



# Safety Training & Education

## Getting to the 21st Century

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# Learning objectives

By the  
end of  
this  
program:

- Compare and contrast teaching design options to make learning stick
- Explain how to bridge the learning gap the right way
- List teaching tools that are cheap, free or affordable.

# Teaching our employees

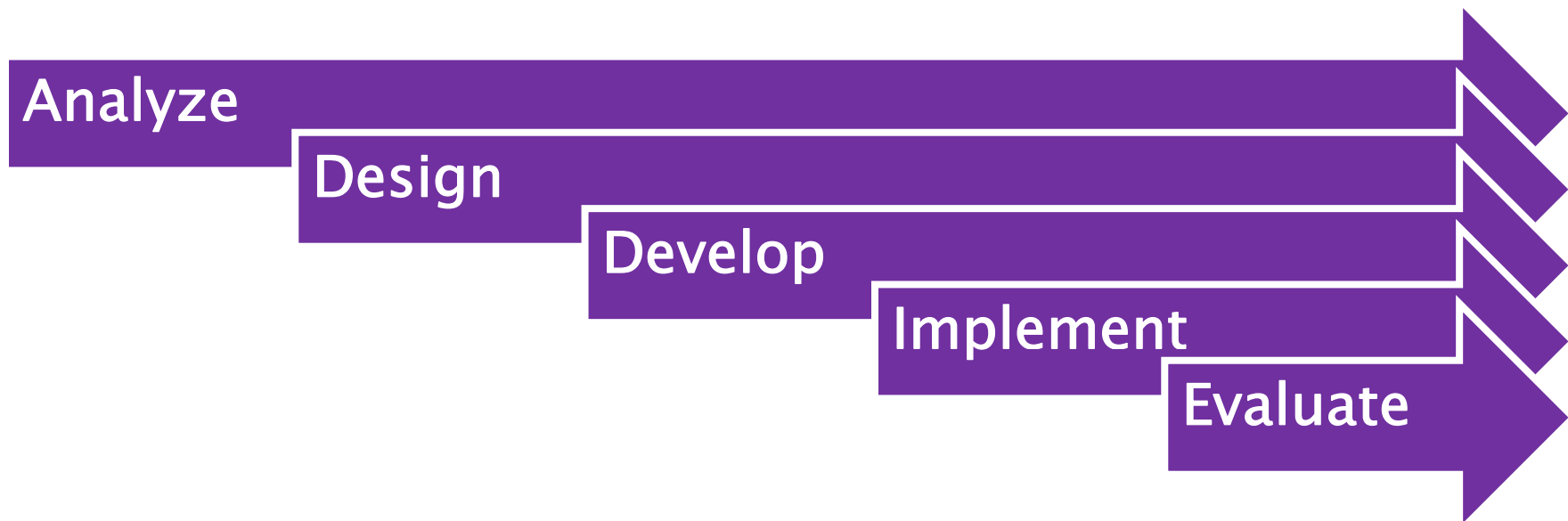
## Design system

- ADDIE
- E-learning development

## Outsourcing

- Consultants
- On-demand
- Off the shelf

# ADDIE



# DIE

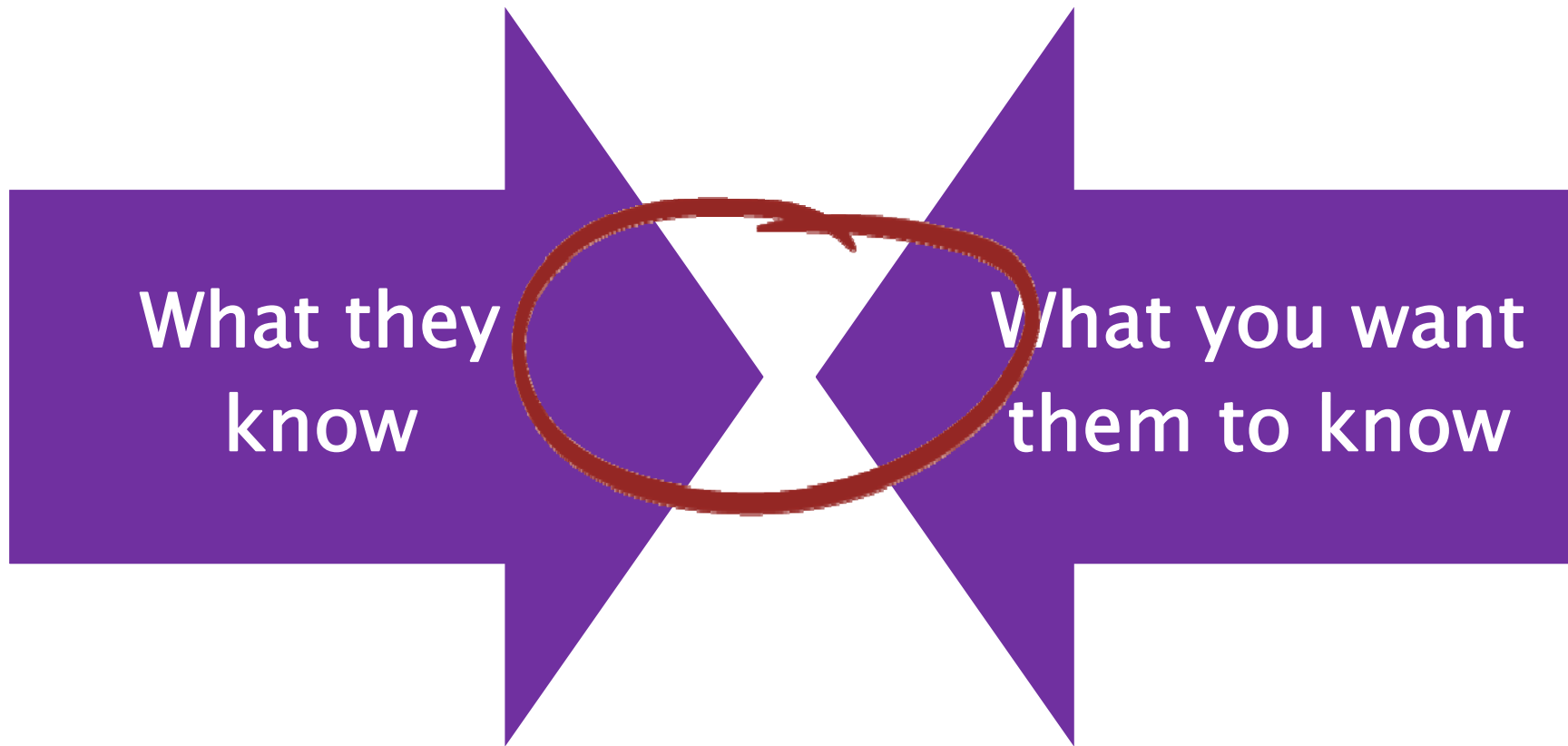
Develop

Implement

Evaluate



# Bridging the learning gap



# Design tools that work

Working groups

Flip charts

Read out loud

Presentations

Demonstrations

Readings

Discussions

Cases studies

Games

Participants events

# Adult learning

We don't learn like children

Focus on real world problems

Show how learning can be applied

Relate to past experience



# Adult learning

Listen and respect opinions

Everyone adds value to the class

Give student's some control

Treat them like adults


# Memory exercise

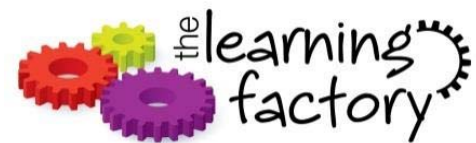




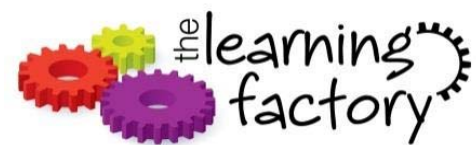
1 = L




$$2 = \sqcup$$

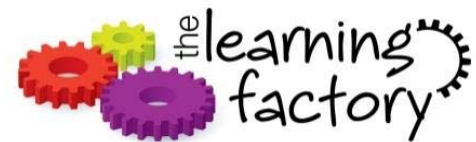




$$3 = \text{L}$$

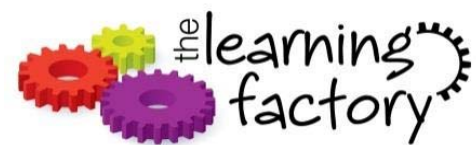





$$4 = \square$$




$$5 = \square$$




$$6 = \square$$








$$7 = \text{L-shaped symbol}$$




$$8 = \square$$




$$9 = \sqrt{\quad}$$

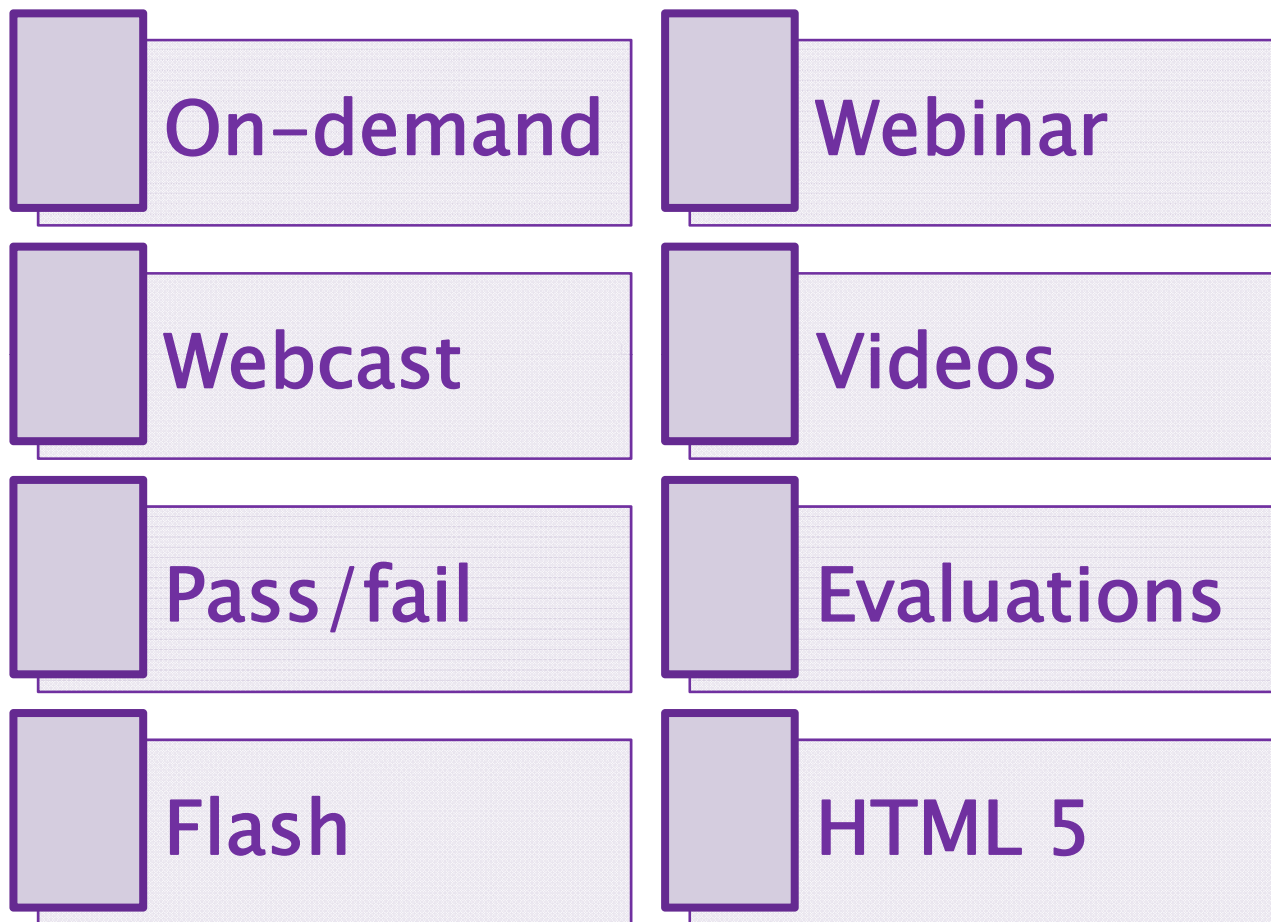




1	2	3
4	5	6
7	8	9



# E- learning: what it is



# E- learning tools

- LMS
  - Moodle
  - LearnDash
- Software
  - Articulate
  - Captivate
- Social Media
  - Twitter
  - Youtube
  - Blogs
  - LinkedIn
- Open source/Free
  - Screen cast
  - 123rf.com
  - Screenr
  - Click Meeting
- Good pricing
  - Camtasia
  - Screencast
  - Webex



# Keeping costs down

Free  
stuff

Trial  
member-  
ships

Speak  
ROI

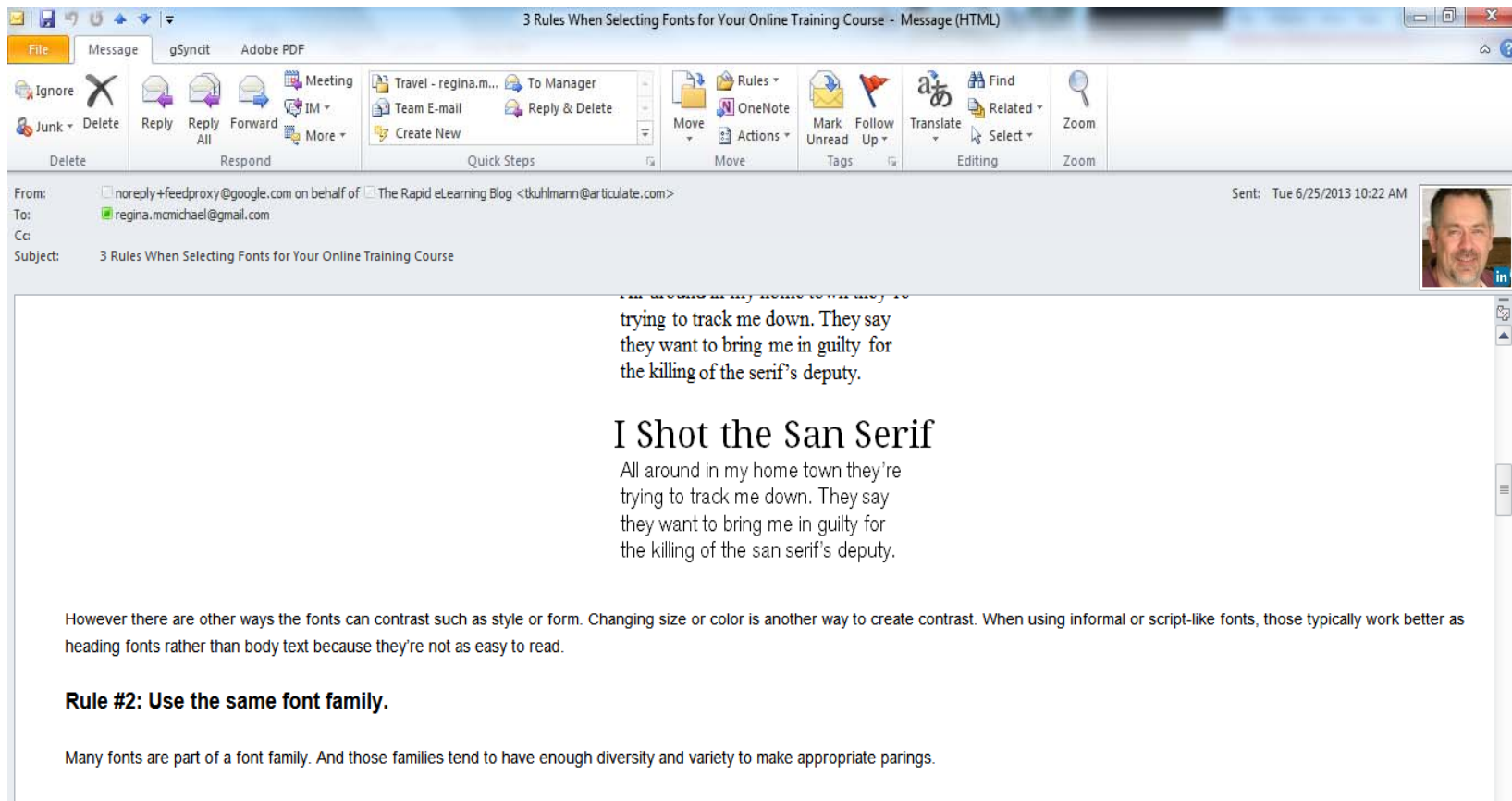
IT

Home  
work

PPT

# Keeping costs down

- Follow smart people on social media



The screenshot shows an email client window titled "3 Rules When Selecting Fonts for Your Online Training Course - Message (HTML)". The email header includes the sender "noreply+feedproxy@google.com on behalf of The Rapid eLearning Blog <tkuhlmann@articulate.com>", the recipient "regina.mc michael@gmail.com", and the subject "3 Rules When Selecting Fonts for Your Online Training Course". The email content features a poem titled "I Shot the San Serif" and a paragraph discussing font contrast. The poem reads: "All around in my home town they're trying to track me down. They say they want to bring me in guilty for the killing of the serif's deputy." The paragraph states: "However there are other ways the fonts can contrast such as style or form. Changing size or color is another way to create contrast. When using informal or script-like fonts, those typically work better as heading fonts rather than body text because they're not as easy to read."

**Rule #2: Use the same font family.**

Many fonts are part of a font family. And those families tend to have enough diversity and variety to make appropriate pairings.





Group Name	
<a href="#">Instructional Design &amp; E-Learning Professionals' Group</a>	<a href="#">Member Settings</a>
<a href="#">Consultants Practice Specialty</a>	<a href="#">Member Settings</a>
<a href="#">WISE - Women In Safety Engineering</a>	<a href="#">Member Settings</a>
<a href="#">Training, Education and Learning Events</a>	<a href="#">Member Settings</a>
<a href="#">Training&amp;Development</a>	<a href="#">Member Settings</a>
<a href="#">Training Provider Network</a>	<a href="#">Member Settings</a>
<a href="#">Trainers Network</a>	<a href="#">Member Settings</a>
<a href="#">Safety Training</a>	<a href="#">Member Settings</a>
<a href="#">Learning, Education and Training Professionals Group</a>	<a href="#">Member Settings</a>
<a href="#">Freelance Curriculum Development, e-Learning, and Instructional Design jobs</a>	<a href="#">Member Settings</a>
<a href="#">E-Learning 2.0</a>	<a href="#">Member Settings</a>
<a href="#">American Society of Safety Engineers (ASSE)</a>	<a href="#">Member Settings</a>
<a href="#">ASTD National</a>	<a href="#">Member Settings</a>
<a href="#">Board of Certified Safety Professionals</a>	<a href="#">Member Settings</a>
<a href="#">Construction Health and Safety</a>	<a href="#">Member Settings</a>



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# 18 Best Video Editing Software For Free Download (Windows)

By Jaspal ⌚ August 7, 2012 📌 Technology 💬 172 Comments

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Screen Recording & Video Editing Software

Free Trial ▶

Camtasia Studio 8 TechSmith

**Video editing** sometimes become very money consuming due to need of expensive **video editing softwares**, large disk space and computer with high performance graphics. That's the reason, some time before, we listed " 10 Best And Free Online Video Editing Software" that allows you to work within the browser to cut and edit videos without having too much knowledge of video editing.

But what when you don't have any access

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EVERGREEN  TOOLS

## Virtual meeting smackdown! 15 top Web conferencing services compared

140  
 Tweet  
 90  
 Like  
10  
 Share  
57  
 Share  
0  
 +1  
1  
 Buffer




A screenshot from Watchtoo, an inventive and powerful new addition to the Web conferencing field. (Click for full size)

### Here are our top choices for live streaming tools, webinars & employee collaboration online

**Target audience:** Nonprofits, brands, educators, foundations, NGOs, cause & community organizations, Web publishers, individuals. *Updated Jan. 19, 2011.*

*The following guide, originally created by [TechSoup Global](#), has been significantly updated and expanded by J.D. Lasica and Kim Bale of Socialbrite.*

More and more nonprofits, businesses and entrepreneurs are turning to Web conferencing services to communicate with fellow staff members, customers, supporters and prospects.

 2 new comments



## How to create a column chart with background image in Excel ?

Posted on May 6th, 2013 in Charts and Graphs , Excel Howtos - 9 comments

### [Ultimate KPI Dashboard](#)

[www.Domo.com/KPI-Dashboard](http://www.Domo.com/KPI-Dashboard)

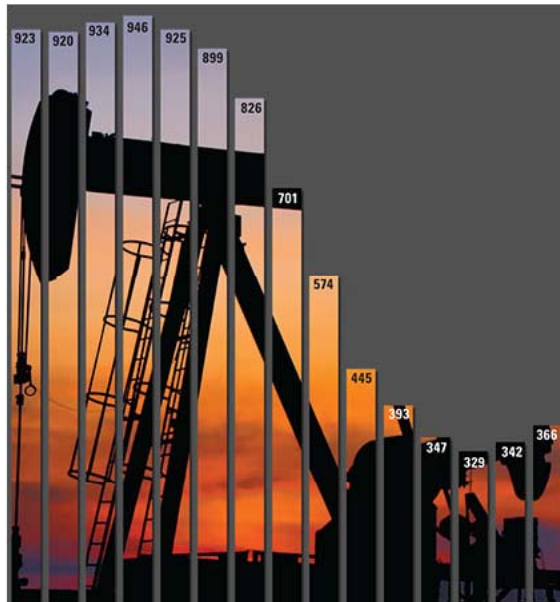
Ditch The Spreadsheets. Run Your Entire Business From Your Tablet!



AdChoices

Tony sends this chart and asks if it can be done in Excel.

It sounded like a good challenge for a lazy Sunday morning. So here we go. (Posting it on Monday).



Found this following a guy on LinkedIn



The logo for Screenr, featuring the word "screenr" in a bold, lowercase, sans-serif font with a small "SM" trademark symbol to its right.

Sign in with:   

 RECORD

MY SCREENCASTS





PUBLIC STREAM

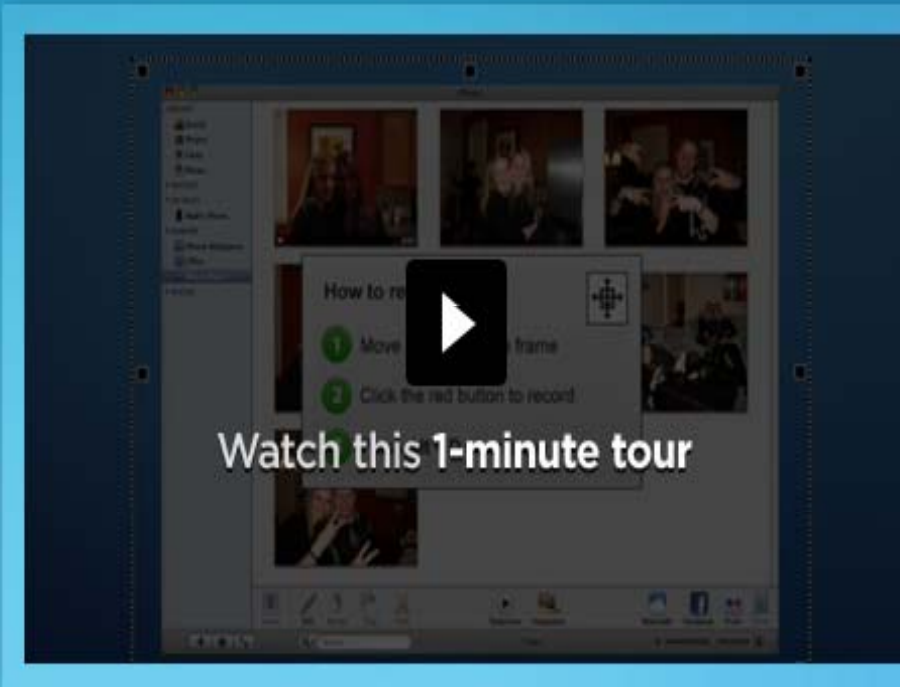
GO PRO

# Instant screencasts: Just click record

Screenr's **web-based screen recorder** makes it a breeze to create and share your screencasts around the web.

Just click the record button, capture your screen & voice, and share the link.  
*Some people even call it fun!*

-  Nothing to install or download
-  Record on your Mac or PC
-  Plays everywhere, even on iPhones
-  Start now—it's completely *FREE!*



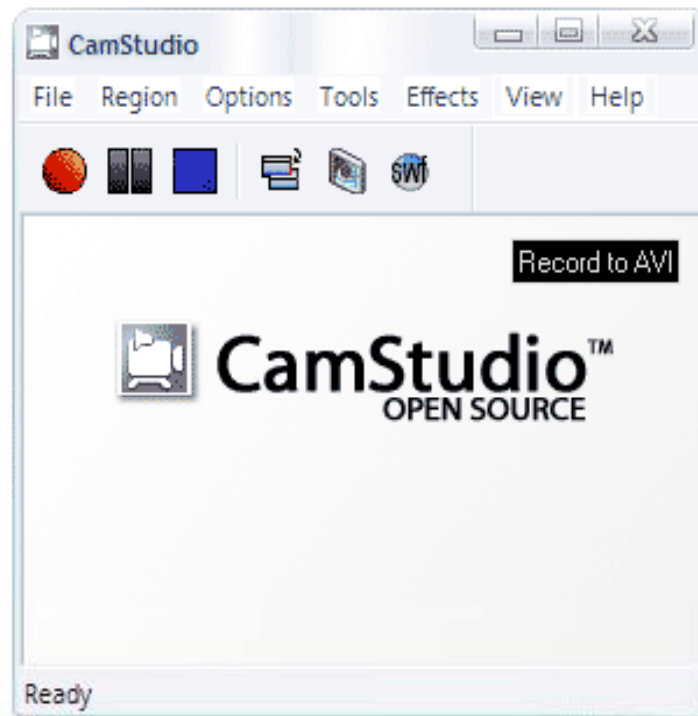
 [Launch screen recorder now!](#)



# CamStudio™

OPEN SOURCE

**Free Streaming Video Software**



## [Download Snagit Software](#)

[TechSmith.com/Snagit](http://TechSmith.com/Snagit)

Snagit 11 Makes Screen & Image Capturing  
Easy. Free 30 Day Trial!



AdChoices

*Click Here To Donate To  
Help Keep CamStudio Alive!*



Take A Tour

Groups

Community

Join Diigo

## Jane Bozarth's Library tagged

SocLrnTruth

→ View Popular, Search in Google

Type: All | Bookmark | Image | Note

Mar 17 2013

### Shawn Rosler (rosler) on Twitter

[twitter.com/rosler](#) - Preview

SocLrnTruth

Mar 8 2013

### 5 reasons you should be in social media, even if the boss says "no"

[www.businessesgrow.com/...media-even-if-the-boss-says-no](#) - Preview

astd2012 upskilling SoMeTrainers SocLrnTruth

Sep 27 2011

### Pastors on CoPs

[www.emeraldinsight.com/journals.htm](#) - Preview

elguild11 DevLearn11 soclrntruth motivation 3point0 NIC ASTDSome ISPI

Sep 30 2012

### How Twitter Can Be Used as a Powerful Educational Tool | November Learning

Includes screenshots. Nice example of posing visual problem to students, getting students to work with contextual data.

[novemberlearning.com/...as-a-powerful-educational-tool](#) - Preview

# Camtasia Studio® 8.1 & Super Bonus

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## NEW! CAMTASIA STUDIO 8.1 - SCREEN RECORDING AND VIDEO EDITING TOOL

Camtasia Studio is designed to help you share your view of the world with anyone, anywhere...

Camtasia Studio is the complete professional solution for recording, editing and sharing high-quality screen video on the Web, Youtube, DVD, CD and portable media players, including iPod.

Easily record your screen, PowerPoint, multiple audio tracks, and webcam video to create compelling training videos, screencasts, and presentations without ever leaving your desk. With the power of interactive Camtasia Studio videos, you can deliver high-quality content anytime, to even your most remote audience.

### RECORD, EDIT AND NOW SHARE!

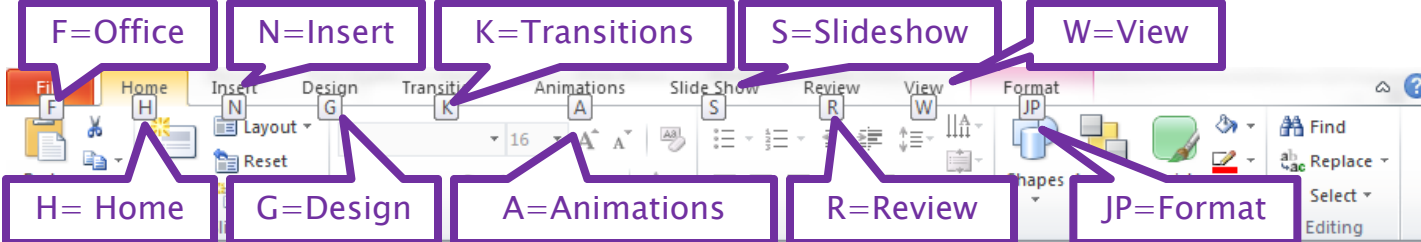
Camtasia Studio helps you keep pace in a mobile world by making it easy to publish videos and MP3 files for iPod and other

**FREE** **Camtasia Studio** **FREE**  
**Trial Download**



Ribbon

Click the "Alt" button to activate the Ribbon hotkeys, then press the following letters on the keyboard to move to that tab



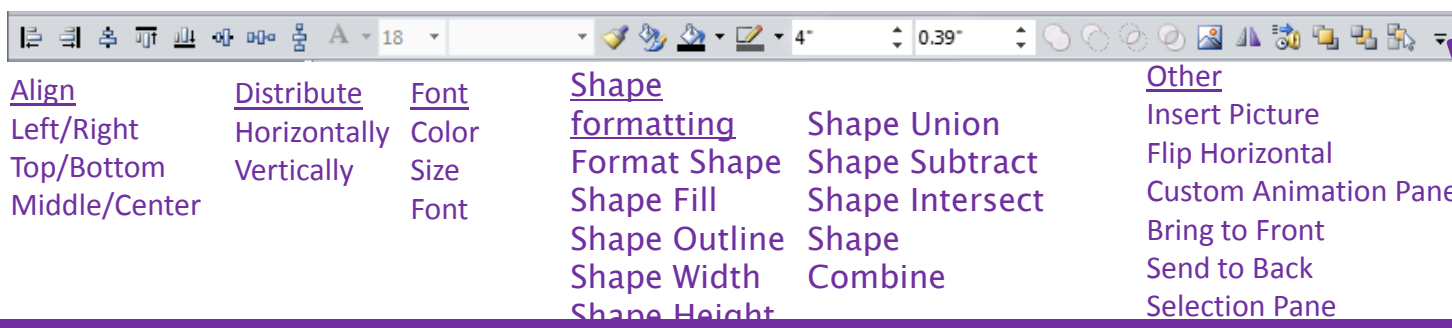
PPT2010 Cheat Sheet v1.2  
Free download from:  
[www.elearningart.com](http://www.elearningart.com)

Once the right tab is open, click on the sub-menu shortcuts to execute an item



Quick Access

Format your Quick Access Toolbar for to save time on common tasks.



To set up Quick Access, click the arrow at the end, then "More commands." (show below the ribbon)

Shortcuts

Standard Shortcuts	Know Other Shortcuts	Views	Text & Alignment
ctrl + C = Copy	ctrl + Y= = Repeat Command	Switch Slides/Outline= Ctrl+Shift+Tab	ctrl + "Arrow" = Nudge object
ctrl + V= Paste	ctrl + D = Duplicate	Slideshow current slide= - Shift + F5	Select text to the end =Shift + Ctrl + End
ctrl + Z = Undo	ctrl + G = Group	Alt + Tab = Change pgrms	Increase font size = Ctrl+Shift+>
ctrl + Y= Redo	ctrl + Shift + G = Ungroup	<u>Formatting</u>	Decrease font size = Ctrl+Shift+<
<u>Files &amp; Slides</u>	ctrl + Tab = tabs in programs	Copy format = Ctrl+Shift+C	Center align a paragraph = Ctrl+E
Save As = Alt+F2 or F12	Ctrl + K = insert hyperlink	Paste format= Ctrl+Shift+V	Left-Align a paragraph = Ctrl+L
Create a new presentation = Ctrl+N		Format Painter copies formats	Right-Align a paragraph = Ctrl+R
Add a new slide = Ctrl+M			Change a font style = Ctrl+Shift+F
<u>With mouse</u>			Delete a Word left = Ctrl+Backspace
+ Shift while sizing object= locked aspect			Create a hyperlink = Ctrl+K
+ Ctrl while dragging object = duplicate			

# Caveats

- Must be tech savvy – at least a little
- Must have time to learn
- Be humble
- Don't download if you have a weak stomach
- Dazzle don't baffle

