

D. B. Safety Solutions Inc.

Facilitating Effective Communications

Safety Meetings, Tool Box Talks and Safety Discussions

Effective communication is vital in industry today. Leaders are often tasked with a variety of communication demands, such as:

- Communicating new or revised procedures, policies or safety initiatives
- Informing workers of company targets, plans and visions
- Leading toolbox talks
- Safety meetings
- And much more

Confident and purposeful facilitation skills when communicating can lead to increased worker morale, better understanding of the issues, company engagement and a safer workforce.

This engaging two-day training workshop is designed so learners will:

- Be in a comfortable environment to develop or improve facilitation and presentation skills
- Practice progressively more engaging presentations
- Plan and deliver short communication discussions and
- Be provided positive, constructive feedback by the trainer and their learning peers



Who Should Take This Program?

Anyone who:

- ✓ Conducts staff meetings, safety meetings, toolbox talks and information sessions
- ✓ Manages projects, supervises workers, safety roles

Students Will Learn:

- ✓ *Flip charting skills*
- ✓ *The power of demonstrations*
- ✓ *Presentation planning tools*
- ✓ *To focus on the most important points*
- ✓ *To use questions and questioning techniques to guide discussions*
- ✓ *Effective body language and the use of gestures, and*
- ✓ *Preparation necessities for facilitators*

