



<b>COURSE TITLE</b>	: Effective Communication in OSH (Remote Learning)		
<b>COURSE DURATION</b>	: 2-day(s) / 13.00-hour(s)	<b>COURSE CODE</b>	: ECOMM-RL
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Basic
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM 432.00 (inclusive of 8% SST)		

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Communicate effectively OSH matters at all levels in their organization and external parties.

**2. TARGET GROUP(S):**

- i. Managers/ Executives.
- ii. Safety and Health Officers/ Site Safety Supervisors.
- iii. Supervisors.
- iv. Safety and Health Committee Members.
- v. OSH Practitioners.
- vi. OSH Trainers.

**3. ENTRY REQUIREMENT(S):**

- i. Must have device (Computer/Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- ii. Must have good internet connection; **AND**
- iii. Zoom account registered with personal email.
- iv. Must use Google Chrome or Mozilla Firefox only.

**4. TOPIC(S):**

- i. Introduction to Communication.
- ii. How to Understanding Your Audience.
- iii. Communication in Organization.
- iv. Communication Plan.
- v. Legal Requirements.
- vi. Hazard Communication.
- vii. OSH Promotion.

**5. LIST OF REFERENCE BOOK(S):**

- i. None.



**6. LIST OF TEACHING AID(S):**

- i. Computer/ Laptop.
- ii. Learning accessories.
- iii. Presentation kit.
- iv. Related games and classroom activity materials.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Group discussion.
- iii. Discussion and Q&A Session

**COURSE TITLE: EFFECTIVE COMMUNICATION IN OSH (REMOTE LEARNING)**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0900	0.50	Registration	NIOSH
0900 – 1030	1.50	Introduction to Communication	
1030 – 1045	0.25	BREAK	
1045 – 1145	1.00	Legal and Other Requirements	
1145 – 1300	1.25	Communication in Organization	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Hazard Communication	
1500 – 1515	0.25	BREAK	
1515 – 1700	1.75	Continuation	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Know Your Audience	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Communication Plan	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1500	1.00	Continuation	
1500 – 1515	0.25	BREAK	
1515 – 1700	1.75	OSH Promotion	
	<b>6.50</b>	<b>END OF THE COURSE</b>	