

Transferring Lifting Repositioning (TLR®) Program®

Trainer Lesson Plan Guidelines for Split Classroom (online learning and classroom)

Process for Teaching the Split Classroom Approach

To understand the online content, TLR trainers must complete the TLR online course prior to teaching a split classroom session.

When teaching a split classroom training session, TLR trainers use the current TLR Trainer Guide, TLR User Manual, PowerPoint and this Lesson Plan Guidelines for Split Classroom. Participants would complete the online portion within 6 (six) weeks of attending a classroom session - this timeline is for optimum retention of the information.

This lesson plan offers some questions to “bridge” the online learning into the classroom portion and to assist with ensuring the theory is reviewed in class.

This lesson plan supports one TLR trainer to a class of 6 participants; exceeding the number of participants may increase the duration required for classroom training.

Wallet cards are only issued when the required classroom portion is successfully completed by the participants.

Online Modules and Learning Outcomes

Each of the online modules are indicated in this lesson plan. The modules in the online education course align with the Modules in the TLR User Manual.

TLR Education Online	TLR User Manual
Saskatchewan’s Legislation	Saskatchewan’s Legislation
Module 1 - Good Posture and Safe Body Mechanics	Module 1 - Good Posture and Safe Body Mechanics
Module 2 - Risk Assessment	Module 2 - Risk Assessment
Module 3 - Object/General Moving Techniques	Module 3 - Object/General Moving Techniques
Module 4 - Client Moving Techniques	Module 4 - Client Moving Techniques

Participants complete risk assessment worksheets during the online education, this document is available within the online course and in the TLR semi-secure program area. Participants would bring their complete worksheets to the classroom training. The classroom portion provides participants with a review of theory, opportunity to ask questions, role play and practice of applying the principles in the theory. Then teaching of the TLR safe moving techniques would take place with complete demonstration and explanation of the techniques by the trainer, followed by participant practice and then the required return demonstration by each participant.

Participants will receive the appropriate TLR Participant Handbook (i.e. Object or Object/Client) for the classroom portion. Handbooks are not required for re-evaluation sessions.

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The recommended timeline with one trainer to 6 participants is as follows:

Initial training of workers	
TLR Object Moving	TLR Object & Client Moving
completion of online plus: 2 hours +/- classroom to review theory, have discussion on risk assessment process, adequate time to demonstrate safe body mechanics and object moving techniques, have each participant practice and provide a return demonstration	completion of online plus: 5 hours +/- classroom to review theory, complete risk assessment process, adequate time to demonstrate safe body mechanics and object moving techniques, have each participant practice and provide a return demonstration. Then train on the client mobility risk assessment, use of Mobility Record, TLR logos, etc., and adequate time to demonstrate safe body mechanics and client moving techniques, have each participant practice and provide a return demonstration
Re-evaluation of workers	
completion of online education plus: 1.5 hours +/- classroom for object moving	completion of online plus: 3 hours +/- in classroom for client moving

Time indicated for each topic below are estimated for initial training; adjust those accordingly based on class size and when completing re-evaluation sessions utilizing the split classroom approach.

Lesson Plan

Welcome and housekeeping (2-3 minutes)

- Participant sign in/attendance sheet (can be completed as participants arrive)
- Distribute participant workbooks and name tent cards if not already set out
- Distribute evaluation and participants complete the first portion on page 1 (pre and post self-rating)
- Have each participant complete the Fit for Training declaration.

DO: Review the content for each of the modules listed below, asking questions and having a discussion.

Online Learning Saskatchewan's OH&S Legislation (2-3 minutes)

- Saskatchewan's occupational health and safety legislation
- employer and worker responsibilities under Saskatchewan's occupational health and safety legislation
- every worker's 3 legislated rights
- accountability

SAY: In the online learning course you learned about Saskatchewan's occupational health and safety legislation. You also learned about every worker's 3 legislated rights.

ASK: Can someone share what those rights are?

SAY: You also learned about accountability.

ASK: Can someone share what accountability means?

ASK: What questions are there before we continue?

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Online Learning Module 1: Good Posture and Safe Body Mechanics (5-10 minutes)

- good posture (standing, sitting, dynamic and static muscle action)
- safe body mechanics (safe stance, 3 natural curves of the spine, using the core/buttocks/thigh/calf muscles, safe and effective grip, comfort zone, weight transfer)
- musculoskeletal injuries including preventative/corrective actions
- TLR's Checkpoints to Safe Body Mechanics video is included in the online learning module

SAY: In the online course you learned about Good Posture and Safe Body Mechanics. Let's take a few minutes to review that information.

GO TO: Module 1 - Good Posture and Safe Body Mechanics in your TLR Trainer Guide and TLR User Manual

DO:

- Review good posture
- Review safe body mechanics; have participants stand and practice
- Review information on MSIs, preventative/corrective action

ASK: What questions are there before we continue?

Online Learning Module 2: Risk Assessment (25-30 minutes)

- a hazard, a risk
- TLR's risk assessment process (self, environment, equipment, object/task)
- considerations to manage or eliminate identified risks
- TLR's *In the Moment* risk assessment
- TLR's steps to a moving task (assess, select, prepare, move, evaluate, communicate)
- TLR's written activities for risk assessment (self, environment, equipment, object/task) were included in the online learning module

SAY: In the online course you learned about Risk Assessment - this included an introduction on the areas to assess - self, environment, equipment, object/task. The self-assessment was the worksheet you were to complete in advance of classroom training.

GO TO: Module 2 - Risk Assessment in your TLR Trainer Manual and TLR User Manual

DO:

- Review areas of risk assessments; discuss the areas to assess, ways to manage/eliminate any identified risks.
- Ask questions such as:
 - for self-assessment, can someone give an example of the areas you assessed and how you would manage/eliminate risks?

ASK: What questions are there before we continue?

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Online Learning Module 3: Object (General) Moving (50-60 minutes)

- provided only a high level introduction of moving techniques by videos

GO TO: Module 3 - General Moving Techniques in your TLR Trainer's Guide and the TLR User Manual.

DO:

- Teach the Object (General) Moving section as you would with full classroom training.
- Discuss, demonstrate the technique using safe body mechanics.
- Give adequate time for practice prior to return demonstrations.
- If time permits, use the Test My Knowledge in the participant workbook.

ASK: What questions are there before we continue?

If this concludes the classroom portion for participants to be deemed trained in TLR Object Moving only, you can close the training by:

- Thanking everyone for their participation.
- Encouraging them to use the skills learned in TLR to be successful.
- Having participants complete the evaluation form and the Fit for Training declaration.
- Issuing wallet cards (note: if you deem a participant unsuccessful then do not issue wallet cards at this time).

Online Learning Module 4: Client Moving (3-3.5 hours)

- provided only a high level introduction of moving techniques by videos

GO TO: Module 2 and Module 4 in your TLR Trainer's Guide and the TLR User Manual.

DO:

- Teach the full TLR content for client mobility risk assessment as this was not provided in the online education portion.
- Include re-assessment, specialized assessment, use of Mobility Record, TLR Logos, TLR Transfer belt, etc. just like with a standard classroom training session.
- Discuss, demonstrate the techniques using safe body mechanics.
- Give adequate time for practice prior to return demonstrations.

Then conclude the classroom portion for participants to be deemed trained in TLR, you can close the training by:

- Thanking everyone for their participation.
- Encouraging them to use the skills learned in TLR to be successful.
- Having participants complete the evaluation form and the Fit for Training declaration.
- Issuing wallet cards (note: if you deem a participant unsuccessful then do not issue wallet cards at this time).

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