

Best Practices Implementation

Focus on In-House/Commercial Training

Labelmaster Dangerous Goods Symposium for
Instructors

Today's Facilitators:

Candace Simon - PHMSA

Rhonda Jessop - Labelmaster

Let me take you back!

2007 Instructor Symposium

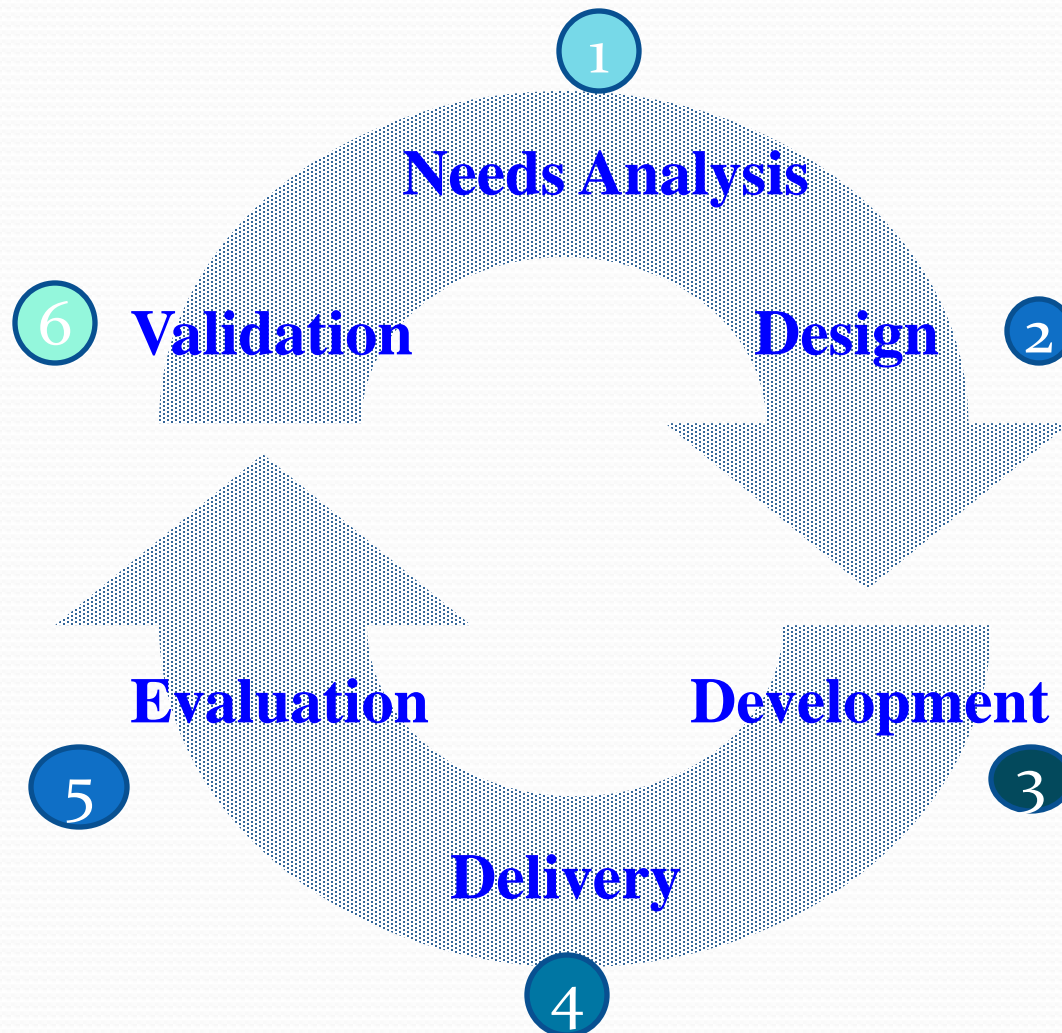
Brainstorming Workshop Sessions:

- Professional/Commercial Trainers
- In House Compliance Managers/Trainers

The Systems Approach to Training



SAT Cycle



Your Turn

- Use the systems approach and its steps in today's workshop
- Apply to different questions associated with developing best practices and guidelines
- Be creative – remember it is a systematic approach, but think outside the box!

Result 2007:

- Friday morning session shared results from the workshop sessions with the entire group
- Moving forward: collated all of the feedback/input received from each workshop and Friday morning
- Try to establish common thread/pattern in the inputs provided – share with DGAC

Here we ARE – 2008!

- And where ARE we exactly?
- After nearly one year – we have a Training Guidelines document that has incorporated the systems approach, your input, other's comments
- A collaborative effort! Thanks DGAC, PHMSA and everyone.

What's Next?

- Turning this document into “reality” – practical application
- Implementation strategies
- Creative Ideas

Processing the Guidelines

Candace

- Internal review by PHMSA
- Approval by Associate Administrator, Office of Hazardous Materials Safety
- Publication in Federal Register
 - Notifies public of document
- Publication on websites

Guidelines Evolution

- Best practices proposal to Guidelines on Training Programs
- Identify areas for enhancement for use by hazmat employers and trainers using:
 - Outlines
 - Models
 - Scenarios
- Develop appendices to the Guidelines document for these areas

Areas of Focus - Appendices

1. General Awareness Training
 - Outline/guidance on what should be included –
2. Function Specific Training
 - Competency templates for different job categories
 - Requires employer input
 - Case studies/success stories
3. Types of Training Delivery (include pros and cons)
 - CBT
 - Classroom
 - In-House
 - On the job

Areas of Focus - Appendices

4. Instructor Qualifications – what to look for
5. How to Perform a Needs Assessment, Validation etc...
6. Curriculum Development/Course Design
7. Testing
8. Basic Needs Assessment Guidelines for Employer

Today's Workshop – Guidelines in the Real World

- We're asking you to come up with ideas and strategies for each of these eight areas.
- Think outside the box!!
- Use your experiences/listen to others
- Ask yourselves – will this really work?

Today's Format

- Each table has a number corresponding to one of the eight areas
- On the table – copy of the guidelines document, copy of the eight key areas, some key questions to consider
- Appoint a table “lead” – using the guidelines document against your table’s area of focus (1,2,3, etc..)…key questions, other ideas!!!

Today's Format

- You will have 30 minutes to discuss, debate and brainstorm
- Write down your groups' ideas and present to the rest.
- At the end of the session, flipchart notes will be collected and shared with PHMSA/DGAC



1, 2, 3.....

GO!



THANK YOU for your
participation today!