

Design Document

Training Title: Small Business Safety and Health

Business Goal and Problem	<p>Montgomery Investors Group is a group of investors who work with individuals to open a small business. They use their vast knowledge of business to help potential business owners be successful.</p> <p>In order to get approved for a loan from the organization these owners have to take training before obtaining their loan as well as throughout the first five years of their loan. This training covers a wide variety of topics with the overall goal of helping the investors get the maximum return on their investment. In recent polls of the small business owners and potential business owners, the investors found that only 40 percent of their small business owners had the knowledge and skills to be able to follow all of Occupational Safety and Health Administration (OSHA) rules and regulations.</p> <p>The goal of this training would be to increase the number of small business owners who follow OSHA standards to 100%. In order to get the best return on investment, Montgomery Investors want to make sure that their small business owners are able to effectively follow all OSHA regulations.</p>
Target Audience	<p>Primary: The target audience for this course are small business owners who are operating a small business after having received a loan from Montgomery Investors.</p> <p>Secondary: In addition, people who have applied for a loan from Montgomery Investors, but have not started their business would benefit from taking this course.</p>
Learning Objectives	<p>By the end of the training, learners will be able to...</p> <ul style="list-style-type: none">• Select appropriate OSHA checklists based on their small business.• Utilize OSHA checklists to identify areas of compliance and non-compliance.• Identify the location of additional resources.
Training Recommendation	<p>Delivery Method: Since the learners are spread geographically throughout the county, training will need to be able to be accessed from multiple locations. Due to the complexity of the material, the training will need to be led by a knowledgeable instructor who will be able to model and answer questions live. Based on these considerations, it is recommended that the course be in a Virtual Instructor Led Training (VILT) Format.</p> <p>Approach: The training will be led by a live instructor through Zoom. It will include opportunities for discussion and reflection throughout in response to real-world scenarios and simulations.</p>

Training Time	1 Hour
Deliverables	<ul style="list-style-type: none"> ● Instructor Slide Deck created in GoogleSlides ● Facilitator's Guide ● Participant's Guide
Training Outline	<ul style="list-style-type: none"> ● Title Slide ● Ground Rules ● Introduction of Facilitator and Producer ● Ice-breaker ● Learning Objectives ● Value of a Safety and Health Program ● Implementing a Safety Health Program ● Reflection Question- Biggest Safety Concerns ● Self Inspections Introduction <ul style="list-style-type: none"> ○ Introduction to OSHA Small Business Safety and Health Handbook ○ Purpose of Self Inspections ○ Checklists Available ● Reflection- Checklists most likely to use ● Utilizing Checklists Activities <ul style="list-style-type: none"> ○ General Work Environment and Housekeeping ○ Personal Protective Equipment ○ Walkways ● Safety and Health Assistance for Small Businesses ● Review ● Questions ● Closing Remarks
Assessment Plan	<p>Level 2 Assessment:</p> <ul style="list-style-type: none"> ● Assessment will be woven into the activities of the training <p>Level 3 Assessment:</p> <ul style="list-style-type: none"> ● Employees of Montgomery Investors Group will check in with the business owners throughout a 6 month period to further evaluate the changes the training has made in their businesses.