



## General information Evaluation Form

### SAFETY COMMITTEE TRAINING EVALUATION FORM

Evaluation form for all Safety Committee members participating in the Accord Safety Committee training program.

Please fill in this form at the end of each Accord training session to help us improve the training program.

**You do not need to put your name and signature**

Factory Name: \_\_\_\_\_

Date: \_\_\_\_\_

I am a

- Management representative
- Worker representative

**1. How well was the training prepared?**

Very well prepared

Well prepared

Needs improvement

Badly prepared

**2. How clearly were the training objectives explained?**

Very clear

Clear

Slightly unclear

Completely unclear

**3. How helpful were the materials provided to you?**

Very helpful

Helpful

Slightly helpful

Not helpful

**4. How clear was the trainer?**

Very clear

Clear

Sometimes unclear

Completely unclear

**More Questions on the back....**



5. How much did the trainer encourage you to participate in discussions and activities?

Very much encouraged

Encouraged

Slightly encouraged

Not encouraged

6. How suitable was the time allocated for the training?

Too long

Just right

Slightly too short

Too short

7. How useful will the training be for you as Safety Committee member?

Very useful

Useful

Slightly useful

Not useful

8. What did you like most about this training?

9. What aspects of this training could be improved?

10. Please share any additional comments about the training.

THANK YOU





## General information

### Introduction to the Trainers Manual

## TRAINERS MANUAL TO CONDUCT TRAINING OF SAFETY COMMITTEES

This Trainers Manual for Safety Committees provides preparatory documents and training materials for Accord trainers conducting training for Safety Committee members at garment factories covered under the Accord program. This Trainers Manual will be used by Accord trainers to prepare and conduct these trainings.

The training program of a Safety Committee in a factory consists of a curriculum of 7 separate Training Sessions of maximum 3 hours each aimed to build capacity of the Safety Committee to fulfill its role in monitoring and addressing Health and Safety at the factory.

- Session #1: Fundamentals of the Safety Committee
- Session #2: Safety Committee role in Accord Remediation
- Session #3: Safety Committee and Safety Complaints
- Session #4: Workplace Hazard Identification and Control
- Session #5: Communication Skills and Joint Problem Solving
- Session #6: Safety Monitoring Systems – Part One
- Session #7: Safety Monitoring Systems – Part Two

The materials in this Trainers Manual include the following for each training session:

- **Trainer's Guide:** This is an internal document for Accord trainers to help the trainer have a successful presentation and training.
- **Agenda:** The agenda of the training session and the materials and activities to be used during the training.
- **Powerpoint presentations with speaking NOTES:** Each session will include one or more powerpoint presentations for the trainers to present during the training. The speaking notes to each slide must be carefully studied and followed in order to ensure consistency and quality of the training.
- **Handouts, Activities, Case studies:** Each session includes additional materials to share with the training participants and use during training exercises.

