

# INTRODUCTION TO POWERLIFT® TRAINING

Congratulations on your purchase of the POWERLIFT® Training System! There are just a few items you need to be aware of to kick off your training and to lead you to success with POWERLIFT® Training.

## HOW TO USE THE TRAINING MATERIALS ON THIS CD

You will find on this, the #1 CD the following:

- Lifting Box Plans
- POWERLIFT® Stretches
- Prop List
- Introduction to POWERLIFT® Training (which is the document you are viewing now)

**1.** Begin by gathering the props needed for training, most importantly the Lifting Boxes. See the plans for the boxes that are shown on this CD.

**2.** If you are using the Training System as a **Self-Taught System**, print out Table of Contents for the #2 DVD - Classroom Training Guide Video. Follow the Table of Contents as you view the #2 DVD - Classroom Training Guide. Practice and learn well all of the material handling techniques shown on the #2 DVD. After you have a solid knowledge of the POWERLIFT® techniques of material handling, go to the laminated, PowerPoint Trainers Notes found in the training manual (3-ring binder). Follow them as you view the # 3 CD POWERLIFT® Initial Training PowerPoint Presentation. The slides in the PP Presentation will match up with the PP Trainers Notes and the PP Training Outline. Practice your training by going through the entire POWERLIFT® Initial Training PowerPoint Presentation. Use this PP to train your employees and refer to the notes as you train so that you don't forget any part of the training class.

If you have attended a **Train-the-Trainer** class, go to the laminated, PowerPoint Trainers Notes. Follow them as you view the # 3 CD POWERLIFT® Initial Training PowerPoint Presentation. The slides in the PP Presentation will match up with the PP Trainers Notes and the PP Training Outline. Practice your training by going through the entire POWERLIFT® Initial Training PowerPoint Presentation. Use the #3 PP CD to train your employees and refer to the notes as you train, so that you don't forget any part of the training class.

**3.** If you wish to shorten the class, decide which segments of the POWERLIFT® Training Outline and PP slides you will teach your employees. Also decide if you will be teaching the Stretches. It is highly recommended that you teach everything on the Training Outline; however, your company may wish to concentrate the training on only a few of the techniques. If you will be teaching the Stretches, make a copy for each employee to be handed out at the end of the class.

Keep in mind that the best quality training occurs with smaller class sizes. Do not attempt to train more than 10 employees per session, per instructor. If you must train 20 to 30 employees at a time, assign 1 instructor for every 10 employees. The additional instructors are used for the hands-on portions of the class. 1 instructor per 10 employees, when going through the hands on sections, will allow for the one-on-one coaching that is so necessary when learning a new physical skill.

The classroom training should take approximately 60-90 minutes for a group of 10 employees and up to 2-3 hours for a group of 30. Very importantly, do not skimp on the one-on-one coaching!

4. Begin using the POWERLIFT® Safety Talks for Home, Customer Service, Plant and Slips Trips and Falls. You will also find USPS Video Safety Talks in the binder. Use these when you want to change up from using the illustrated talks to a video format for a change of pace. Note also the POWERLIFT® STRETCHES – Print copies of these and hand out to your employees if you teach them the stretches. Note: There are many more stretches on the #2DVD.

Also begin Coaching and Complimenting as soon as all employees have had initial POWERLIFT® Training.

### A WORD ABOUT THE POWERLIFT® SAFETY TALKS

There is no other component of this training that is more important to your success than the Safety Talks. No matter how good your initial POWERLIFT® Training class is, you must continue to get the message out that your company is serious about changing the employee's material handling behaviors. The Safety Talks are designed to do just that. Roll them out on at least a monthly basis, changing from at work to at home tasks on a continuous cycle. You will find hundreds of Safety Talks on the [www.powerlifttraining.com](http://www.powerlifttraining.com) website. Remind your employees that some of the Safety Talks are somewhat generic. However, they all show basic POWERLIFT® concepts, no matter what the task. For example the information contained in a Safety Talk on Shoveling Snow, could also be used to define a method of shoveling grain or gravel.

As stated in the POWERLIFT® Classroom Training Guide video, use the Safety Talks to create a problem solving session for the task being presented. There will usually be someone who has come up with a bright idea regarding doing a certain task. Use the session as a forum to share these ideas. As soon as your employees begin to realize that your company is serious about POWERLIFT®, you will have begun the creation of a Material Handling Safety Culture based on POWERLIFT®. It has been demonstrated many times over that nearly any company can overcome material handling injury problems with the proper use of POWERLIFT® Training.

### A WORD ABOUT COACHING AND COMPLIMENTING

Another critical component of POWERLIFT® Training is coaching your employees. For example if you have recently trained an employee and you walk past him while he is using his back to lift, and you don't coach him on the unwanted behavior, you have just given him permission to ignore everything you have just taught him. Coaching involves a simple reminder to use POWERLIFT® for all worker tasks. On the other hand if you see an employee using good POWERLIFT® technique, compliment them. Positive feedback is a much more effective teacher than criticism.

Note that it will take a while for your employees to develop new habits, so make the decision that you will coach a minimum of 2 or 3 employees each day, instead of overloading yourself with trying to coach too many people on any given day. Also, assign your supervisors with the task of coaching also. Their job description is to lead, so the roll of 'coach' should be a natural for them. Soon you will see that your employees are getting the message and you will find your injuries decreasing!

## CONTENTS OF THE POWERLIFT® TRAINING SYSTEM (3-ring binder)

### FRONT COVER SLEEVE

- [POWERLIFT® Safety Talk Access Instructions](#) – Copy and paste this link to your internet browser to access additional Safety Talks not found in this manual.
- [POWERLIFT® Sustainability Strategy Document](#) – This explains the necessary ingredients to making POWERLIFT® a success and how to bring your material handling injuries to near nonexistent.
- [Observation of POWERLIFT® Work Practices](#) (Short & Long versions). Use these guides to design an observation program for your supervisors to help monitor behavioral change within the employee population.

### INSIDE THE 3-RING BINDER

- [#1 CD](#) - This is the Documents CD. (See above) Safety Talks for Customer Service
- [#2 DVD](#) - This is a video presentation by Dr Schaefer explaining POWERLIFT® technique.
- [#3 DVD](#)- This contains the PowerPoint Presentations you will use when training your employees. In addition you will find Safety Talks organized under the headings: [Home](#), [Seasonal](#), [Self-Help](#), [Trouble Shooting](#) showing tasks common to everyday life.
- [Sample Mini-Poster and Sample Employee Handbook](#) – We have posters and handbooks if you need them. See the Product document at the back of the binder for prices.  
Note: These [are samples and not to be copied!](#)
- [Laminated POWERLIFT® Training Outline & POWERLIFT® Trainers Notes](#) – Use these as a guide to conduct the POWERLIFT® Training classes. (See above)
- [Lifting Box Plans](#) – Follow these plans for building the lifting boxes to be used as props in the classroom.
- [USPS Safety Talks on DVD](#)-These [VIDEO](#) Safety Talks detail Customer Service and Plant tasks.
- [Slips, Trips and Falls Safety Talks](#)-use as reminders to avoid slip/fall injuries.
- [POWERLIFT® Product](#) – This is a listing of the posters that are available to you.
- [USPS One Page Illustrated Safety Talks](#) for Customer Service and Plant

If you have questions, contact Dr. Schaefer for help.

We are dedicated to your success with POWERLIFT® Training.

Dr. Mike Schaefer

POWERLIFT® Training

Risk Management Consultants Ltd.

Office: 623-516-9552

Cell: 623-229-1251

Email: [mike@powerlifttraining.com](mailto:mike@powerlifttraining.com)

Web: [www.PowerliftTraining.com](http://www.PowerliftTraining.com)