**Supervisor Training:** **Training Delivery guide**

**Link:** <https://nokia.sharepoint.com/sites/HS-Public/HSE%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FHS%2DPublic%2FHSE%20Documents%2FHSE%20Training%2FSupervisor%20Training&View=%7B24548904%2D21B2%2D4797%2DB8C8%2D52D807D0766A%7D>

# Introduction

Onsite Supervision is required at all times to ensure the safety of those engaged in high-risk activities. The intent is to deliver this training package to those designated as supervisors internally in Nokia and to suppliers to train their supervisors overseeing high-risk activities on Nokia jobs, in other words, those personnel appointed in charge of work.

This person can be the senior person of the team, a person appointed by the law, or appointed by a company. It could be the site engineer the team leader or an experienced technician. The bottom line, it is the person in charge of the work.

At the end of the session, the aim is to communicate Nokia’s expectations of what it means to supervise a Nokia job, understand why we emphasize Saving Rules and Non-negotiables and how they can use the pdf tool when they are supervising a site.

# Target Audience

* Nokia internal – HSE personnel.
* Nokia internal – Anyone in a supervisory role
* Nokia internal - Project/delivery managers
* Subcontractor – Dedicated Health and Safety personnel
* Subcontractor – Personnel supervising Nokia high-risk jobs (Last mile crew/team lead)
* Subcontractor – Project/delivery managers

# Training Folder contents

## **Guidance Folder**

* How to deliver f2f training (this document)
* Nokia Supervisor Training – 1 pager (can be used to share with suppliers)
* Supervisor Training – Delivery Outline (general guide to section times)
* Supervisor Training – Info session 1.0 (Global HSE to share with Markets)

## **Training Materials Folder**

1. Supervisor ppt pack
   1. 8 Word documents (real life examples of life saving rules that are embedded in the presentation)
   2. Supervisor ppt – Main presentation
   3. Supervisor Toolkit
2. Intervene and Coaching brief (to use during interactive exercise on slide 70)
3. Quiz (Instructor copy)
4. Quiz (for distribution)

# Downloading instructions

Download all the contents in the folder Nokia Supervisor PPT pack on to a local drive.

It is important that you download all the word documents, the ppt presentation and the pdf document and save it to a local folder.

Launch the PowerPoint presentation on your local computer and check the following

* Video is running smoothly on slide 2 and 45.
* The embedded word documents on slide 51 are accessible. You may have to exit slide show mode and hit control + click to access the documents.
* To access the supervisor toolkit in slide 61 directly from the presentation, you must exit slide show mode and click on the hyperlink to access the pdf file. Or open from the folder containing the material.

# Day of training

* Plan for a 1/2-day session. Follow guidance provided in the Delivery Outline to time the session. This is general guidance and the actual time may vary.
* Download the presentation to a local drive as instructed in Section 3 above and run through the slides before the session.
* Review the interactive scenarios in the slide set and decide how you want to lead the class discussion.
* Slide 70: You need to prepare for this interactive exercise as follows
  + Download the Intervene and Coaching briefs and have hard copies ready to distribute to the teams in class.
  + Have a set of playing cards available in the classroom.
* Have an attendance roster ready for the attendees to sign
* Supervisor Toolkit: Decide if you are going to use hard copies for this discussion. If so, arrange to have a copy available for the class on the day of the training. You can obtain a high-quality hard copy by contacting your global HSE support. If you choose to demonstrate it using a mobile device such as a laptop or iPad, have the pdf document loaded on to the device so it is easy to access during the session.
* Quiz: Download the quiz from the Training Materials folder. You can have copies of the quiz printed ahead of time and distribute it to the class and allow reasonable time for the class to complete the quiz. Review the responses as a group or review them separately at the end of the session.

# Interactive scenarios - tips

Here are some tips that might be helpful for the interactive session:

* Slide 32: Collaborative decision-making interactive session. You can discuss it as a class or divide the group into 2 teams – 1. a working team and 2. a supervisor team and give them a few minutes to discuss the scene and how they plan to present their view and let the teams have a discussion.
* Slide 51: You as a presenter can decide how many of these real-life examples you want to review with the class.
* Slide 61: Explain the options available to the class on how to launch the toolkit.
* Slide : Intervene and coaching exercise. You will need playing cards for this. Follow the instructions provided on the slide to divide the class into 2 groups. NOTE: Each team has been given a different set of instructions. DO NOT show one team the other team’s briefing.