INTEGRATING ONLINE TOOLS AND TRAINING INTO YOUR SAFETY PROGRAM

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AGENDA

• The emerging role of technology and online learning in the workplace
• The benefits of online learning
• Steps to incorporating online tools into an existing training program
• Measure it to Manage it!
THE EMERGING ROLE OF ONLINE LEARNING IN THE WORKPLACE

“LEARNING WON'T BE RESTRICTED TO SET TRAINING PERIODS, BUT WILL HAPPEN IN ALL AREAS OF YOUR BUSINESS, ALL DAY LONG” - SIR RICHARD BRANSON
INTRODUCTION

The future is in the clouds…or rather “Cloud”.

- Growing demand for training *anytime* and *anywhere*.
- Convenience of record and document storage and 24-7 access.
- Radically shifting the way organizations and employees think about training.
- Whether you are already using online training and want to take it to the next level, or you’ve been thinking about how to start, the time is NOW.
WHAT IS THE CLOUD?

• Cloud computing basically refers to a process of sharing resources to optimize performance.
• In other words, using a network of computers to store and process information, rather than a single machine.
• Which means you and your employees can access records, training courses, and other materials anywhere there’s an internet connection.
BLENDED LEARNING

Blended learning combines classroom learning with online learning.

Online learning used to enhance not replace traditional training.

Gives learners more control of time, pace, and place of their learning.
ONLINE TOOLS TO INCORPORATE

• Videos
• Surveys and assessments
• Combining a live session and related course to deepen understanding
• Download course material
• Asking questions, request help or engage in online chat
<table>
<thead>
<tr>
<th>Types of Online Learners</th>
<th>Novice</th>
<th>Sporadic</th>
<th>Developing</th>
<th>Established</th>
<th>Embedded</th>
<th>Innovator</th>
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<tbody>
<tr>
<td>Know very little about eLearning.</td>
<td>Use of eLearning is localized or sporadic.</td>
<td>They develop and coordinate use of eLearning.</td>
<td>eLearning is established across company and is transforming L&amp;D.</td>
<td>eLearning is thoroughly embedded in company.</td>
<td>The learning culture influences the daily work-context.</td>
<td>Leaders and innovators are utilizing eLearning. Always experimenting with new ideas and technologies.</td>
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LEARNING AS A PROCESS
THREE STEP PROCESS

1. Gather Info
2. Set Priorities
3. Develop/Choose Material
EXAMPLE

Spike in slips and trips

Assign online course

Bring on the reinforcements!

Avoid major incident and injury!
BENEFITS OF ONLINE LEARNING
SHOW ME THE MONEY

Saves MONEY!

- Eliminates costs related to travel time, facilities, human instructions.
- Save as much as 80% in direct costs by replacing conventional training approaches with online safety training.

Case Study

- Oil and gas company with 1,600 employees.
- 12 full-time instructors.
- Traveling all over to deliver training and tool-box talks.
- After moving to mostly online program they saved more than a $1 million annually.
**COMPLIANCE & TIME**

**Widespread access = Higher compliance**
- The more employees who are trained the more compliant you’ll be with training requirements.
- Online may be the only way to get to all employees.
- Consistent message.

**More efficient use of time**
- Cuts down on breaks.
- Cuts down on irrelevant questions and tangents.

*Did you know:*
Online training requires only 30% of the time it takes to deliver conventional training because breaks, tangents and other distractions weren’t present.
ONE MORE TIME FOR THE MONEY

500 employees at $35/hr.
- 1 hr. of training a month = $210,000/yr.

Plus $210,000 in lost productivity
- $420,000/yr.

Online training - ½ the time
- $210,000 in avoided costs
**OTHER BENEFITS**

**Skill, Experience and Relevancy**
- Not everyone is at the same level and you end up teaching to the middle.
- Outliers are bored or lost.
- Have to train using a broad brush.
- Employees tune out.

**Version control**
- Can be a nightmare to manage what material is out there and who is training what.
- Challenge to ensure adjustments at corporate level are implemented consistently and completely.

**Flexibility**
- Employees want more control over when and where they take their training.
- Mobile access allows you to reach field workers.
HOW TO INCORPORATE ONLINE LEARNING
WHERE DO I START?

• You have an LMS but need content.

• You need LMS and content:
  • Minimum requirements
  • Virtually no setup
  • No equipment or install hassle
  • Easy as 1, 2, 3
    1. Choose your content
    2. Make assignments
    3. Run reports
CHOOSING CONTENT

• Training must be relevant!

• Elements of online courses:
  ○ Text and images
  ○ Voice over
  ○ Interactive
  ○ Engaging
  ○ Assessments
PATIENCE GRASSHOPPER

• There’s going to be a learning curve.
• Create a buzz!
• Get feedback on user experience.
• Customize content and curriculum.
• Bring in the reinforcements.
• Have a plan.
REMOVE ROADBLOCKS

Make it easy or you’ll end up with:

• Frustrated users
• Lack of participation

Be flexible

• Do their training at home
• Help reading
• Extra time

Plan ahead

• Training plan comes in handy
• Assign a years worth of training at one time
MEASURE IT TO MANAGE IT!

“YOU CAN’T MANAGE WHAT YOU DON’T MEASURE”
WHY WE MEASURE

Measure for:
• Compliance
• Comparison

Measure to:
• CYA
• Hold people accountable
• Make safety visible

“Accountability and visibility are key drivers for change and the foundation for creating and sustaining a safety culture”
REMEMBER

Incorporating online tools into your safety training program is meant to:

• Free you up to focus on hazard prevention and control.
• Make the learner’s experience more meaningful.
• Enhance the value you bring to your company and employees!
THAT’S A WRAP!

• The emerging role of online learning in the workplace.
• Why a blended approach is the best approach.
• Impact and benefits of online learning.
• The importance of accountability and visibility.
Q&A
THANKS!