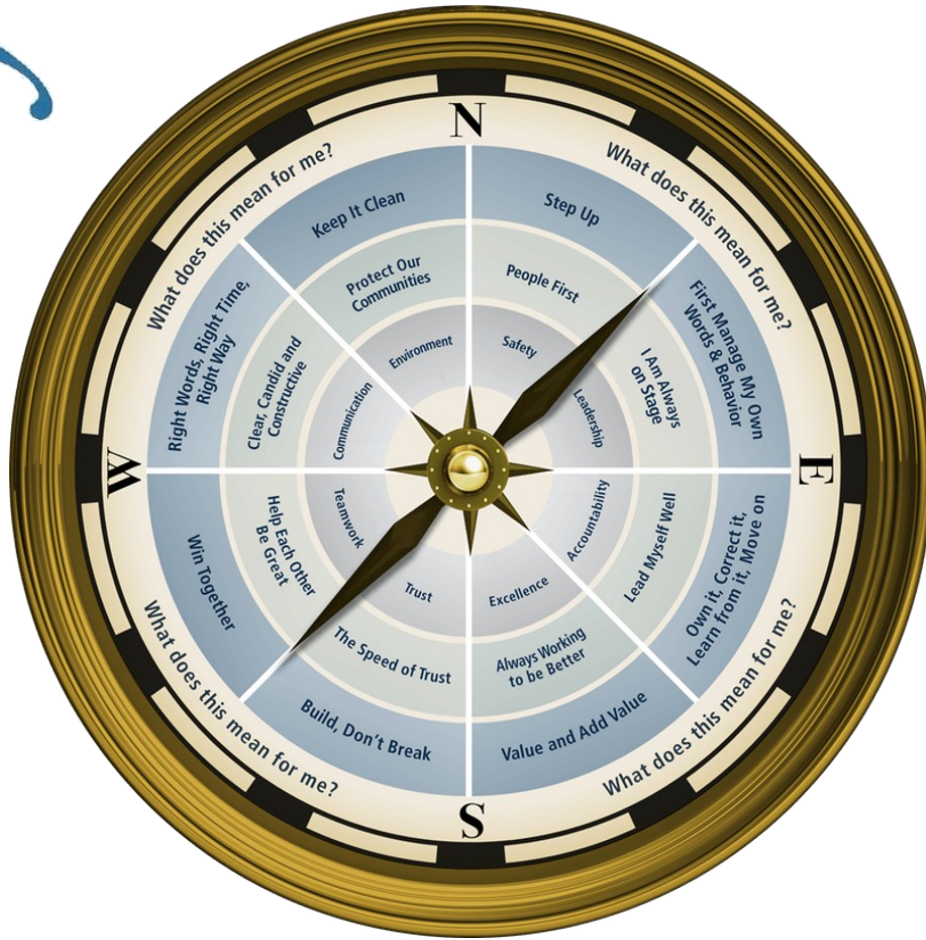




FACILITATOR HANDBOOK

Session Seven: Safety



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& ASSOCIATES, INC.
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Assemble the following materials and supplies (provided by the site) in preparation of the session.

SESSION SEVEN MATERIALS

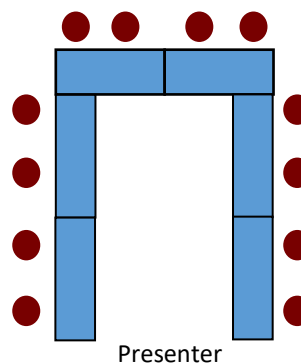
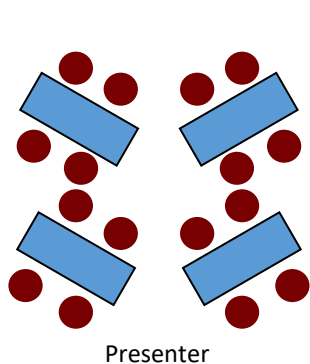
- ☐ Printed copies of Discussion Points from *The Leader's Code* Chapter 7, The Common Good (6 different discussion points)
- ☐ Extra "Communication" notecards from Session Six
- ☐ "Safety" notecards for Opportunity Assignment (provided by KC&A)

SESSION SUPPLIES

- ☐ Copy of Facilitator Handbook
- ☐ Clicker (include extra batteries)
- ☐ Timer Tools
- ☐ Flipchart/easel
- ☐ Link to presentation
- ☐ Blue Painter's tape
- ☐ Sticky nametags
- ☐ Chisel Tip Sharpies
- ☐ 11x17 paper
- ☐ Extra pens for participants
- ☐ Prizes (including candy) for trivia

ROOM SETUP

- ☐ Tables should be appropriately spaced with an unobstructed view of the facilitator and screen/TV monitor.
- ☐ Chairs and tables should be grouped in teams of **three to four members**. Example: 12 team members = four teams of three. Two recommended table arrangements are:



PRIOR TO THE SESSION

- ☐ Verify that a Lead Team member will be coming to present an LDP.
- ☐ Set up computer and check to make sure presentation is working (including sound on Timer Tools).
- ☐ Put on nametag.
- ☐ Place nametag at each seat.
- ☐ Position flipchart and marker at front of room.
- ☐ Have painter's tape ready for use.
- ☐ Have materials staged in back or side of room for distribution during session.
- ☐ Stock prize tray for trivia.
- ☐ Test Timer Tools.

AS PARTICIPANTS ENTER THE ROOM

- ☐ Plan how teams will be assigned based on seating arrangement and room space. (Three to 4 participants per team, no more than a total of 6 teams. See sample seating arrangements above).
- ☐ Greet each participant individually.
- ☐ Direct each participant to the session tables. Note: Make sure participants are seated evenly throughout the room.



Begin the PowerPoint.

Facilitator: *We're now going to begin the session with Safety Facts. A question will appear on the screen with possible answers. If you think you know the answer or simply want to guess, raise your hand. I will call on who raises their hand first. If you choose the right answer, you can choose a prize from the prize tray.*

Facilitator asks the question and clicks through four possible answers (Note: Facilitator memorizes the answers.) If a participant guesses an incorrect answer, let them know it was a good guess, but not the one you're looking for. Continue until the correct answer is chosen. Repeat each safety question. At the conclusion, ask team members to give everyone some applause for their efforts on the Safety Facts.

Suggested Time for Safety Facts: 8 minutes

What is the #1 Cause of Injuries in the Workplace?

- A. Slips and Falls
- B. Overexertion**
- C. Substance Abuse
- D. Equipment Malfunction

Overexertion – lifting, pushing, pulling, carrying – accounts for 25% of workplace injuries.

THE LEADERS CYCLE
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How many persons died in workplace incidents in 2021*?

- A. 7,848
- B. 12,342
- C. 5,190**
- D. 6,783

An 8.9% increase from 4,764 in 2020. A worker died every 101 minutes in 2021 as reported by the U.S. Bureau of Labor Statistics in 2022.

*2022 data will be released in December of 2023.

THE LEADERS CYCLE
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Prior to the formation of OSHA, how many workplace deaths occurred annually?

- A. 10,000
- B. 14,000**
- C. 22,000
- D. 30,000

Worker deaths in America are down on average, from about 38 worker deaths a day in 1970 to 14 a day in 2021.

THE LEADERS CYCLE
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Around 113,500 unintentional deaths occur in homes each year according to the most recent data. What is the #1 cause?

- A. Poisoning**
- B. Falls
- C. Fires and burns
- D. Choking

Over 87,000 deaths were a result of drug overdoses and accidental poisonings.

THE LEADERS CYCLE
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Dehydration can be a factor in unintentional injuries. Dehydration can result in:

- A. Rapid pulse
- B. Low blood pressure
- C. Dizziness or light-headedness
- D. Reduction in concentration and alertness
- E. All of the above**

As little as 5% dehydration can result in a 30-40% reduction in concentration and alertness.

THE LEADERS CYCLE
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In the United States, an average of 9 deaths and 1,000 injuries a day are a result of what activity?

- A. Extreme sports
- B. Distracted driving**
- C. Yardwork
- D. Home repairs

If you're driving 55 mph and you take your eyes off the road for 5 seconds to read or send a text message, adjust the radio, or get that last French fry out of the bottom of the bag, you will travel the length of a football field.

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Comprehensive workplace safety programs have proven to decrease injuries by:

- A. 90%
- B. 75%
- C. 50%**
- D. 25%

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Session Standards

Confirmed (DATE)

- Silence cell phones
- No "active" email & texting
- If it's necessary to take a call or return a message, please leave the room. Step away so your conversation does not interrupt the team discussion.
- Refrain from side conversations.
- Personal stories or examples shared by team members remain in this room.






Review Session Standards with the Team. (PowerPoint)

Note the Compass icon in the bottom left corner of the Session Standards slide to the left. Whenever you see this icon in the PowerPoint, you will return to the video upon completion of that slide's discussion.



Begin the video (0:00)

Communication Review. The following slides are included for your reference.

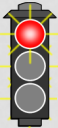
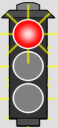
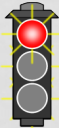
Video Run Time: 4 minutes.

Sight Trumps the Other Four Senses

Effective Communication

Nonverbal + How You Say It + Verbal = 100%

Non-Verbal	How You Say It	Verbal
Body Language and Facial Expression	Tone, Pitch and Volume of Voice	Words
55%	38%	7%


Listening to Build *The Speed of Trust*

The Three Ways to Listen

critical listening

right or wrong
true or false
agree or disagree
relevant or irrelevant

Crisis

action listening

How do I use this?
How does this apply to my situation?
Who?
What?
Where?

Learn

open listening

listens openly
listens to learn [connect]
suspends "auto" drive
listens without judgment
seeks to build trust

Trust



Facilitator: Does everyone have their gray card? (If someone does not have a card, one should be handed to that person.)

In Session Six, you were asked to set a goal that focused on "How will I use Right Words, Right Time, and Right Way?" Before we share our goals, we have [Lead Team member's name] here to share their LDP with you from when they went through the Leader's Code process. A Lead Team member (who is not the facilitator) will share their Communication LDP. Once they are finished sharing their LDP, thank them for their time as they leave the room.

Facilitator: Do we have a volunteer who would like to go first? Remain at the table with the first volunteer until all have shared from that table. Then, continue to go around the room, one table at a time, and ask everyone to share their goal. When the last person has shared, thank everyone for sharing their goals, and ask team to applaud everyone who shared their goal.

Suggested Time for this Section: 10 minutes

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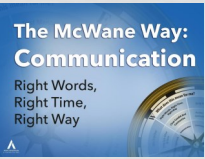
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Pause for Team Discussion

Leadership Development Plan:

Right Words, Right Time, Right Way

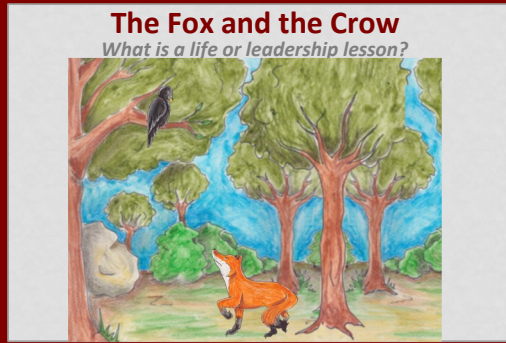
- You were asked to set a goal from Session Six. The focus was "How will I use Right Words, Right Time, Right Way?"



- Please briefly share your goal and how it is going.



Pause for Team Discussion



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Facilitator: *At the end of Session Six, I shared a story, “The Fox and the Crow”. You were asked to think of a life or leadership lesson from that story. I will now re-play the video.*



Resume the Video (approximately 4:03)

The Fox and the Crow

(At the conclusion of the video, give each team a piece of paper.)

Facilitator: *I want you to take three minutes and discuss a life or leadership lesson from the story.*

Each team chooses a representative to report for their team in the front of the room. Paper is hung with painter’s tape in the front of the room while the team member reports on the lesson. Ask for examples or clarification, if necessary. Teams applaud after each team reports. Papers are moved and hung on the walls around the room, visible to everyone.

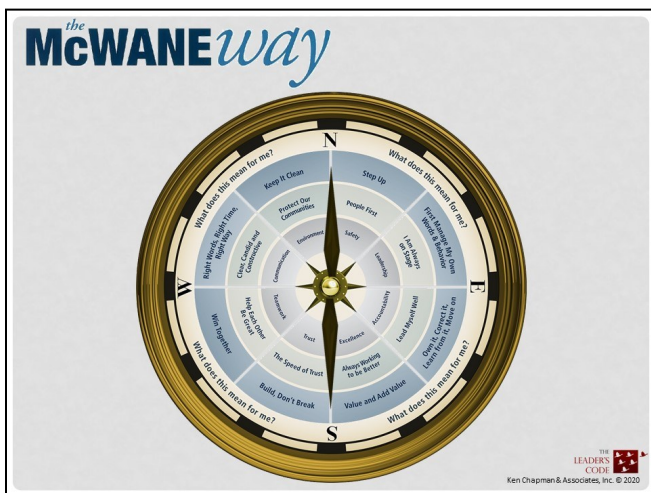
Set Timer Tools for 3 minutes.



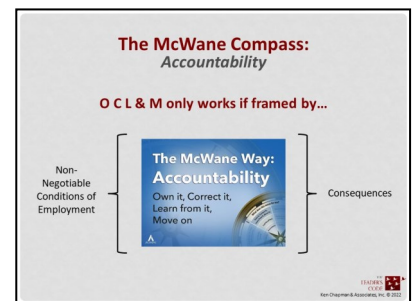
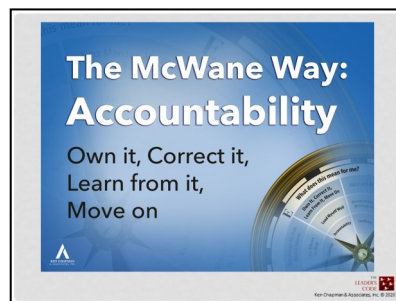
Begin the video of the McWane Way Compass Review. (approximately 5:40)

The following slides are included for your reference.

Video Run Time: approximately 7 minutes.

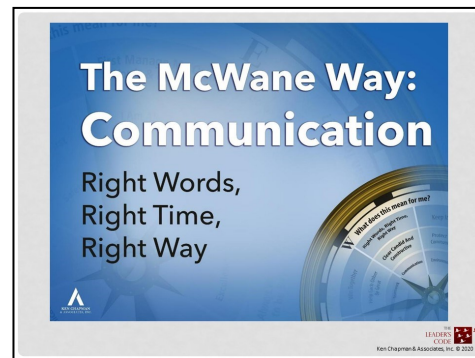
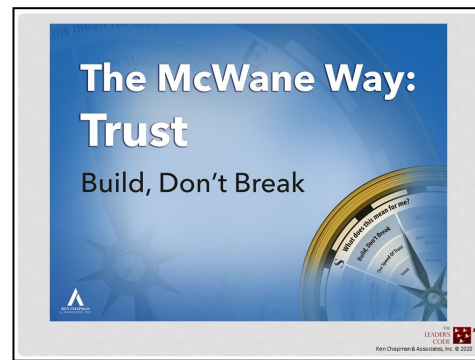
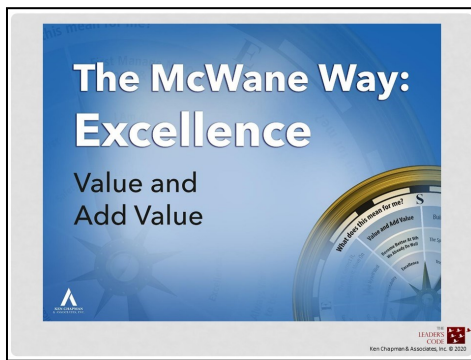


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Pause for Team Discussion

Opportunity Assignment Roundtable:
The Leader's Code

- You were asked to read Chapter 7, *The Common Good*.
- Working in your teams, respond to the question your team has been assigned.
- What does this mean for you and your team?
- Record your thoughts on paper.
- Appoint a spokesperson for your team.

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Opportunity Assignment Roundtable: Facilitator reads each bullet point on slide.

Provide each team with a question related to the chapter; ask them to respond based on the experiences of the members of their team. The Discussion Questions should have been printed prior to the session.

Give each team a piece of 11X17 paper to record their thoughts.

Set Timer Tools for 4 minutes.

Suggested Time for Roundtable Discussion: 14 minutes.

The Leader's Code
The Common Good

Roundtable Discussion #1

When does a team member's disruptive or disrespectful behavior cross the line and need to be addressed?

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Resume Power Point.

After four minutes, ask a representative from the team who has Roundtable Discussion #1 to come to the front of the room (with their paper). Ask another member of their team to read the question aloud. Then they present their ideas to the group.

Possible follow-up question: How long should your supervisor wait before addressing the team member's behavior?

The Leader's Code
The Common Good

Roundtable Discussion #2

**Bad team members can hide in a crowd. That crowd is almost always made up of good team members.
What does this mean to you and your team?**

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Repeat the process for Roundtable Discussion #2.

Possible follow-up question: How does it affect the “good” team members if the “bad” team members’ behaviors aren’t addressed?

The Leader's Code
The Common Good

Roundtable Discussion #3

What are some behaviors that are wrong in the workplace?

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Repeat the process for Roundtable Discussion #3.

Possible follow-up question: Is it appropriate for you to address a team member’s behavior as long as you use Right Words, Right Time, Right Way?

The Leader's Code
The Common Good

Roundtable Discussion #4

What can your team member do that would make your day easier?

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Repeat the process for Roundtable Discussion #4.

Possible follow-up question: How does it affect your morale if you know a team member is trying to help make your day easier?

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Roundtable Discussion #5

What can you do to make your team member's day easier?

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Repeat the process for Roundtable Discussion #5.

Possible follow-up question: How might it benefit you if you help make your team members' day easier?

The Leader's Code
The Common Good

Roundtable Discussion #6

Everyone says they don't want anyone to get hurt.
Is it enough to say you don't want anyone to get hurt or do you have to be willing to speak up even when you're uncomfortable or you're worried someone may dislike you for speaking up?
Are you really committed to safety if you won't speak up?

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Repeat the process for Roundtable Discussion #6

Follow-up question: I'd like to hear what the rest of you think about this. I'm going to put 2 minutes on the timer. You won't be asked to come to the front of the room to report, but please write down your responses to these questions on paper and have a spokesperson prepared to report from your table.

If you don't have six Table Teams, put this quote on the screen. Put 3 minutes on TimerTools. Have all of the teams record their responses to these questions on paper and report from the front of the room.

Since all teams will be reporting, you won't need to ask a follow-up question unless one presents itself naturally.



Click on the Compass Slide and use Timer Tools to give team members a seven-minute break.

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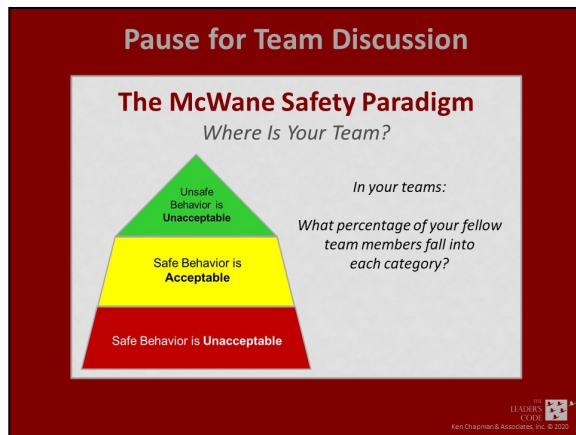
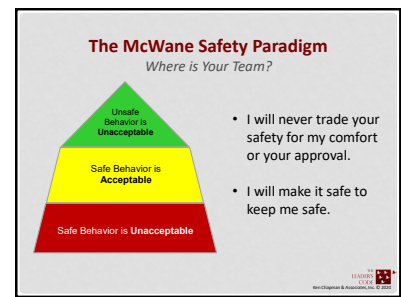
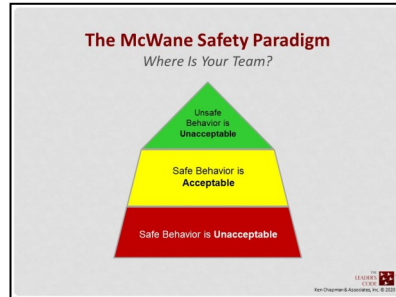
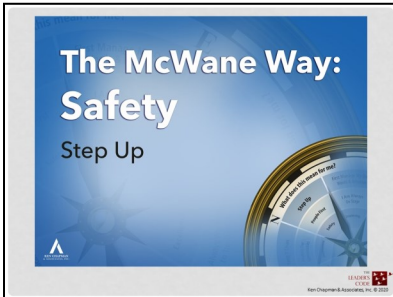


After the break, instruct the team members that we will be continuing the session.

Begin the video (approximately 14:14)

Safety: Step Up. The following video slides are included for your reference.

Suggested Time for Content: approximately 35 minutes.



After this slide appears, the video is paused.

IN TEAMS: what percent of fellow team members (NOT MANAGEMENT) fall into each category and why.

Put 2 minutes on Timer Tools.

Go around and have each team give you their three percentages. Write them on the flipchart as they call them out.

If they say no one falls in red, ask “it’s your sense that no one here would cut a corner because it’s convenient to them?” Don’t argue, just ask the question and move on.

About responses, especially yellow and green, “what makes you think that ___% fall here?” Make them qualify it and give examples if possible. Not enough to just say they assume it.

Average the numbers and write down. Put 1 minute on Timer Tools.

Have teams discuss if the average percentages seem right: “Does that seem about right to you?” Ask them to account for why they think people fit where they fit in these categories.

(This is the real value of this session. To engage them around the safety paradigm.)

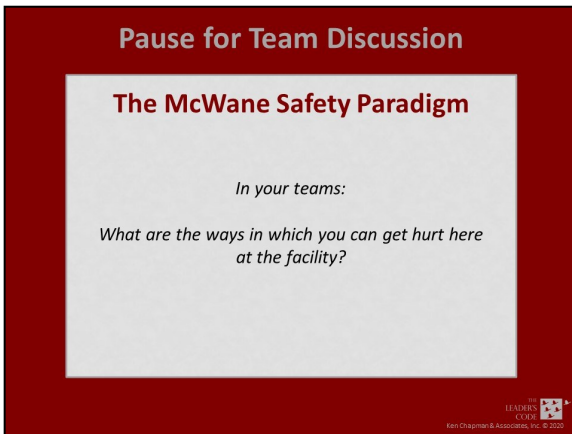
AFTER THE SESSION TAKE A PICTURE OR RECORD THE AVERAGE PERCENTAGE FOR USE IN SESSION 8.

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Resume the video (approximately 24:45)



After this slide appears, the video is paused.

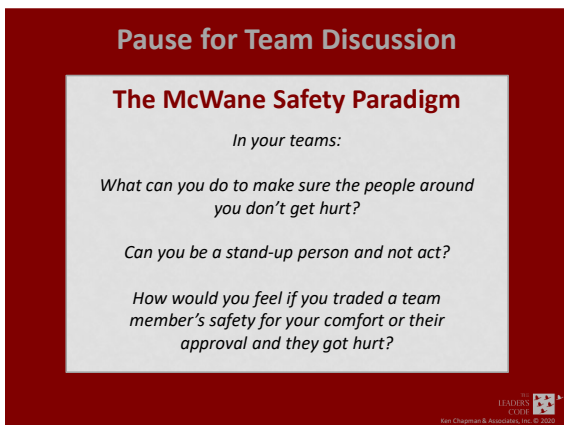
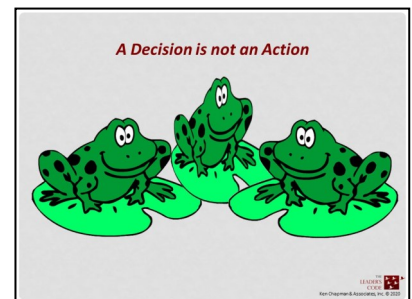
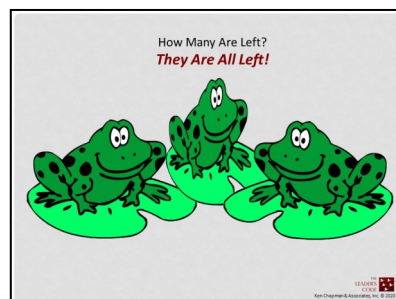
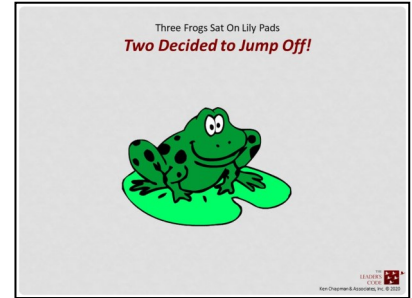
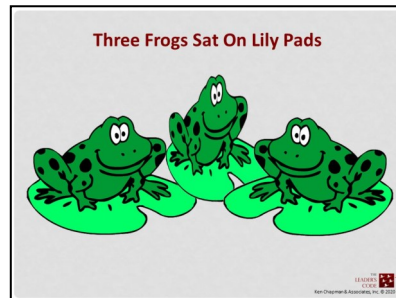
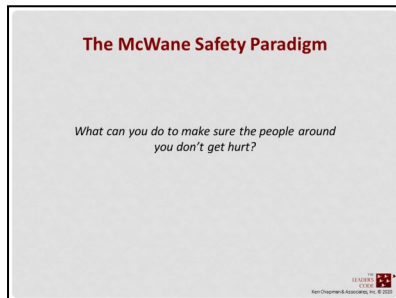
Facilitator: *I want you to take three minutes and discuss ways in which you can get hurt here at the facility.*

Set Timer Tools to 3 minutes.

Each team chooses a representative to report for their team in the front of the room. Paper is hung with painter's tape on the easel while the team member reports on the lesson. Ask for examples or clarification if necessary. After each team presents, papers are moved from the easel and placed on the wall around the room. Teams applaud after each team reports.



Resume the video (approximately 25:36)



After this slide appears, the video is paused.

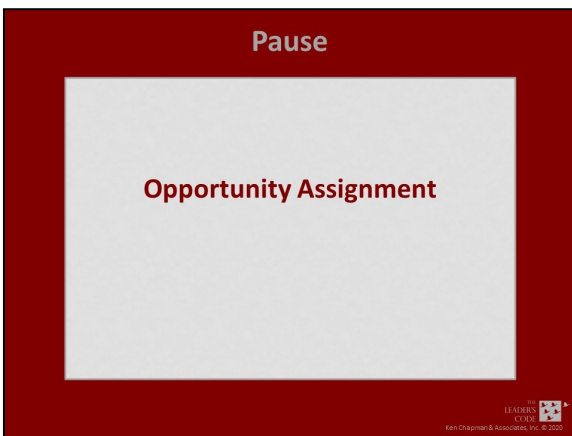
Facilitator: *I want you to take three minutes and discuss the following three questions.*

Set Timer Tools to 3 minutes.

Each team chooses a representative to report for their team in the front of the room. Paper is hung with painter's tape on the easel while the team member reports on the lesson. Ask for examples or clarification if necessary. After each team presents, papers are moved from the easel and placed on the wall around the room. Teams applaud after each team reports.



Resume the video (approximately 28:55)



When the slide to the left appears, pause the video.

 **Return to the PowerPoint and present the Opportunity Assignment for the next session.**

Distribute gray “Safety” notecards.

Thank everyone for their time and ask if they have any remaining questions regarding today’s session.

Suggested Time for the Opportunity Assignment: 3 minutes.

Facilitator: *In a moment, Dr. Chapman will issue a Personal Challenge for you to complete and share in our final session. After he explains the Personal Challenge to you, we will end our session with a closing story. After you hear the story, think about a life or leadership lesson from the story, and we will discuss them next time we get together.*



Personal Challenge

Identify an influential person.

- Who has been one of the most influential people in my life? *(This person may be a parent, an associate, a friend, a family member, or a neighbor.)*
- Which of his or her qualities do I most admire?
- What qualities have I gained (or do I hope to gain) from that person?

Be prepared to share in our next session.

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Resume the video (approximately 31:04)

Personal Challenge

You may want to pause the video when you see the slide to the left and answer any questions the participants may have about the personal challenge. They may want to take a picture of the screen. Remind them that they will be asked to share their challenge at the end of Session 8.

Video Run Time: approximately 1 ½ minutes



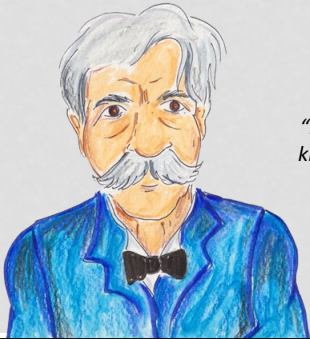
Resume the video (approximately 32:17)

Closing Story: Albert Schweitzer

Video Run Time: approximately 1 minute

Albert Schweitzer

What is a life or leadership lesson?



"I know what I don't know, and my safety is a gift from the people of Africa."

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