



# MANAGEMENT SAFETY CERTIFICATE



**SETTING THE STANDARD FOR ZERO LOSS**

Global Training Edge is pleased to offer the Management Safety Certificate program which provides a strong safety leadership foundation for all managers and supervisors.

This program focuses on the **10 Steps to Safety Excellent:**

- Commitment
- The Team Approach
- Communication
- Lifelong Learning
- Program Involvement
- Documentation
- Safety Memory
- Hazard Recognition
- Leadership
- The Proactive Approach

Our philosophy at Global Training Edge Inc. is **ZERO LOSS**. Through our training programs we exceed the safety standard by teaching all employees from the senior management team to sub contractors, the true value of safety.

The Management Safety Certificate program consists of 3 training programs and an accumulation of 6 credits.

The first program is Due Diligence for Managers (mandatory / 2 credits), next is Advanced Incident Investigation (mandatory / 2 credits), Manager's Safety Skills (optional / 2 credits) and Instructional Techniques for Managers (optional / 2 credits).

## **DUE DILIGENCE FOR MANAGERS**

### *The Diligent Manager*

Due Diligence for Managers is the backbone of the certificate program and should be completed first. This 2-day program covers issues relating to Due Diligence from a manager's perspective.

- Day 1 covers issues that managers and supervisors face when addressing safety in the workplace including safety culture and the safety system.
- Day 2 reviews techniques that managers have used in the past to protect the safety of the employees and to demonstrate Due Diligence. We look at incident reporting, hazard identification and leading indicators.

The Due Diligence Evaluation Tool (DET) is used to encourage each participant to compare current methods and how to use the course material to close any gaps. A follow-up/coaching CD covering the 10 Steps to Safety Excellence is provided, to help the participant complete the action plan.

## **ADVANCED INCIDENT INVESTIGATION**

### *Sweating the Small Stuff*

The Advanced Incident Investigation program is designed to assist managers in building a reporting culture through incident investigation and analysis. This 2-day program will cover the following topics:

- Incident Investigation - We will discuss the manager's role in incident investigation,

- how information is gathered, interview procedures, scene control and any other factors involved.
- Analysis - We will look at the incident analysis process and suggest several tools that can be used to identify the root causes.
- Developing a Reporting Culture - We will identify issues with reporting procedures, how they impact the organization and provide tools that will help improve the process including; events and conditions, human error, change analysis and MAP techniques.

The 2-day Manager's Safety Skills program delivers the basic skills required to help employees achieve the organization's goals and objectives which includes:

- Role and Responsibility
- Communication
- Leadership
- Decision Making
- The Task and the Team
- Giving Clear Instructions
- The Art of Delegation

At times, communication basics can be missed making it even more difficult for managers to send the right safety message. They may not always receive the proper training in these areas when they move into a management

position. The aim of this program is to close that gap. The lessons taught can make the task of supervision a little easier by having a good understanding of how communication works. The skills discussed in this training program can be applied to all activities that participants may be involved in. We provide practical tools that a manager can use once they return to the workplace.

The Instructional Techniques program is designed to ensure that managers and supervisors have the skills required to teach and promote safety within their organization. In this 2-day program the trainer will cover the following topics:

- How to send the RIGHT safety message
- How to prepare and conduct safety presentations
- How to train employees in overall safety standards





As President of **Global Training Edge Inc.**, Wilson Bateman has been involved in training and consultation in the Health & Safety Industry for over twenty

years. He has developed and conducted training in: Fall Protection, Confined Space Entry, Advanced Incident Investigation, Manager / Supervisor Due Diligence, Safety Observation SAFETRACK and SAFESTART. Wilson has published two books: **7 Safety Habits** and **10 Steps to Safety Excellence** and has written numerous courses on health and safety.

At Global Training Edge Inc., we apply the **TESTm** approach to our training and instructional programs.

- **TEACH** - using the principals of adult education
- **ENTERTAIN** - Make the program entertaining
- **SELL** - Sell the ideas
- **TOOLS** - Provide the tools needed to get the message across
- **mOTIVATE** - Most importantly motivate the participants to use the program

For more information or to register for this or any other programs offered through Global Training Edge Inc., please contact us today.

Comments for some of our programs participants:

- “Wilson was excellent in this role. He presented with clarity, knowledge, enthusiasm, and a good deal of humour that held the attention of everyone present. Internal course evaluations of this training resulted in some of the highest scores we have ever experienced. It was very satisfying to receive comments such as ‘I now get it’.” **Ed Wolowich, Vice President Quality, Health & Safety, Environment / Wardrop Engineering Inc. a Tetra Tech Company.**
- “Wilson is a very powerful speaker who left delegates feeling motivated and energized.” **George Stewart, Director Occupational Health & Safety / Workers Compensation Board of PEI**
- “Wilson is an excellent communicator and presents with humour and enthusiasm, keeping the audience engaged whether it is a small group or a large keynote presentation.” **Jackie Norman, President & CEO / CAPSC Safety Services**

Global Training Edge Inc.  
cindy@globaltrainingedge.com

Phone: (902) 832-2593

Cell: 902-471-0533

Fax: 902-407-3196

[www.GlobalTrainingEdge.com](http://www.GlobalTrainingEdge.com)

