# An OHS training workshop model

### Preparing the workshop

To prepare a workshop, always first decide the objective and the target group. The forms of presentation and the methodology may be different depending on the level of knowledge, the positions and roles of the participants.

### The facilitators role

It is the facilitators role to be well prepared and search for answers together with participants – not to guess what the answer is.

Long presentations should be avoided in order to increase the level of engagement and participation. Training methods should be selected carefully. Remember:

* Compare practice with theory
* Focus on the participants’ experience
* The facilitator should stimulate the exhcange of experience between participants rather than giving lectures about an interesting subject
* The facilitator should be a consultant for the participants instead of acting like a professor or expert. The ideal always is to have more facilitators and do workshops as teamwork.
* The facilitator should act as a builder of strength, instead of always focusing on weaknesses and problems. Both at workplace level and when it comes to individual participants.

In order to guarantee the success of the activity, it is necessary to have the appropriate materials and make proper use of them.

### Practical advice for the facilitator

### Avoid:

* Very extensive presentations, each session should not last more than 40 minutes.
* That only one of the participants dominates the discussions.
* Losing control of the discussion and participation in case the work session becomes "very active".

### Promote:

* Dialogue and exchange between participants as this helps them to accept new ideas and approaches as well as giving them confidence to talk about their own.
* Active participation of all participants, especially of those who are not used to participate in the dialogue and discussions of such a workshop
* Commitment to change and monitoring of this commitment by asking about the plans to use specific parts of the training for changes in factories

### A workplace visit

It is important to prepare a visit to a workplace well. Misunderstandings and obstacles can occur if there are no clear agreements from the start.

It is important to contact the Company in due time to get permission to visit and tlk with workers, take photographs etc.

Management representatives should be explained the purpose of the visit, which is to train workers’ (and possibly also managemnt) representatives as trainers and give feed-back about room for improvement to inspire and guide the enterprise’s bipartite OHS committee if such a committee exist.

This exercise has several recommendations according to its stages:

You need to plan the observation form. Do they all have to tour the same parts of the company or take different sections?

Participants should know well what is expected of them during the observation round. What to observe, how to act (care, respect for those who are working, comply with all instructions and signs), to which group each one belongs and who is the leader of each group.

In the instructions it is important to say that they observe both progress and deficiencies, good and bad. It is also important to present the deficiencies as options or spaces to improve. As visitors we are in the workplace to suggest and advise, not to give a negative review.

This exercise has several recommendations according to its stages:

### Before the visit:

Organize participants in groups.

1. Listen carefully to the possible questions and suggestions that participants will make to the observation guide, remember that it is about creating a participatory environment where possible constant feedback and interaction between facilitators and participants is obtained.
2. When it is possible to use cameras and take pictures of your priorities for the presentation, you need to prepare the participants well.Organizar a los participantes en grupos.

### During the visit

1. Encourage participants to walk through the workplace and observe and take notes and photos.
2. For information that supplements the observations, the facilitator may encourage participants to ask questions to the workers about different aspects of their working day.
3. During the visit also observe and comment on positives aspects in terms of occupational health for the benefit of workers with the aim of applying these improvements in other sections or other work centers.

### After the visit

1. Participants must continue the work in groups so that according to what they observe they define what the priorities are.
2. Use flipcharts to highlight the priorities of the groups. In this way, we will have an overview about the most relevant priorities and the comments that the participants want to add in this regard.

After the elaboration of a table, a summary can be prepared on the priority points, which were the most mentioned by the participants

### Roleplay – learning to manage negotiation processes

Using the roleplay is an activity that focuses on the objective that participants can organize an exchange that is a representation of reality in the negotiation of an action plan to improve workers' conditions.

It is important that the instructors / facilitators understand the characteristics of the roleplay, which are the following:

* it is a very active procedure
* It is a way to promote the skills of the course participants, because they prepare and present arguments
* helps participants gain self-confidence
* is a useful way to learn process management,
* can shed light on relationships between actors in situations of dialogue and negotiation,
* can help participants develop attitudes and behavior in collective processes.

### Workshop follow-up

The follow-up to the course is among the most important of this type of activities:

During the interim period the facilitator should visit the participants to follow up on the realization of the plans to ensure that there is contact between the members of the different groups and see, if anything can be helped.

Collaboration between groups or individuals who have similar and useful experiences can also be recommended.

After 2-3 months, participants are invited to a follow-up workshop. The idea is to exchange experiences with the implementation of their action plans and that the new workshop can suggest improvements and adjustments in the action plans.

Experiences about critical moments are very important. For example: Do they get active support from workers? Do they reach agreements with the administration? Do they achieve early improvements?

Each group should prepare a presentation of their results during the interim period and discuss the continuation based on adjustments and improvements of the plan with the other participants. Each group must then develop new action plans and present them in the plenary.

Finally, a new date must be agreed for the next one - not necessarily the last workshop, because it is a long process to change the workplace. Networking among grassroots leaders, for example, based on groups formed in the course, and who meet frequently, are of high importance to achieve the expected results.

### Useful tools for a workshop

### Body mapping

*One tool for creating an overview of symptoms among workers is the body mapping. Participants mark their pains and other symptoms in the drawing of two sides of the human body. It may help visualise the most common simptoms, shared problems and differences between men and women.*

### Workplace mapping

*Another tool is to draw a map of the workplace and show the work stations, the internal transport áreas, storage areas etc. You can then mark known accidents and discuss their root causes. It helps you to get an overview of problems deriving from the workplace design.*