

**Outline Syllabus:
Givaudan EHS Facilitators**

Train-the-Trainer Course

Tailored Health and Safety Training – Syllabus

**The Institution of Occupational Safety and Health
Tailored Health and Safety Training – Syllabus**

Givaudan EHS Facilitator Train-the-Trainer Course

01 August 2017

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Introduction

This four-day train-the-trainer programme was designed by Dr David Gold for trainers to instruct the five-day Givaudan EHS Facilitator Course, an IOSH Tailored course, licensed to the Givaudan, International.

The purpose of the Givaudan EHS Facilitator Course is to provide a designated worker with the knowledge and skills to positively assist and influence the development and implementation of EHS activities at Givaudan sites with a view towards placing EHS at an equal priority as all other Givaudan activities.

Goal

The goal of the course, *Givaudan EHS Facilitator Train-the-Trainer course* is for the participant to develop the knowledge and skills necessary to instruct the Givaudan EHS Facilitator Training Course, leading to a cascading effect to influence the development and strengthening of the EHS culture within the organisation.

Learning objectives (Train-the-Trainer Course)

On successful completion of the course, participants will have the required knowledge, skills and information to:

1. Describe the role of the trainer of the *Givaudan EHS Facilitator Training Course* and explain how this type of adult learning methodology makes it easier for adults to learn.
2. Describe in detail a structured lesson plan **and** annotate the lesson plan to adapt to the needs of a specific audience.
3. Carry out the preparation of instructional materials, handouts, and the classroom.
4. Select an appropriate instructional method associated with the subject being instructed.
5. Describe the means of using and the advantages of five different teaching and learning resources.
6. Prepare and demonstrate in a classroom the instruction of an assigned micro-presentation demonstrating presentation skills and the animation of participant discussion.
7. Describe the importance of participant evaluation.
8. Describe the required reporting requirement for IOSH certification.

Participant prerequisites

Participants in the Train-the-Trainer course should be an occupational safety and health practitioner, and at least be at the level of a Technical Member of IOSH.

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The participant must also complete the following courses either prior to or concurrent with the Train-the-Trainer course:

- Givaudan EHS Facilitator Training Course

Prior to certification to teach, the participant must be observed and evaluated by the lead trainer successfully preparing and instructing the Givaudan EHS Facilitator Training Course.

Who should attend

This training programme is for prospective trainers of Givaudan EHS Facilitator Training Course.

Duration

The programme consists of four days. The trainers will subsequently be evaluated while they in turn instruct the five-day Givaudan EHS Facilitator Training Course.

Programme (Train-the-Trainer Course)

1. Pre-test and introduction
2. How adults learn
3. The structured lesson plan and learning objectives
4. Instructional methods
5. Teaching and learning resources
6. Micro-teaching assignments
7. Participant assessment
8. Administrative and reporting requirements
9. Post-test and concluding remarks
10. Evaluation
11. Trainer evaluation

Certification

A Givaudan EHS Facilitator Train-the-Trainer Certificate is awarded to all those who attend the course and successfully complete the written and practical assessments.

The trainer will be evaluated by a 22-question assessment paper, a micro-teaching assignment and subsequently be evaluated by the lead trainer while they instruct the Givaudan EHS Facilitator Course.

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Approval criteria for course providers

A suitably qualified person should deliver or supervise the course and will normally be:

- A safety and health practitioner
- An individual involved in the day-to-day management of occupational safety and health.

It is the responsibility of the course provider to ensure that suitable tutors are used.