

Get the most out of the work-hours spent on training by sharpening your skills at creating highly effective safety meetings. Selecting a topic, location, creating an agenda, getting participants involved and addressing the different ways people learn are all covered.

Tone: Actuality

Key Training Points:

- Choose a topic that will get people interested. One which has a real bearing on the people who will attend.
- Brevity is the soul of wit. Participants will appreciate it if you keep it short and to-the-point.
- Ask for input from those who will be attending. Find out what their safety concerns are.
- Make an agenda and follow it. Be prepared.
- If safety concerns are brought up, be sure they are addressed and are followed up on at the next meeting.
- Appeal to the auditory, visual, tactile and emotional learning methods of your participants. Get them as involved as possible.

Answers: 1. C, 2. D, 3. B, 4. A, 5. A