



COURSE TITLE	: Effective Communication in OSH	COURSE CODE	: ECOMM
COURSE DURATION	: 2 day(s) / 13.00 hour(s)	COURSE LEVEL	: Basic
COURSE CATEGORY	: Non-Competency		
HRDF SCHEME	: SBL		
COURSE FEE	: RM848.00 (inclusive of SST)		

1. OBJECTIVES:

At the end of the course, the participant will be able to:

- i. Communicate effectively OSH matters at all levels in their organization and external parties.

2. TARGET GROUP(S):

- i. Managers/ Executives.
- ii. Safety and Health Officers/ Site Safety Supervisors.
- iii. Supervisors.
- iv. Safety and Health Committee Members.
- v. OSH Practitioners.
- vi. OSH Trainers.

3. ENTRY REQUIREMENT(S):

- i. -

4. TOPIC(S):

- i. Introduction to communication.
- ii. How to understanding your audience.
- iii. Communication in organization.
- iv. Communication plan.
- v. Legal requirements.
- vi. Hazard communication.
- vii. OSH promotion

5. LIST OF REFERENCE BOOK(S):

- i. -



KEMENTERIAN SUMBER MANUSIA

INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS

COURSE CURRICULUM

TEL: 03 – 8911 3800 FAX: 03 – 8926 3900

URL: www.niosh.com.my





6. LIST OF TEACHING AID(S):

- i. LCD Projector.
- ii. Computer.
- iii. White Board with accessories.
- iv. Flip Chart with accessories.
- v. Presentation Kit.
- vi. Related Games and classroom activity materials.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Group discussion.
- ii. Presentation.

Last updated on 19th August 2015 by PDD

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH			
	COURSE SCHEDULE			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-ECOMM	00	09 Nov 2015	1 / 1	

COURSE TITLE: EFFECTIVE COMMUNICATION IN OSH

DAY ONE

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1030	1.50	Introduction to Communication	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1145	1.00	Legal and other requirements	
1145 - 1300	1.25	Communication in Organization	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Hazard Communication	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	Continuation	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPICS	TRAINER/ FACILITATOR
0900 - 1030	1.50	Know Your Audience	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Communication Plan	
1300 - 1400	1.00	LUNCH	
1400 - 1500	1.00	Continuation	
1500 - 1515	0.25	AFTERNOON TEA BREAK	
1515 - 1700	1.75	OSH Promotion	
	6.50	END OF THE COURSE	

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