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## How to use this Training:

The idea behind Fast and Frequent training is to provide a structured topic and timeframe in which to discuss job knowledge and job hazards. You will be most effective in using this training format if you facilitate discussion among your group regarding specific situations encountered on the job with reference to the topic you are discussing for the week. Your primary focus for facilitating the training is to keep the subject on point and to ensure that everyone is participating.

The Fast and Frequent training format is designed to accommodate our need for short sessions along with the learning styles appropriate for most adult learners. An F&F schedule takes one topic and sticks with that topic for 4 straight weeks or one month. The monthly topic has been broken down into four weekly training components lasting no more than about 15 minutes per session. Sticking with a topic for four weeks in a row allows us to cover the subject four different ways and still stick with the same main topic. This type of saturation will help ensure the information is retained longer for the adult learner. The short, pre-planned sessions help guarantee that the training gets done even during our busy season.

## Leader Tips:

Whenever possible, conduct these sessions in a "hands on" environment. For example, when discussing proper mirror adjustment, be around a vehicle so that you can adjust the mirrors.

Each week's topics are designed to be covered in 15 minutes or less. The weekly topics are in groupings that stick with the same overall topic for 4 weeks in a row.

## 5 Easy Steps to Using this Training Program

1. Identify your venue/meeting time that you will utilize each week to conduct the F&F session.
2. Print and review the weeks training materials prior to the session start.
3. Make any copies you will need to complete the training.
4. Facilitate good discussions that remain focused on the topic for the week and be sure to cover the items listed on the training sheet.
5. Close the session by informing your attendees of next week's topic and meeting time/place.