

TRAIN THE TRAINER



Five (5)-Day Train the Trainer Qualification in the CHAINSAW SAFETY & CUTTING TECHNIQUES Program

Are you interested in becoming a professional chainsaw safety instructor? This Train the Trainer Qualification program targets people who want to be trainers in the safe use of chainsaws. This 5-day program is an intense period of training that focuses on leadership and training techniques and skills, with a specific focus on the Arboriculture Canada 1-day course – Chainsaw Safety & Cutting Techniques. The following information outlines the content of this training program, as well as providing the course content for the Arboriculture Canada Chainsaw Safety & Cutting Techniques program.

Participant Pre-Qualification

The participants must be pre-qualified as competent and experienced chainsaw operators, with considerable tree felling experience. The attached registration application must be filled out.

Successful completion of this five-day program will result in:

- Each participant will be required to pass a competency evaluation that demonstrates competent chainsaw and basic tree felling abilities resulting in a Certification of Qualification (competency) in Chainsaw Safety & Cutting Techniques. Expires after three years.
- Certificate of Completion for Chainsaw Train the Trainer. Certificate will state the Date of Issue. There is no expiry date, and it is up to the discretion of the organization when they require retraining. We recommend re-training every 3 - 5 years.

Each participant will receive the following:

- Train the Trainer workbook
- Chainsaw Safety & Cutting Techniques workbook
- Instructor Course Delivery Manual for Chainsaw Safety & Cutting Techniques (Teaching Templates – itemized list on page 2)
- Successful completion of the Train the Trainer program will result in a Trainer Certificate of Completion in the domain of Chainsaw Safety & Cutting Techniques

Locations & Cost:

- Camp Caroline near Caroline, AB October 25 – 30, 2020 \$2,595* + GST

Course Times: Sunday – registration between 3:00 p.m. – 5:00 p.m.
 Sessions will run from Sunday evening at 7:00 p.m. until Friday at 5:00 p.m.

Daily course times: Each day will begin early and all evenings will include session time. Please be prepared to focus all week on the training program. There will not be time to leave the camp/resort for any other activities during the week. We require all attendees to stay on-site, and there is not allowance for attendees to arrange to stay off-site. This is due to the length of training hours daily and to facilitate group work.

***Cost:** Cost includes 5 nights of accommodation, all meals and refreshment breaks and use of camp facilities as well as all course materials, instructor resources and certification packages. Participants need to make their own travel arrangements to arrive at the camp facility. (Cost higher at Elmhirst, due to a higher cost for accommodations & food at this location.)

Equipment Requirements

Mandatory Personal Protective Apparel (PPA):

- Hard Hat (face screen is recommended and in some provinces, is mandatory)
- Hearing Protection
- Eye Protection
- Work Gloves
- Chainsaw Chaps / Pants bearing a legible certification label
- CSA Approved Work Boots (indicated by the Green CSA triangle) or equivalent (ANSI or EC approved)
- Pen & Paper
- Clothing Appropriate for Outdoor Weather Conditions (our courses run rain or shine) (long pants – not shorts)

The following items are not mandatory, but you can bring them if it is possible (if you are not flying to attend the training):

- Chainsaw
- Chainsaw Tools (bar wrench, file & screwdriver or hex for basic maintenance)
- Gas & bar oil
- Long handled axe

Training Materials / Workbooks

Each trainer will receive the following workbooks and materials during the training program.

- Chainsaw Safety & Cutting Techniques Workbook
- Train the Trainer Workbook
- Teaching Templates and Instructor Course Delivery Manual for Chainsaw Safety & Cutting Techniques which includes:
 - Course Curriculum
 - Instructor Equipment List
 - Teaching Time Line for all course components
 - Instructor's Course Checklist
 - Detailed Module Content Breakdown

Workbooks

Arboriculture will sell our Chainsaw Safety & Cutting Techniques workbooks and testing sheets to trainers for in-house training in their own organizations.

These workbooks go through yearly review and revision by our instructors across Canada and are compiled by a technical and graphic designer. Therefore, by using our workbooks, you will be assured of receiving up to date copies on an on-going basis.

The cost for each workbook package will be \$35/piece. A bulk rate (order of 50 or more) will be priced at \$30/piece.

The Train the Trainer workbook will be a valuable package for your trainers to reference on a regular basis. They will receive new and updated workbooks upon Train the Trainer recertification.

Chainsaw Train the Trainer Qualification in the discipline of Chainsaw Safety & Cutting Techniques

Five (5)-Day Program

Employing highly skilled and competent trainers in your organization can be difficult. Being a trainer can be one of the most exciting and fulfilling occupations on the planet. However, if trainers are missing some critical knowledge and skills, it can be a major struggle and create a high stress environment on your team.

The secret to success is to learn from the masters in the arena of training in the field of arboriculture – people who educate and train in hands-on skills areas repeatedly around North America. At Arboriculture Canada, we believe that high level training for key trainers may benefit many organizations by helping them meet their human resources and budgetary goals.

This Train the Trainer Qualification program will increase a trainer's confidence in the training arena. You will be amazed to see what your trainers can achieve in your organizations once they have been properly educated in the intricacies of this field.

This program is a professional development opportunity for current leaders, managers and trainers who are also expert chainsaw users.

Here is just a portion of what trainers will learn:

- Implementing a powerful program in specific skill areas
- How to control the energy and mood in the group
- How to use "Accelerated Learning" techniques for adult learners so your participants learn faster and remember more

Specific skills and topics addressed in this 5 day program are:

Communication & Trainer Soft Skills Part I

- Showing up different and establishing your identity
- Code of Honor
- Communication model (Creating a culture of accountability)
- Identifying and dealing with process breakdowns
- Enrolment – 'Your purpose is your passion'
- Earn the right – What qualifies YOU to train?
- Anchoring, grounding and managing moods and energy

Chainsaw Train the Trainer

Qualification in the discipline of

Chainsaw Safety & Cutting Techniques cont.

Chainsaw Safety & Cutting Techniques Trainer Training

- Course Descriptions & Outlines (see attached)
- Competency Profiles / Learner Outcomes
 - Breaking down the competency areas into time slots to ensure full coverage of course material in time allowed
- Competency Evaluating/Testing & Documenting
- Combining presentation, demonstration and hand's on coaching
- Training, education, and competence

Technology and its Use in Training

- Computers, Projectors, multi-media
- Whiteboards, flip charts and props
- PowerPoint opening, saving, troubleshooting & practice

Communication & Trainer Soft Skills Part II

- Course delivery model: greet, enroll, deliver and finish
- Presenting, demonstrating, coaching
- Understanding testing and evaluator protocol
- Dealing with style differences and technique variations
- Participant involvement – Introduction of presentation topics
- Presentation design, plan and set-up
- LIGHTS, CAMERA, ACTION!

Competency Evaluation for each Trainer

- Chainsaw Competence Qualification

One (1) - Day Module

Chainsaws are one of the most useful as well as dangerous tools a worker can use. This course is designed to educate personnel who use a chainsaw about safety, maintenance, use and handling. Participants will gain an understanding in what contributes to accidents and how to avoid them. Hands-on and practical work planning strategies, including bucking and limbing, understanding compression and tension and dealing with spring poles will be coached and practiced in this course. Notching and back cutting will be introduced for small tree felling (trees of approximately six inches in diameter at standard height – 6" dsh). There is a strong focus on personal safety, risk assessment and accident prevention. Training workers and developing skills that reduce variables and mitigate risks associated with chainsaws and cutting techniques is the general theme of this course.

Eligibility Recommendations: Inexperienced chainsaw operators and/or experienced operators who require updated training in the following components. Please note that the material covered in this course is also covered in the Two (2) - Day *Technical Tree Felling & Cutting* course.

Tree Felling Risk Management, Emergency Planning and Personal Protective Apparel (PPA)

- Integrated risk assessment, work planning and communication
- Safety apparel: chainsaw protection, helmets, eyewear, footwear and hearing protection
- Fire prevention and emergency preparedness

Chainsaw Safety, Starting and Operations

- Safety and ergonomic features of the modern chainsaw
- Three-point contact starting, ground start and leg lock
- Chainsaw operation including body and hand positioning and chain brake use
- Reactive forces and kick-back
- Ergonomics, musculoskeletal disorders (MSD's), and exercises

Technical Cutting & Small Tree Felling

- Systematic work planning
- Height, hazards, obstacles
- Escape routes and the 5-15-90 rule
- Face notches, back cuts and hinge wood
- Felling sights and operator positioning

Limbing and Bucking

- Bucking wedges, cant hooks
- Compression, tension and avoiding bar pinch
- Limbing and bucking techniques
- Spring poles, shave, tab and accordion cuts

Chainsaw Maintenance

- Daily, weekly, monthly maintenance practices, fuels and lubricants
- Air cleaner maintenance and chain tensioning
- Cutter tooth sharpening, depth gauge filing, files and guides
- Cutter bar edging, dressing, cleaning and leveling
- Drive sprocket and needle bearing maintenance

Please Note: All Arboriculture Canada instructors retain the right to disallow a participant from participating in practical applications if the instructor discerns that the participant's abilities are inadequate for the task to be performed.

□ Arboriculture Canada Training & Education Ltd.

Continuing Education Units

International Society of Arboriculture (I.S.A.) Certified Arborists will be eligible to receive 1 Continuing Education Units (CEU's) for each hour of instruction.

Age of Majority

Each participant must be over the age of majority in the province in which the Arboriculture Canada Training & Education Ltd. course is being held.

Insurance

Arboriculture Canada Training & Education Ltd. can provide a certificate of insurance showing a 5 million general and 2 million professional liability policy. In addition, Arboriculture Canada shall indemnify and hold the client harmless from and against all claims, liabilities, losses, damages, costs, expenses and cause of action relating to injury (including death) to persons or loss of or damage to property caused by negligence or willful misconduct on the part of Arboriculture Canada, its contractors, officers, agents or employees.

Instructors

Arboriculture Canada Training & Education Ltd. instructors that are qualified and eligible to provide the various training modules will be scheduled according to the clients request and/or availability. All instructors have been thoroughly trained to deliver modules according to company policy & procedures and are fully insured through the corporate policies. Assistants are involved in some training programs to work with the instructors and provide additional one-on-one assistance in hands-on components. All certified instructor biographies can be viewed at www.arborcanada.com

Copyright

The information contained in the Train the Trainer Qualification is proprietary information that is fundamental to our training business. The workbooks and training materials are copyrighted. Your application includes a commitment from trainers and representatives within your organization to not duplicate any of the training materials for any purpose without permission from Arboriculture Canada.

Answers to common questions:

- What qualification will candidates leave the program with?
 - During this 5 day program each person will be evaluated on his/her chainsaw operation and cutting techniques skills ability. Successful completion of this competency evaluation will result in a *Chainsaw Technician Qualification*. If a candidate is unsuccessful in this qualification process, we recommend that he/she does not provide training in this domain. The train the trainer program will still be beneficial in terms of learning the skills to be a successful trainer.
 - At the completion of the program, all attendees who attended and participated in all exercises will be awarded a *Certificate of Completion for Chainsaw Train the Trainer*.
 - A Wallet Card that documents the training and competency testing successfully achieved.

- Are the skills learned at this program transferrable to other skills domains?
 - Yes - the skills taught at this Train the Trainer program will be useful for individuals who are leaders, supervisors or trainers in their work places, and are transferable to any skills area.

- Will candidates be ready to provide training to internal staff following this program?
 - Yes – this program will provide the skills needed to be effective trainers of adult learners in the domain of basic chainsaw use within your organization. If the candidate is intending on providing training to external customers, we recommend that they consider further verification of their training abilities through a qualification process that we can provide at an additional time.

- Does Arboriculture Canada evaluate the candidate’s effectiveness as trainers within this 5 day program?
 - No, this 5 day program does not include a qualification process that verifies that candidates are effective and successful trainers in chainsaw operations, but it does teach attendees the skills they need to be effective trainers, specifically within the domain of chainsaw operations. Programs that also qualify competency as an effective instructor should include a process of evaluating the trainer during an actual training program, thereby verifying his/her training abilities. Each attendee will receive valuable input and assessments on presentation skills from the instructors during this program.

- Will candidates have access to training materials, such as workbooks and testing sheets to use with their own internal chainsaw training programs following the training?
 - Yes – Arboriculture Canada will provide a price list for workbooks, testing sheets and power point that can be purchased for use in training programs delivered by trainers who have gone through this program.

Registration Form – Chainsaw Train the Trainer

(one form should be filled out for each individual)

Location: **Camp Caroline, AB**
Caroline, AB
October 25 - 30, 20

Registration Deadline: One month prior to program (may allow late registrants)

Daily course times: Each day will begin early and all evenings will include session time. Please be prepared to focus all week on the training program. There will not be time to leave the camp for any other activities during the week.

Cost: AB Course: \$2,595 + GST. ON Course: \$2,995 + HST. Cost includes 5 nights' accommodations, all meals and refreshment breaks and use of camp facilities (swimming pool, gym and lots of walking trails) as well as all course materials, instructor resources and certification packages. Participants need to make their own travel arrangements to arrive at the camp facility.

Name: _____

Company: _____

Address: _____ **City:** _____

Province: _____ **Postal Code:** _____

Bus ph #: _____ **Cell ph #:** _____

Fax #: _____ **E-mail:** _____

Second e-mail to be cc'd: _____

We ask each registrant to provide either an e-mail address or a fax number, as you will be receiving your confirmation letter and supporting information by one of these two ways. If an administrator in your office is submitting a registration, please ensure to pass along the confirmation package to the staff member who will be attending the training. **NO CONFIRMATION PACKAGES WILL BE SENT VIA REGULAR MAIL, UNLESS SPECIFICALLY ARRANGED WITH OUR OFFICE.**

You may register by phone with credit card or mail/fax this form. FAX: 1-866-514-8236

Cheque Enclosed

Visa

MasterCard

Charges will be applied to your card and a confirmation letter sent within 3 days from receipt of registration.

Amount Paid: _____

(\$500 deposit is required to be paid in order to hold a spot. The remainder must be paid 30 days prior to the start of the program. **If your account is not paid by this point, we will charge the credit card given below for the full amount owing.** If you have paid only the deposit and would like to request a scheduled payment plan on your credit card, or will be sending payment by cheque, please indicate BELOW how and when you will be paying the remainder:

Card #: _____ **Exp:** _____

Name on Card: _____ **Amt Authorized:** _____

3 Digit Code: _____ **Signature:** _____ **Auth #:** _____

Office Use Only:

Received By: _____

Date registration received: _____

**Mail or fax to: Arboriculture Canada Training & Education Ltd. • #1 McLeod Crescent • Olds, AB T4H 1E9 •
Ph: 1-877-268-8733 or 403-556-1701 • Fax: 1-866-514-8236 info@arborcanada.com www.ArborCanada.com**

Cancellation Policy

30 or more days in advance: Full refund

29-14 days advance: 50% cancel penalty

13-0 days in advance: 100% cancel penalty

no-shows: No refund

Pre-Qualification Questions – Chainsaw Train the Trainer

(one form should be filled out for each individual)

You may receive a phone call if we need to ask you further questions to confirm pre-qualification into this program. If we have accepted your registration, you will receive a confirmation letter to confirm this. Registrations may be denied at the discretion of the instructor, in which case you will be notified.

Name: _____

How many years have you been operating a chainsaw in your profession? _____

Please check the boxes that apply to you and describe the types of chainsaw operation and industries you have experience with:

<input type="checkbox"/>	Felling trees – between 6" – 26" dbh	<input type="checkbox"/>	Utility, hydro tree clearing
<input type="checkbox"/>	Felling trees – larger than 26" dbh	<input type="checkbox"/>	Oil & gas tree clearing
<input type="checkbox"/>	Bucking, limbing and brush clean up	<input type="checkbox"/>	Trail building
<input type="checkbox"/>	Removing trees that have fallen on obstacles (power lines, houses, other trees) – Storm clean up.	<input type="checkbox"/>	Urban tree felling & cutting – Arboriculture
<input type="checkbox"/>	Ditch /road clearing	<input type="checkbox"/>	Forestry / logging industry
		<input type="checkbox"/>	Other experiences – please list below:

List Others:

Current Employer: _____

Current Job Title / Position: _____

Length of Employment with current employer: _____

List prior training programs you have completed in chainsaw or tree felling operations:

What type of workers will be you training in your organization after you complete this Train the Trainer program:

T-shirt Size: _____ Food Preferences/Allergies: _____

Medical Information (Please include any conditions we may need to be aware of):

I agree to the following statement:

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Signature: _____ Name (printed): _____

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