



COURSE TITLE : Effective Communication in OSH
COURSE DURATION : 2-day(s) / 13.00-hour(s) **COURSE CODE** : ECOMM
COURSE CATEGORY : Non-Competency **COURSE LEVEL** : Basic
HRD CORP SCHEME : Claimable
COURSE FEE : RM864.00 (inclusive of 8% SST)

1. OBJECTIVE(S):

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. None.

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. -



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. Lecture.
- ii. Group discussion.
- iii. Presentation.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
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COURSE TITLE: EFFECTIVE COMMUNICATION IN OSH

DAY ONE

TIME	HOUR	TOPIC	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	TOPIC	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	