



GRŴP IECHYD A DIOGELWCH GOGLEDD-ORLLEWIN CYMRU NORTH WEST WALES HEALTH & SAFETY GROUP

Thursday 12th July 2012 - 2.00 – 4.30pm

Conference Room, 1st Floor, Hen Goleg
College Road, Bangor LL57 2DG

‘Presentation Tips and Toolbox Talks’

Lisa Fowlie

Health and Safety Adviser, Bangor University

THE TALK / WORKSHOP

The first part of the talk will look at how we can communicate health and safety topics effectively through developing our presentation and communication skills.

This will include tips for:

General issues

- What we need to prepare
- How we can understand the audience
- Providing clear structure and content
- Getting the timing right
- Recording the training

Topics

- Choosing the right topic
- Creating effective message
- Delivering memorable information and activities

Techniques

- Delivering with confidence
- Opening and closing with an impact
- Story telling
- Use of humour
- Participation, listening and questioning
- Demonstrations with props

Power point presentations

- Choosing the format, font and transitions
- Using graphics, media and the internet

Presenters

- Developing a positive attitude
- Effective use of your voice, body language and mannerisms
- Connecting with the audience
- Keeping calm and dealing with difficult people

The second part will consider how we can make the most of our toolbox safety talks

- General responsibilities
- Purpose and scope
- How adults learn
- Duration and frequency



The whole session will be interactive and engaging with the presentations aiming to demonstrate both the ‘good and the bad’ practices of delivery in a fun and enjoyable manner.

Attendees are also invited to join in for a final activity time by group activity to produce and providing a ‘5’ minute talk / presentation on any topic they choose.

- Your chance to put your presentation skills to the test!

THE SPEAKER

Lisa Fowlie is the Health and Safety Adviser for Bangor University. She has over 30 years experience within the field of health and safety and has a keen interest in developing effective communications and delivering engaging training through interactive methods and techniques.

Lisa is also actively engaged in health and safety outside the University role, being a current member of the Board of Trustees, Chair of the Risk Management and Audit Committee and a Past President of IOSH.

Refreshments will be provided from 2.00pm.
Talk starts at 2.15pm.



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VENUE

The Conference room is on the First Floor of Bangor University's Hen Goleg building, which is opposite to Main Arts (the main University building) located on College Road. The Lecture room is accessible via the Front and Back entrances and then follow the directional signs on display. The Lecture Room is fully accessible.

The University is signposted from the A5/55 Expressway. A location map for the building can be found via the University's Homepage on: www.bangor.ac.uk.

<http://www.bangor.ac.uk/tour/LocationMap.pdf> - Hen Goleg Building, Location 55.

CAR PARKING

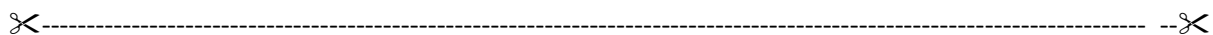
Please be aware that you can access the University Main Car Parks on College Road by entering the following PIN number: **8489** at the Barrier. This **PIN number** will only work for these Car Parks and only on the afternoon of the Talk and should not be disclosed / displayed to other people.

Coming from Holyhead Road onto College Road, the entrance to the car parks are clearly visible.

Please ensure you park within designated car parking spaces and display your Permit. The Car Parking Permit is printed at the bottom of this Flyer and must be displayed in the front windscreen. The University operates strict *Parking Regulations* and your vehicle may be towed-away immediately if blocking access or pedestrian routes or otherwise causing a health and safety hazard. Vehicles parked without a valid Permit will be subject to a parking penalty fine of £80.00.

FURTHER INFORMATION

For further Information on the Group please contact 'Health and Safety Services', Bangor University, Penbre, College Road, Bangor, LL572DG Tel 01248 383847, email: l.fowlie@bangor.ac.uk or gareth.w.jones@bangor.ac.uk or visit the Website at <http://hsgroup.bangor.ac.uk>



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DYDDIADAU/DATES: 12/07/2012

A warm welcome is extended to all Members and non-members with an interest in this subject.