

# ETI Occupational Health and Safety

## Developing a Pool of Master Trainers

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### Facilitation guide

As part of its COVID-19 prevention support, ETI has developed a Training of Trainers (ToT) module. This aims to build a pool of competent instructors within factories to carry out internal trainings to further develop knowledge and skills among factory employees.

The ToT is designed to ensure that:

- Participants graduate as Master Trainers (MTs) who further cement their learning in training other employees.
- Employees trained by MTs benefit from the use of real-life examples, problems and challenges encountered in every day work, presented in accessible and relatable language and terminology that facilitates understanding.
- Factories benefit from having MTs on site to facilitate staff onboarding, refresher training and provision of ongoing support.

### Overview of content

The ToT is provided over two full days, divided in three components:

#### TRAINING SKILLS

- 1 This component aims to prepare MTs to present information effectively, respond to participant questions and lead activities that reinforce learning. The component includes sessions on the differences between training and education, the concept of adult learning and different training methodologies, including participatory training, and communication and presentation skills.

#### SUBJECT KNOWLEDGE

- 2 This component is based on the occupational health and safety (OHS) training developed for managers and supervisors (See [Resource Guide 1](#) for more information). ETI has designed five separate flipcharts, each covering a specific training topic:

- + OHS flipchart 1 – COVID-19
- + OHS flipchart 2 – Risk Assessment
- + OHS flipchart 3 – Accident Investigation
- + OHS flipchart 4 – Ergonomics
- + OHS flipchart 5 – Human factors

The subject knowledge component focuses on the content provided in the flipcharts while referring to the training skills covered in component one. Each flipchart page also includes training facilitation advice on the reversed side, to aid the MT.

#### SKILLS PRACTICE AND FEEDBACK

- 3 The final component provides an opportunity for participants to practice delivering content training to other participants. Participants then provide feedback regarding the practice, reflecting on both the methodology applied and content covered.

### Methodology

This training was developed by ETI Bangladesh in Spring 2021 and has been designed to occur in a face-to-face setting, with participants sitting in a U-shaped constellation to facilitate discussion and interactive practice. Participants can be selected by factory management, typically participants should hold mid-management positions - such as welfare, compliance and human resource officers – with an existing mandate to deliver in-house training, onboarding or induction sessions.

- The components are designed to be delivered:**
- By professional trainers with in-depth understanding of OHS, the ToT model and the use of mixed training methodologies.
  - To a group of approximately 20-25 participants.

To facilitate skill practice and feedback sessions, trainers should randomly select seven to eight participants from the group to deliver one practice session each to the other participants. All participants can benefit from the feedback provided after each practice session.