



Effective Field Coaching – Program Outline

Introduction

This program is designed to advance the WHS skills, knowledge and abilities of participants. This course is relevant for anyone leading teams of people and with leadership responsibilities around Workplace Health and Safety.

Learning Outcomes

Participants will:

1. Understand the SafetyCircle safety culture program and language and will be confident to interrupt unsafe acts.
2. Deliver a My Reason share to demonstrate the ability to personalise WHS.
3. Understand how to shift culture and how to proactively reinforce this cultural shift.
4. Understand the key principles of risk management and then apply dynamic risk assessment to the management of a risk.
5. Understand the Coaching diamond and apply the diamond in a limited context via the preparation of a structured WHS interaction.
6. Understand the principles of effective communication, recognise the impact of different levels of listening and apply the 3 skills of positive communication in a defined context.
7. Understand the process of using a circle board to manage a risk in a risk-relevant way and develop a resulting action plan.
8. Demonstrate learning through a verbal and visual presentation of course learnings.
9. Analyse course learnings and devise a personal action plan to keep their team inside the circle.

Personal and Organisational Outcomes:

As a result of the Effective Field Coaching course Leaders are engaged, committed, aligned and accountable with respect to WHS and SafetyCircle thinking. They believe the direction of the WHS culture is possible and achievable and know how to make an impact.

- Leaders are **engaged and committed** to a common goal and gain alignment on what's possible, and personally embrace the SafetyCircle thinking.
- Effective Field Coaching **creates genuine belief in and alignment with** the home safe and well today and everyday goal.
- Leaders **acknowledge and accept personal accountability** for building a positive health and safety culture in their team.
- There is **genuine belief** that this is possible and achievable. Leaders are effectively coaching and interrupting unsafe acts and leading Risk Relevant Circle Conversations
- Leaders understand their **key points of impact** to build the desired future health and safety culture.

Alignment with BSB41415 Certificate IV in Work Health and Safety

The Program will include online pre-work and post-work activities to embed learning and demonstrate competency. The evidence produced within the program can be used to support recognition of prior learning for the BSB41415 Certificate IV in Work Health and Safety. Specifically, evidence will be produced for the following core units:

- BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control
- BSBWHS405 Contribute to implementing and maintaining WHS management systems

Program Structure

- 7 Workshops will be delivered, each running for 90 minutes.
- Participants will have approximately 60 minutes of pre-work to complete before each module.
- Participants will need to spend between 45-90 minutes on post-workshop tasks.
- Submission of inputs into the project will be via the online Learning Management System, Coassemble.

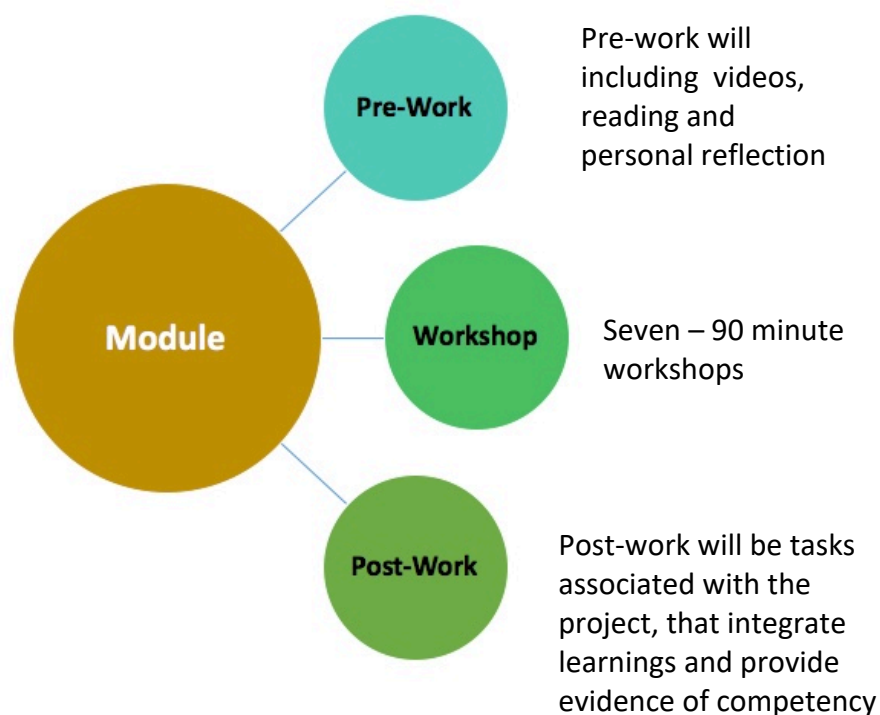


Diagram of Program Structure

Module Summary

Session Name	Session Overview
Introduction to SafetyCircle	We explore the innovative approach to inspiring WHS action in people that is SafetyCircle. In this session, leaders are given a deeper view of the series of conversations and activities.
Shifting Culture	Leaders are given insights into how to connect SafetyCircle thinking with the Human Culture Cycle to achieve a cultural shift.
Positive Communication	We explore the three principles of positive communication, the four levels of listening and links these concepts to SafetyCircle thinking and language.
Go, See, Interact	We promote the Leader's role in the field. Leaders are introduced to the Coaching Diamond and how this guide can be used to hold effective interactions around WHS issues.
Dynamic Risk Management	We review fundamental risk management concepts, explore risk relevance & hierarchy of control and learn to apply the SafetyCircle as a dynamic risk management tool.
Circle Conversations	Leaders learn to use Circle Boards to have risk-relevant conversations to make WHS thinking visible and build effective action plans to drive continual improvement in WHS.
Demonstrating Action Inside the Circle	This module is focussed on participants demonstrating skills in presentation of evidence of the learning that has occurred throughout the course. They also demonstrate skills in verbal presentations and reflective practice by unpacking these learnings within a present-out. This module also supports the creation of personal action plans to embed action inside the circle with their team.