

TRAINING FOR TRADES

TOOL BOX TALKS

How to provide effective communication to the workforce through on- site briefings, Toolbox talks and Incident awareness.

Tool box talks have been a standard part of the engineering and construction industry forever! Being able to influence people to a different viewpoint or stance is something which is much more difficult than some may imagine.

There are specific skills which can be learnt and developed that will enable you to impart your experience and knowledge to others to enable them to avoid possible accidents or bad practice. It may be an incident to report, a health and safety issue or merely a communication to teams.

This course will look at how to use basic communication skills to deliver tool box talks to teams and individuals effectively.



Course overview.

- **What are we trying to achieve by conducting tool box talks – why do it?**
- **What are the possibilities for the Tool box talk**
- **How your approach is paramount – what can be achieved and destroyed**
- **Putting the information together – collecting data, resources available, thinking through the implications of your talk**
- **Structuring your talk to ensure audience ‘buy in’ and interest**
- **Using available aids – briefing notes, visuals, handouts, equipment**
- **Communicating in a clear, audible, *interesting* way!**
- **Getting the attention of the audience and keeping it**
- **Encouraging and handling audience participation and questions**

Dates Upon Request
Can be delivered on-site or at our venue

For further details and bookings, please contact:
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