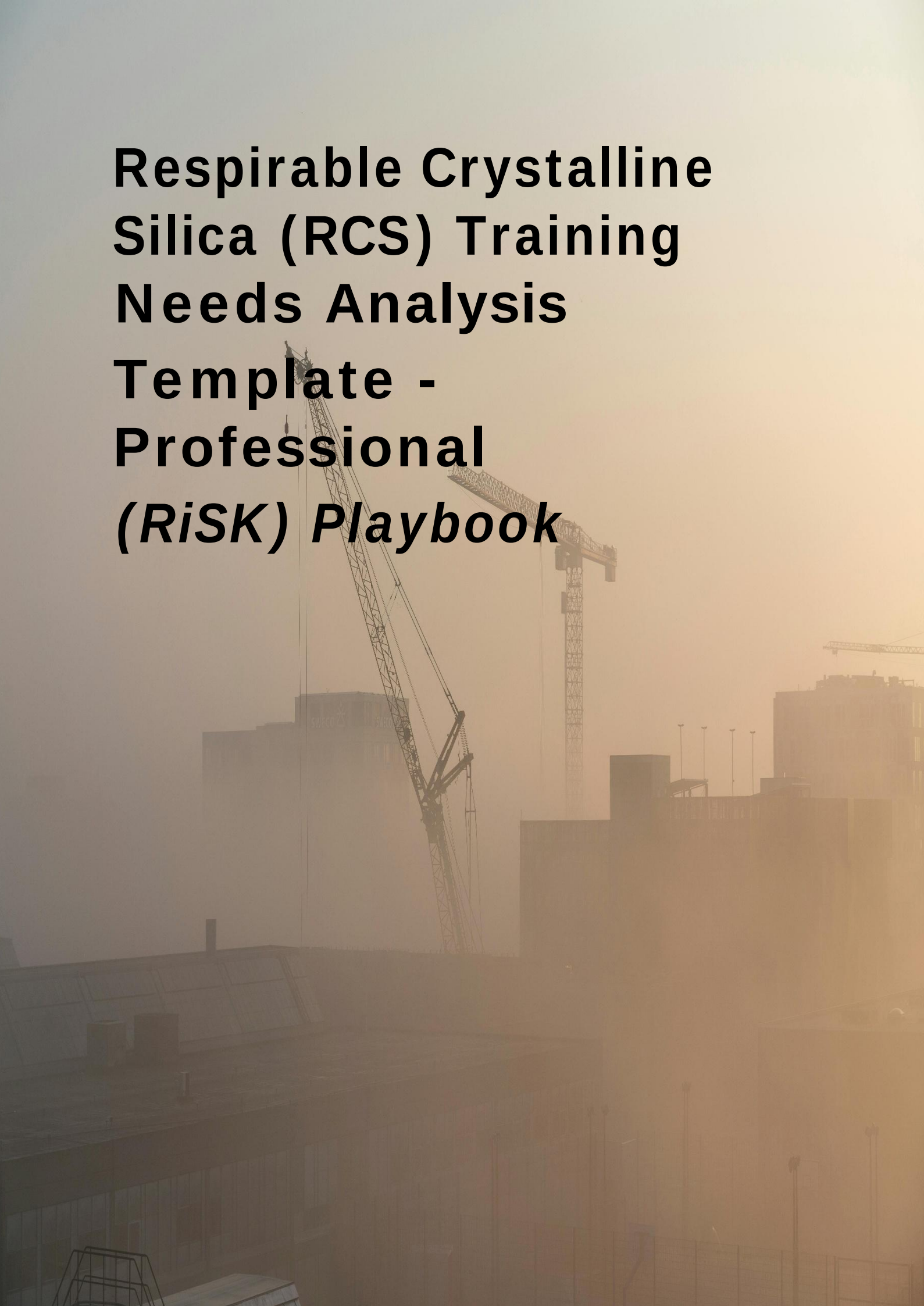


A background image of a construction site shrouded in thick fog. Several large tower cranes are visible, their lattice structures partially obscured by the mist. In the foreground, the silhouettes of various construction materials and structures are visible, including what appears to be a large pile of rebar or scaffolding. The overall atmosphere is hazy and industrial.

Respirable Crystalline Silica (RCS) Training Needs Analysis Template - Professional (*RiSK*) *Playbook*



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Disclaimer

The content contained within this Playbook is the intellectual property of Dr Scott McGibbon and does not represent the views of the CIOB. While the information has been verified to the best of our ability, we cannot guarantee that there are no mistakes or errors. Should you have any questions regarding this report, please contact Dr Scott McGibbon.

Organisational support	Gap analysis	Operational assessment	Training Recommendations	Measuring Business Impact
STEP 1: Seek input on RCS exposure control priorities from supervisors, managers, and the executive leaders. List your main stakeholders below:	STEP 1: Build competency-based job profiles. Make two columns to match job titles and required skillsets: Job Title Core competencies required	Step 1: Determine target participants who will benefit from silica dust training. In a bottom-up approach, the learners who requested or upvoted a particular learning need would be on this list. List of target participants:	Step 1: Build a training roadmap timeline List: - Silica dust training topics - Topic sequence - Checkpoints - Rollout strategy - Feedback - Evaluation	Step 1: Lay out Key Performance Indicators (KPIs) for each training course List of KPIs:
STEP 2: Share your initial analysis with teams for input and feedback. List stakeholders in order of yes/no/maybe and add their feedback: ☐ YES ☐ NO ☐ MAYBE	STEP 2: Assess current gaps in silica dust control performance through surveys and interviews. In a bottom-up approach, team members declare and vote on learning needs so that training leaders can prioritise content accordingly (<i>make sure you give employees the option to declare their own learning needs all year round, not just when it comes to doing a training needs analysis</i>) List of questions	Step 2 (for traditional approach): Identify any legal constraints, and consider other factors like time, ROI, and compliance for each type of training. List external instructors if needed Cost of hiring instructor Cost of venue Length of training Expected ROI Compliance ☐ YES ☐ NO	Step 2: Specify goals you want to achieve with each type of training. List possible training options and the related goal for each. Example: To increase manager awareness, identify a training solution that helps managers support the workforce gain exposure and control skills. Training Solution Goal	Step 2: Analyse progress by measuring business impact. Completed training Impact/ROI
	STEP 3: Perform further gap analysis by accessing company records for Silica Dust performance evaluations and incident reports. Example: Silica Dust Exposure incident Number of incidents: Employees affected: Description/reason: Training need:	STEP 2 (for bottom-up approach): For online courses in an LMS, identify operational factors: Mandatory ☐ YES ☐ NO SME: Time allotted to complete Course: Expected ROI:	Step 3: Start identifying experts (internal or external) and course content. Make new training available. SMEs Course Participant	Step 3: Collect feedback on course and outline overarching themes Rating Scale 0-10 Usefulness Relevance Length of course Easy to understand Additional comments
			Step 4: Prioritise training topics in order of business objectives or availability of in-house expertise (<i>and topics which have received the most upvotes by employees</i>) List of recommendations in order of importance/urgency	Step 4: Adjust training to reflect results and insights Insights Adjustments



Wall of
Front

Item	Qty	Material
1. 1/2" x 1/2" x 1/2"	100	Concrete
2. 1/2" x 1/2" x 1/2"	100	Concrete
3. 1/2" x 1/2" x 1/2"	100	Concrete

1. 1/2" x 1/2" x 1/2"
2. 1/2" x 1/2" x 1/2"
3. 1/2" x 1/2" x 1/2"