- Discover what energizes you and how you can use that to maximum effect in your work
- Learn how to utilize your team members' strengths and weaknesses
- Discuss how to use strength-finding tools that enhance recruitment and training

Level: Intermediate

Track: Leadership Development

Length: 1 day

CEUs: 0.7



Strategic Thinking for Excellence in Safety

Description: Strategic thinking is a vital characteristic of any leader. Organizations view strategic thinking as a highly desired skill for corporate leaders. Develop skills to achieve greater consciousness in your thinking, which sets the stage for you to be a more proactive, creative and successful leader within your organization.

Learning Objectives:

- Enhance organizational productivity and performance
- Use creative thinking techniques to increase your ability to approach challenges and opportunities in new ways
- Identify barriers to effective decision making
- Elevate decision-making from tactical to strategic

Level: Intermediate

Track: Leadership Development

Length: 1 day

CEUs: 0.7

Gender and Diversity: Why They Are Important to Your Safety Culture

Description: Understand how gender, diversity and inclusion, all of which are top-of-mind topics in most organizations, can affect workplace safety. Explore effective methods to overcome barriers to inclusion and discuss opportunities that a diverse workforce presents to engage more workers in improving your safety culture.

Learning Objectives:

- Recognize how organizational policies and practices affect gender and diversity in the workplace.
- Practice coaching techniques that you can use to overcome barriers and build understanding.
- Develop strategies with peers and in groups to respond effectively to common scenarios.
- Practice leadership and coaching skills that you can use to create a foundation of awareness and inclusion.

Level: Beginner, Intermediate, Advanced

Track: Leadership Development

Length: 1 Day

CEUs: 0.7

Level Up: Add World-Class Value, Break Through Your Career Plateau and Earn a Promotion Fast

Description: Do you feel stuck in your job or do know you could do more if given the chance? Want more from your career in safety and health? Diagnose common career stalls, discover the top 10 things that every successful occupational safety and health (OSH) professional must know about business, learn three ways to dead-end your career (and how to overcome them), acquire advanced negotiation techniques, and apply the latest in marketing and change management to take both your job performance and career to the next level.

Learning Objectives:

- Create a 90-day plan to your career
- Discuss two ways to improve OSH communication
- Describe four ways to improve through coaching
- Calculate return on investment for OSH projects
- Apply a goal framework to your career
- Identify career capital opportunities



Level: Intermediate, Advanced
Track: Leadership Development
Length: 1 day
CEUs: 0.7

Safety and Health in Sustainability: Your Line of Sight to the Board Room

Description: Over the last decade, disruptive innovations, new business models and products that challenge established practices have drawn attention to the organizational value created by sustainability, particularly as it relates to human capital (workers). Effective occupational safety and health (OSH) management helps people operate work safely, creating value that underpins corporate performance and sustainability. A safe, healthy workforce also enhances an organization's ability to attract and retain workers, which is essential to long-term sustainability. Learn from case studies how to effectively embed sustainability in your company, identify ways to leverage sustainability initiatives to promote safety, describe stakeholder expectations, and understand relevant metrics [including Global Reporting Initiative (GRI) 403]. Please read [this resource](#) to best prepare for our course.

Learning Objectives:

- Demonstrate the value and connectivity between corporate, human capital, sustainability and workplace safety and health performance
- Explore trends in sustainability and stakeholders' expectations and analyze their impact on corporate and OSH decision-making
- Develop a next-steps strategy to influence sustainability with respect to OSH metrics

Level: Intermediate, Advanced
Track: Leadership Development
Length: 2 days
CEUs: 1.4

Becoming a REAL Leader: Principles and Practices for Accelerating Performance

Description: Every organization wants its teams to win and be successful. To create sustainable results, a safety professional must have the skills to move from strategic planning to execution. Explore key leadership and performance skills that will accelerate your team's performance and increase your influence. As a bonus, you will receive a Leadership Library with over 100 leadership resources.

Learning Objectives:

- Define the four leadership principles using the acronym REAL
- Discover seven ways to add value that will improve your ability to build relationships
- Identify the seven reasons people fail to equip others
- Recognize three behavioral triggers for creating a positive attitude
- Review the five things leaders should do to build and foster trust

Level: Intermediate
Track: Leadership Development
Length: 1 day
CEUs: 0.7



7 Insights Into Safety Leadership

Description: As an occupational safety and health (OSH) professional, you may wonder how to best partner with senior leaders to develop and implement a highly effective safety improvement strategy. Examine the essential principles that every safety leader needs to understand to develop and execute a strategy that improves safety and supports business improvement generally.

Learning Objectives:

- Articulate a compelling business case for improving safety performance by engaging employees and building culture
- Explain why an organization may require a dual strategy for reducing exposure to hazards
- Define and recognize key safety leadership attributes
- Define and recognize two dimensions of culture needed to sustain safety and business improvements
- Partner with senior leaders to create a road map for developing a positive safety culture and sustainable safety improvement

Level: Advanced

Track: Leadership Development

Length: 1 day

CEUs: 0.7

Leadership Techniques to Effect Change

Description: A leader's effectiveness can affect any organization's safety culture. Explore proven leadership principles, styles and theories to guide your workforce to better safety performance. Develop leadership techniques to strategically motivate, negotiate with and influence management; align safety roles and responsibilities with your organization's operations; and deal with workplace conflict.

Learning Objectives:

- Employ the leadership skills needed to significantly advance your organization's safety culture
- Leverage the value of safety to enhance safety leadership and ownership across the organization
- Motivate managers and supervisors to support sustainable safety efforts
- Use best practice methodologies to counter managerial push back and disengagement
- Apply effective leadership techniques to reduce conflict

Level: Intermediate

Track: Leadership Development

Length: 1 day

CEUs: 0.7



Establishing Your Place in the C-Suite

Description: Your organization's senior management values occupational safety and health (OSH) leadership and will reward it with resources and support. Assess what senior management wants to know about OSH and develop skills to communicate this information to them. Strengthen your connection to the C-suite by developing knowledge of your organization's business goals and senior management's OSH expectations.

Learning Objectives:

- Demonstrate a general understanding of business language and a foundation from which business decisions are made
- Identify the expectations of the C-suite for the OSH process
- Develop, implement and align OSH efforts driven by organizational objectives from the C-suite
- Report on and present OSH data that gain decision-makers attention and involvement

Level: Advanced

Track: Leadership Development

Length: 1 day

CEUs: 0.7

Realizing Your Leadership Potential

Description: Some people are born leaders, but if you are not, leadership can be learned. Practice and perfect skills and techniques to achieve better leadership, improve your ability to influence others and even coach others to lead.

Learning Objectives:

- Define the power structures that exist in your organization and how they impact leadership growth
- Identify your opportunities for leadership change and improvement
- Demonstrate leadership behavior that will enhance your safety effort
- Use strategies that will influence your workforce to achieve safety goals

Level: Intermediate

Track: Leadership Development

Length: 1 day

CEUs: 0.7

Understanding Generational Differences for a More Effective Workforce

Description: The workforce in many organizations has people from four generations, ranging from traditionalists to millennials. Misperceptions and stereotypes about these generations can hinder productivity and cause frustration, which can disrupt an effective safety program. Explore how to bridge the generational gap by examining the factors that define and shape each generation's point of view and exposing and dispelling myths. Practice techniques on how best to work with employees from each generation.

Learning Objectives:

- Identify the four generations found in contemporary workplaces
- Recall important events and issues that shape each generation's worldview
- Expose and dispel myths and stereotypes
- Practice effective strategies for working with a multigenerational team

Level: Beginner, Intermediate, Advanced

Track: Leadership Development



Length: 1 day
CEUs: 0.7

TRAINING & COMMUNICATION

eLearning Basics

Description: As technology advances and as organizations embrace virtual work, online learning has become more pervasive. Safety professionals whose responsibilities include training and development need to understand how to design and deliver online training. Explore the basics of eLearning including technology and platforms, learning management systems, authoring tools, current trends, engagement methodologies, best practice development tips, online assessments, virtual delivery and more. ***You need to bring your own laptop to participate in this course.***

Learning Objectives:

- Define eLearning and its various components, trends, benefits and disadvantages
- Describe a learning management system (LMS) and discuss its benefits
- Explore eLearning authoring tools
- Discuss the best methods to engage learners in a virtual environment
- Replace outdated development methodologies with modern approaches
- Prepare a lesson plan using the IDEA model
- Find resources for more information about eLearning

Level: Beginner, Intermediate, Advanced

Track: Training & Communication

Length: 2 days

CEUs: 1.4

Safety: Make It Stick

Description: Why can everyone remember an urban legend, a rumor or a story told over dinner, yet leave a safety meeting and not remember the topics discussed? Learn principles of stickiness that you can apply to ensure that your safety communications stick – meaning people will understand and remember it, and it will change something. As safety professionals, we communicate in various ways, yet often struggle to ensure that our information gets attention and resonates. Using these concepts - simple, unexpected, concrete, credible, emotional and stories - you can make your ideas, messages and information stickier and affect desired change.

Learning Objectives:

- Develop awareness and understanding of the stickiness factors
- Explore how concrete and credible concepts help retention
- Apply emotions and stories to strengthen messages and communications

Level: Intermediate

Track: Training & Communication

Length: 1 day

CEUs: 0.7



The Safety Training Ninja

Description: It is hard to be a top-notch safety professional and still find time to deliver great training. Tired of compliance-based lectures, and begging people to come and pay attention? Stop working so hard and work smarter. Become a Safety Training Ninja© who uses the tools like a master and slices through training challenges.

Learning Objectives:

- Implement different tools to make training easier and more exciting
- Develop learning objectives that meet your company's safety needs and can be proven
- Design and develop effective safety training that your audience enjoys
- Make compliance training interesting and fun again

Level: Intermediate

Track: Training & Communication

Length: 1 day

CEUs: 0.7

Technical Writing Skills for the Safety Professional

Description: As an occupational safety and health (OSH) professional, you are expected to write, review, edit and update technical documents in your organization. Develop skills to create content for OSH policies, programs and procedures to satisfy regulatory compliance, and apply best practices for all types of workforces. Review technical writing skills and concepts, with in-class workshops to help you practice writing and editing materials.

Learning Objectives:

- Realize the importance of written communication
- Identify the OSHA regulations that require written programs and procedures
- Explain the difference between policies, programs, procedures, guideline, safety manuals, handbooks and other documents
- Outline and develop content for policies, programs and procedures
- Identify the key principles of technical writing and words and phrases to avoid
- Evaluate written documents currently in place at your organization
- Assess grammar, spelling and punctuation
- Review the best practices for writing effective electronic correspondence (e.g., e-mail)

Level: Intermediate

Track: Training & Communication

Length: 1 day

CEUs: 0.7

Build a Safety Training Course

Description: Interact and collaborate with your peers and a trained instructional designer to create a short training course that you can immediately take back to your organization and conduct. Some pre-work is required to prepare your topic and content. **You need to bring your own laptop to participate in this course.**

Learning Objectives:

- Identify the different instructional design methodologies and select one that best suits your learners and your content
- Utilize the ADDIE (analysis, design, development, implementation, evaluation) model to design an effective training course for adult learners
- Storyboard your content
- Create dynamic and visually appealing course materials



- Write effective learning objectives and develop a training course to best help learners meet these objectives
- Design assessments around learning objectives
- Discover instructional design and development tools

Level: Intermediate

Track: Training & Communication

Length: 2 days

CEUs: 1.4

Discussing Mental Health in the Workplace: Strategies From a First Responder

Description: Managers, supervisors and leaders must ensure that work resources and processes help the organization achieve its vision and goals. One major factor that can hinder progress toward goals is the mental well-being of employees. Develop knowledge and skills to create a focused and well-developed strategy for addressing this issue. Learn via case studies, peer discussions, group work and real-life storytelling, and develop a deeper understanding about how you can be a first responder to your coworkers' mental health needs.

Learning Objectives:

- Define and recognize key concepts and terminology associated with mental health and well-being
- Outline the importance of "training the brain" in preparation for work/life
- Analyze the barriers to care that prevent employees from seeking help for mental health issues
- Explain the roles of the supervisor, manager and leader when an employee is using unhealthy coping strategies or dealing with addictions issues
- Identify the mental health resources that are available within your workplace and community
- Discuss how you can immediately implement these strategies into their own work environment

Level: Basic, Intermediate, Advanced

Track: Training & Communication

Length: 1 day

CEUs: 0.7

