Training and Consulting Portfolio

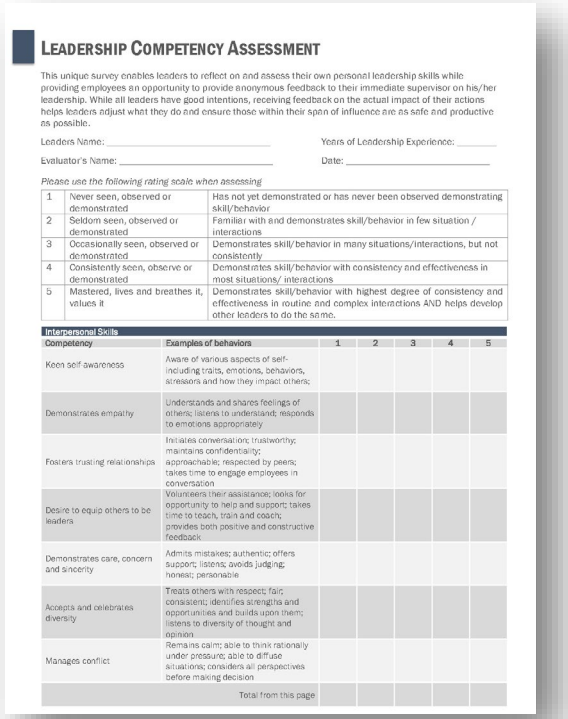
Click Here to Begin

LEGACY
TRAINING AND DEVELOPMENT

Legacy Training and Development focuses on custom solutions

For maximum effectiveness, all initiatives and programs are always custom branded for your organization and tailored to your policies, procedures, and programs.

The following portfolio depicts a variety of custom branded examples from various Legacy Training and Development clients



Leadership Competency Assessment

This unique survey enables leaders to reflect on and assess their own personal leadership skills while providing employees an opportunity to provide anonymous feedback to their immediate supervisor on his/her leadership. While all leaders have good intentions, receiving feedback on the actual impact of their actions helps leaders adjust what they do and ensure those within their span of influence are as safe and productive as possible.

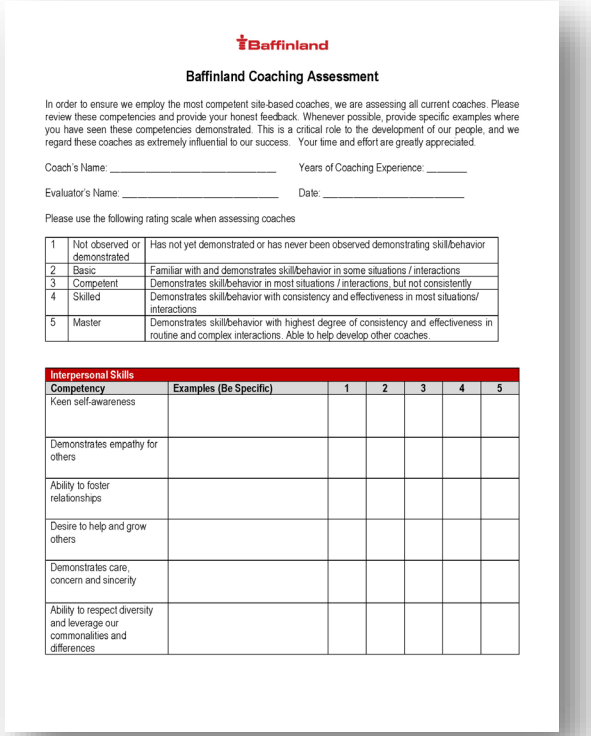
Leaders Name: _____ Years of Leadership Experience: _____

Evaluator's Name: _____ Date: _____

Please use the following rating scale when assessing

1	Never seen, observed or demonstrated	Has not yet demonstrated or has never been observed demonstrating skill/behavior
2	Seldom seen, observed or demonstrated	Familiar with and demonstrates skill/behavior in few situation / interactions
3	Occasionally seen, observed or demonstrated	Demonstrates skill/behavior in many situations/interactions, but not consistently
4	Consistently seen, observe or demonstrated	Demonstrates skill/behavior with consistency and effectiveness in most situations/ interactions
5	Mastered, lives and breathes it, values it	Demonstrates skill/behavior with highest degree of consistency and effectiveness in routine and complex interactions AND helps develop other leaders to do the same.

Interpersonal Skills						
Competency	Examples of behaviors	1	2	3	4	5
Keen self-awareness	Aware of various aspects of self- including traits, emotions, behaviors, stressors and how they impact others;					
Demonstrates empathy	Understands and shares feelings of others; listens to understand; responds to emotions appropriately					
Fosters trusting relationships	Initiates conversation; trustworthy; maintains confidentiality; approachable; respected by peers; takes time to engage employees in conversation					
Desire to equip others to be leaders	Volunteers their assistance; looks for opportunity to help and support; takes time to teach, train and coach; provides both positive and constructive feedback					
Demonstrates care, concern and sincerity	Admits mistakes; authentic; offers support; listens; avoids judging; honest; personable					
Accepts and celebrates diversity	Treats others with respect; fair; consistent; identifies strengths and opportunities and builds upon them; listens to diversity of thought and opinion					
Manages conflict	Remains calm; able to think rationally under pressure; able to diffuse situations; considers all perspectives before making decision					
	Total from this page					



Baffinland

Baffinland Coaching Assessment

In order to ensure we employ the most competent site-based coaches, we are assessing all current coaches. Please review these competencies and provide your honest feedback. Whenever possible, provide specific examples where you have seen these competencies demonstrated. This is a critical role to the development of our people, and we regard these coaches as extremely influential to our success. Your time and effort are greatly appreciated.

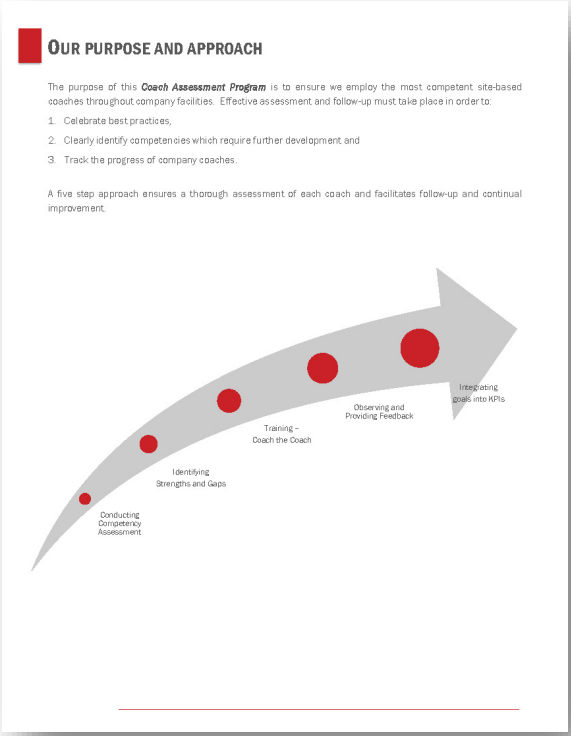
Coach's Name: _____ Years of Coaching Experience: _____

Evaluator's Name: _____ Date: _____

Please use the following rating scale when assessing coaches

1	Not observed or demonstrated	Has not yet demonstrated or has never been observed demonstrating skill/behavior
2	Basic	Familiar with and demonstrates skill/behavior in some situations / interactions
3	Competent	Demonstrates skill/behavior in most situations / interactions, but not consistently
4	Skilled	Demonstrates skill/behavior with consistency and effectiveness in most situations/ interactions
5	Master	Demonstrates skill/behavior with highest degree of consistency and effectiveness in routine and complex interactions. Able to help develop other coaches.

Interpersonal Skills						
Competency	Examples (Be Specific)	1	2	3	4	5
Keen self-awareness						
Demonstrates empathy for others						
Ability to foster relationships						
Desire to help and grow others						
Demonstrates care, concern and sincerity						
Ability to respect diversity and leverage our commonalities and differences						



Our Purpose and Approach

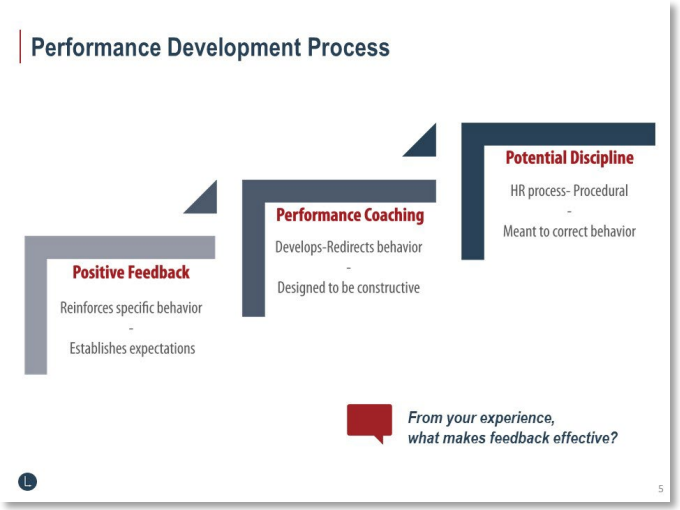
The purpose of this ***Coach Assessment Program*** is to ensure we employ the most competent site-based coaches throughout company facilities. Effective assessment and follow-up must take place in order to:

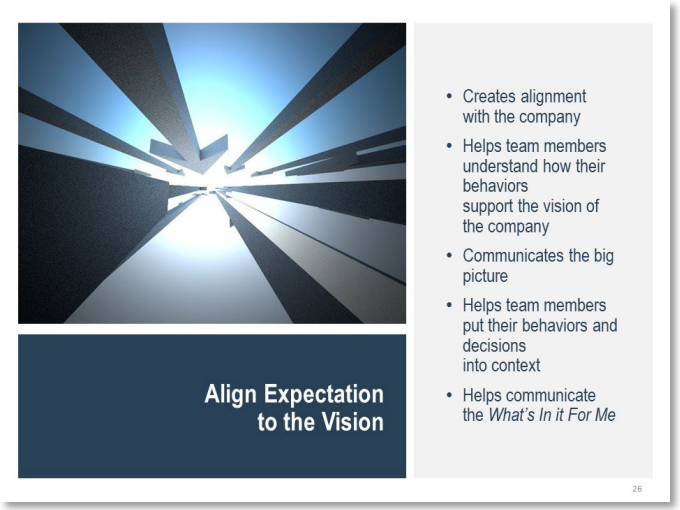
1. Celebrate best practices,
2. Clearly identify competencies which require further development and
3. Track the progress of company coaches.

A five step approach ensures a thorough assessment of each coach and facilitates follow-up and continual improvement.

Assessments

Custom assessments for organizational culture, safety culture, leadership, coaching, etc. assist in assessing a current state and developing training initiatives for a desired future state





ILT and Virtual ILT Training Design

Instructor-led or virtual instructor-led training customized for your organization, based on your needs, policies, and procedures

Safety

- Risk Assessing ABC
- Building Belief in Safety
- How to Communicate Safety to Gain Massive Buy-In
- Five Free Ways to Reinforce Safety

Team Building

- Building Teams to Maximize Talent
- 4 Secrets to Maximizing Employee Engagement
- The Power of Positive Reinforcement in Building Resilient Teams
- Integrating DISC (personality insights) into Your Team Building

Leadership

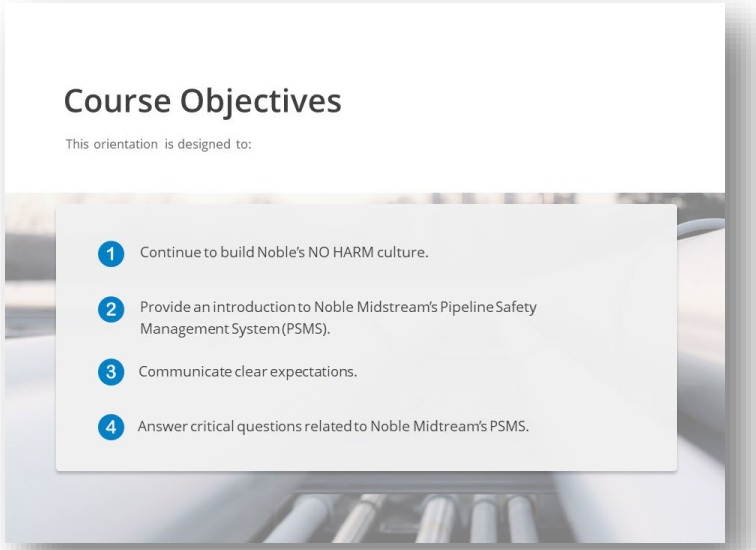
- DISCovering your Leadership Style
- Influence - The Key to Leadership
- Leading with Impact
- Finding Your WHY and Sharing Your Story
- Leadership – The Human Element

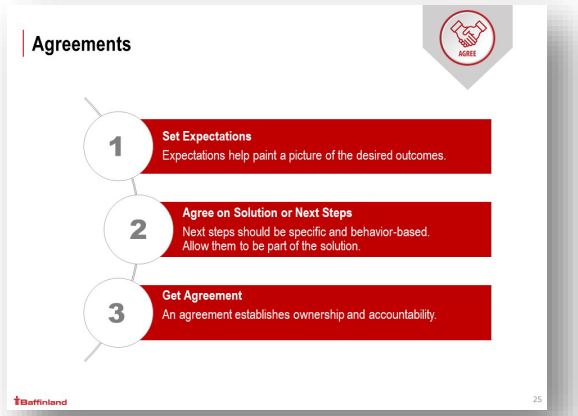
Culture

- 8 Key Elements to Building Sustainable Cultures
- Branding Your Culture to Build Your Identity
- Culture - What it Is and What it Isn't

Speaking Topics

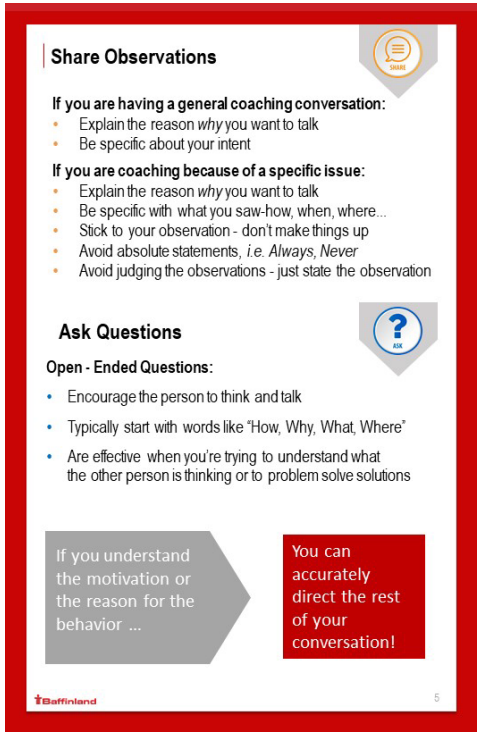
With a dynamic presence and a wealth of experience, Diane delivers engaging and thought-provoking presentations that leave a lasting impact. These topics are just a sample of keynotes, workshops, and breakout sessions she has delivered.





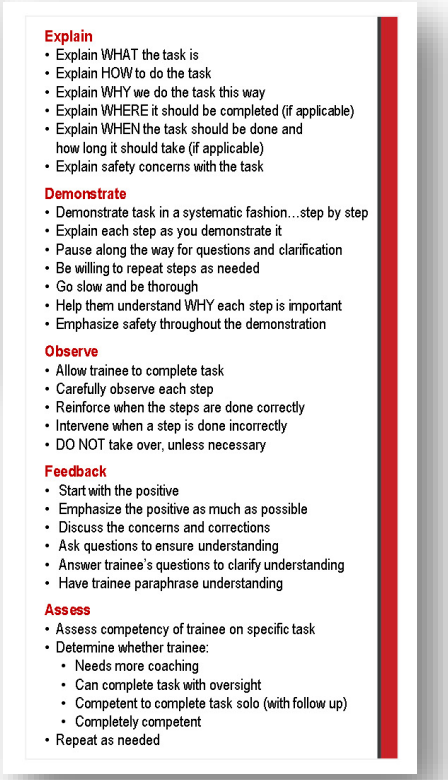
eLearning

Used alone or in conjunction with ILT or Virtual ILT to create blended learning solutions to reinforce concepts



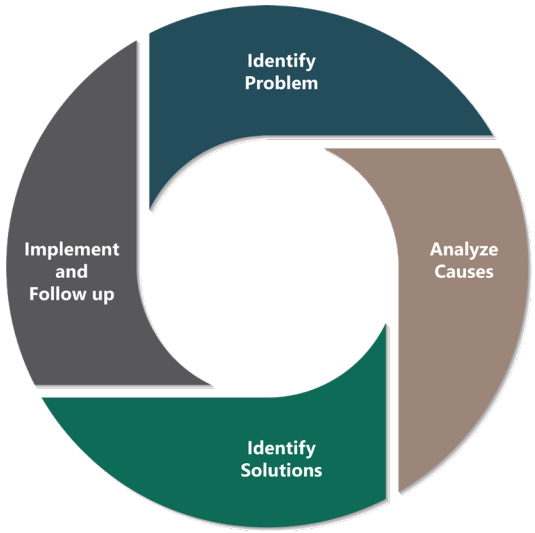
Workbooks & Participant Guides

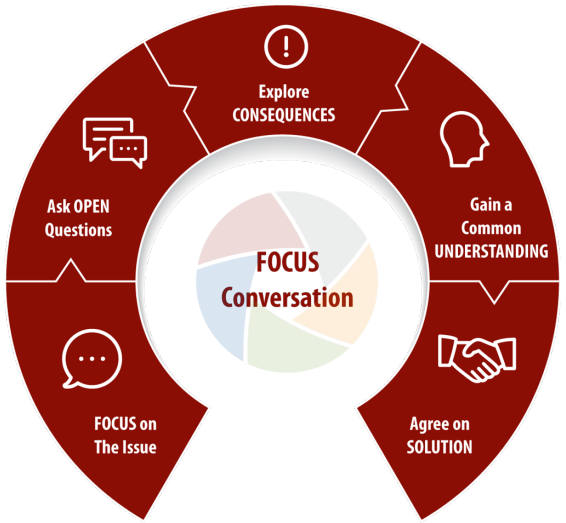
Created based on specific training concepts to drive participation and engagement

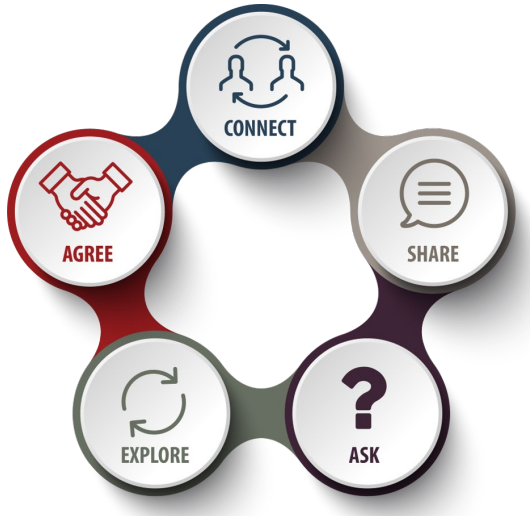


Prompt Cards

Used as quick reference tools to reinforce concepts in the field and/or office







Miscellaneous Graphics/Models

Custom designed models used to easily represent concepts throughout training initiatives and programs

FOCUS

FAMILY | OBLIGATION | COMMUNICATION | UNDERSTANDING | SUPPORT

PACE 8760

ESR

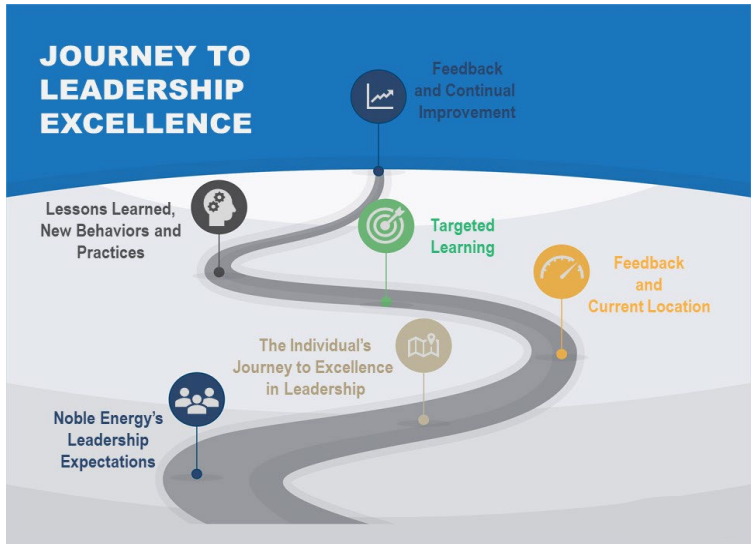
Occupational HEALTH

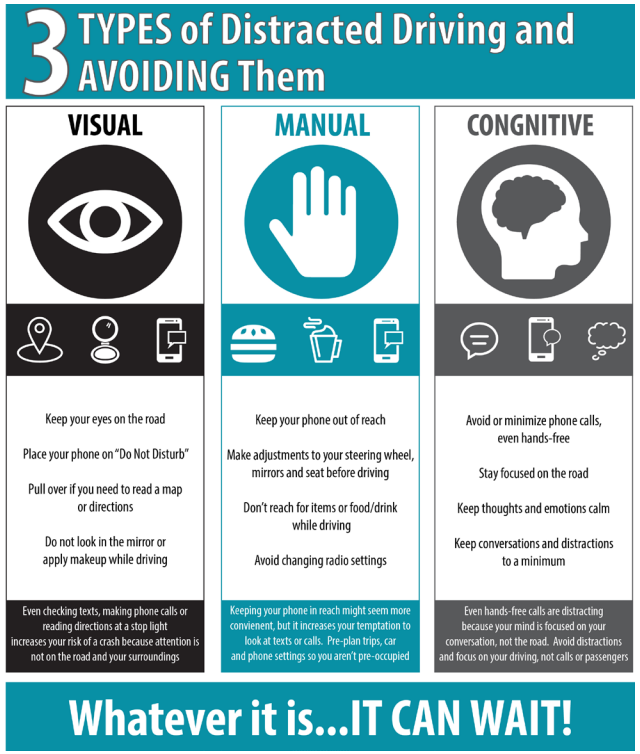
SET

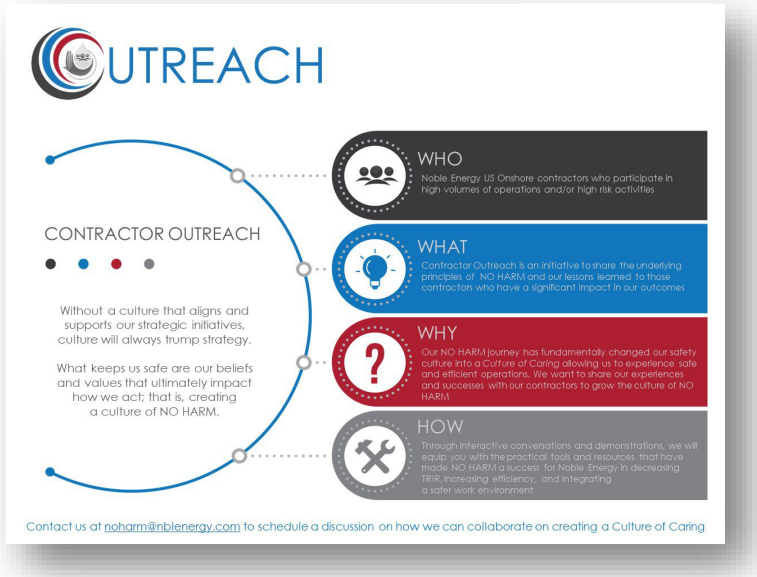
The PACE

Logos & Hard Hat Stickers

Custom designed to represent programs and safety initiatives

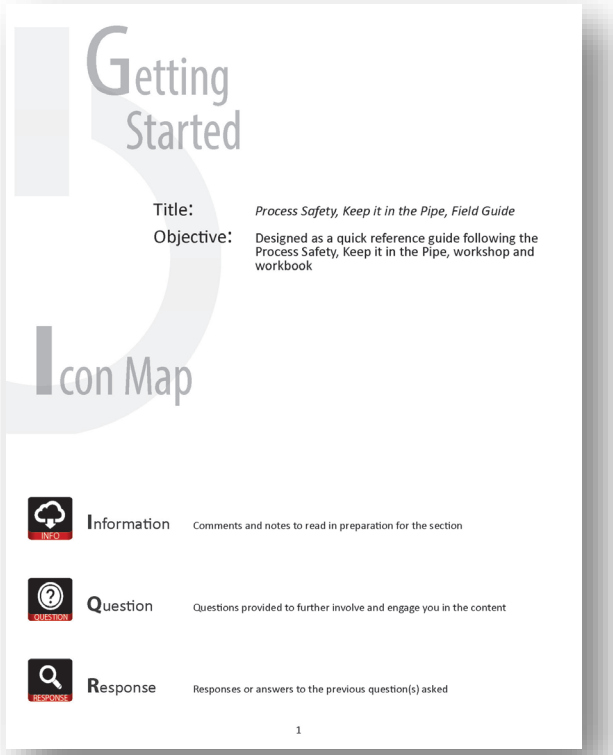






Infographics

Used to easily depict everything from procedures to programs



Getting Started

Title: *Process Safety, Keep it in the Pipe, Field Guide*

Objective: Designed as a quick reference guide following the Process Safety, Keep it in the Pipe, workshop and workbook

Icon Map

Information — Comments and notes to read in preparation for the section

Question — Questions provided to further involve and engage you in the content

Response — Responses or answers to the previous question(s) asked

1

Personal versus Process Safety

What's the difference?

How do they each impact ME?

The following series of questions are designed to gauge YOUR current understanding of process safety. Individually, review this field guide and respond to the corresponding questions in the allocated spaces. There are no right or wrong answers. This is intended to be a field guide to either:

- Introduce you to how this company defines Process Safety and/or
- Remind you how to utilize the process safety tool, Safe Operations Map (SOM)

One of the main objectives of this guide is to define the difference between personal and process safety, and to emphasize the importance that process safety plays in furthering our culture of NO HARM.

What is process safety?

"Being sure our assets are working at their full capacity – asset integrity; operational integrity; well integrity; prevention of fires or explosions; managing high risk, etc."

How does process safety differ from personal safety?

"It (personal safety) focuses on the everyday tasks that may lead to a personal injury versus the everyday tasks that are part of a larger process and have the potential of leading to a bigger incident that harms multiple people, the environment, communities, the company, etc."

2

Noble defines process safety as a risk based framework to prevent major incidents through appropriately designed and maintained operating systems.

Process safety is a risk based framework

to prevent major incidents

through appropriately designed and maintained operating systems.

The Safe Operations Map or SOM (page 7) is a tool that:

- Provides an illustration to assist you in recalling the Noble Energy process safetydefinition
- Assistsyou in identifying what you can do during daily tasks to Keep it in the Pipe or avoid a process safety event

A ***process safety event*** is any unplanned loss of

primary containment of

a potentially hazardous substance.

Using the blank Safe Operations Map (SOM) on page 7, identify and label where a *process safety event* would occur?

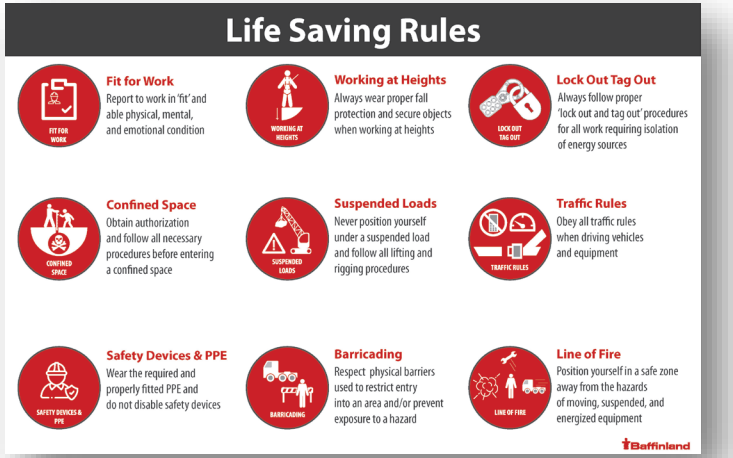
Consider our definition of process safety -- a risk based framework to prevent major incidents. Using the blank SOM on page 7, label where *major incidents* would occur?

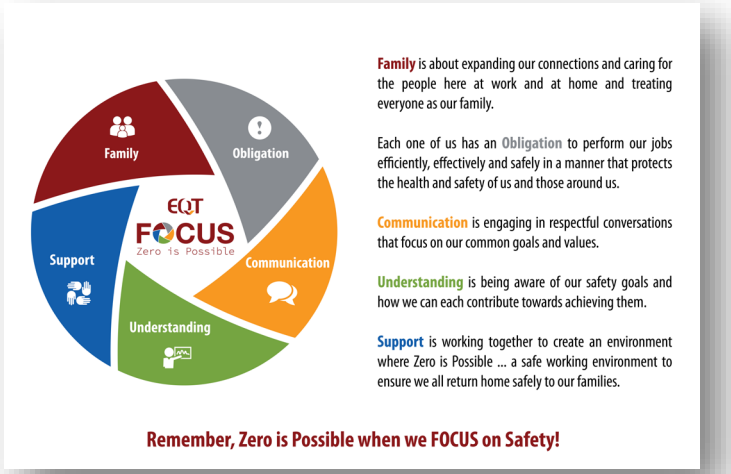
What comes to mind when you consider a *major incident*?

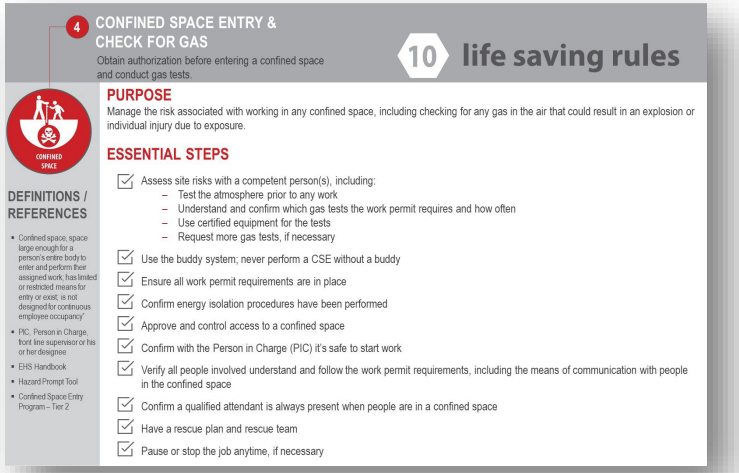
3

Virtual Mentor

Series developed on various topics to empower supervisors and personnel to lead conversations/learning in meetings in the office and field

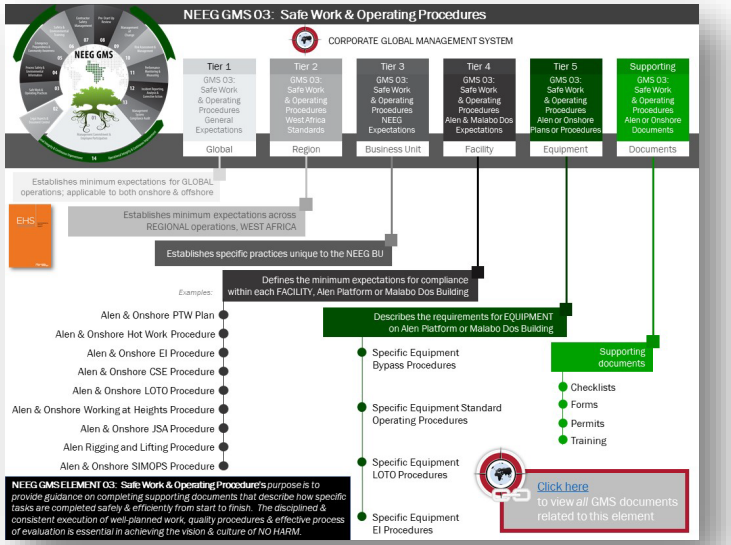


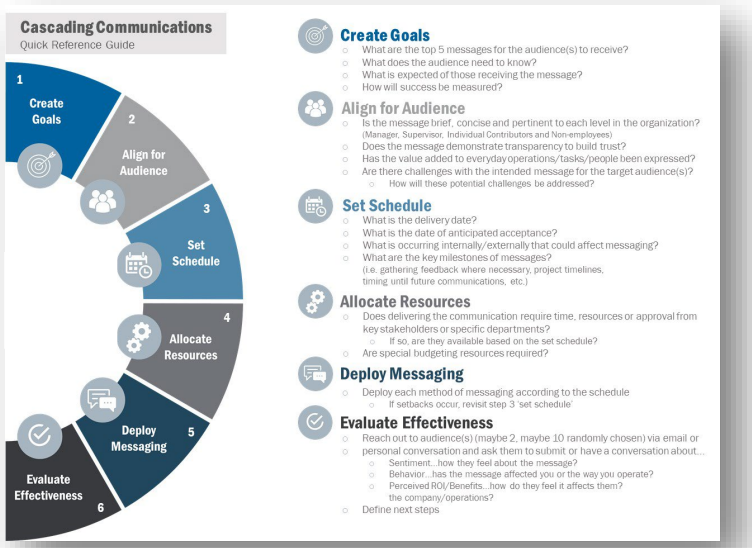




Posters

Used to visually represent and reinforce concepts in office buildings and field locations





Procedures / Visual Workflow

Used for at-a-glance quick reference of procedures or workflows in office buildings and field locations

Field Focused

Resulting in an average of...

11 missed work days per incident

$40,000 cost per incident

FOCUS ON SAFETY

FOCUS on PREVENTING Slips, Trips & Falls

Take Steps to Prevent

- Ensure no one runs on the job site
- Wear the proper footwear with good treads
- Make sure all areas have adqequate lighting to illuminate any possible hazards
- Mark all walkways, slopes and change of levels

Keep it Clean and Clear

- Remove slip, trip and fall hazards from the work area
- Ensure all walking surfaces are kept free of spills, water, oil and other substances that may affect surface traction
- Clear snow and ice from walkways

Stay FOCUSED

- Ensure your boots don't have muddy, greasy or oily soles
- Watch for holes, cracks or uneven areas on walkways
- Take your time and pay attention to where you are going
- Adjust your stride to a pace suitable for the walking surface and tasks you are doing

Office Focused

Resulting in an average of...

11 missed work days per incident

$40,000 cost per incident

FOCUS ON SAFETY

FOCUS on PREVENTING Slips, Trips & Falls

Take Steps to Prevent

- Wear the proper footwear with good treads
- Fix loose or curled carpets, mats and floor tiles
- Make sure lighting is bright enough to see properly
- Mark walkways, slopes and change of levels
- Secure loose, or trailing cables

Keep it Clean and Clear

- Keep floors clean and dry
- Wipe up spills quickly
- Keep aisles and walkways clear of clutter and obstacles
- Clear snow and ice from walkways

Stay FOCUSED

- Watch for holes, cracks or uneven areas on walkways
- Take extra care on steps, or surfaces that could be slippery
- Take your time and pay attention to where you are going
- Adjust your stride to a pace suitable for the walking surface and tasks you are doing

DID YOU KNOW?

PARKING LOT SAFETY

Did you know that parking lots have just as many potential hazards as streets and intersections?

2,057 work-related deaths were reported on company parking lots between 1993 and 2003.

CONTROL & SAFETY PRACTICES CONSIDERATIONS

Parking lots have both a set speed limit and markings to indicate traffic patterns, therefore both pedestrians and drivers should view parking lots as if they were streets and intersections.

SAFETY FIRST

Pedestrians

- Be cautious and aware of your surroundings when walking in a parking lot.
- Do not assume that drivers can see you when you can see them. In many cases, the pedestrian sees and hears a vehicle before a driver can see the pedestrian due to blind spots in vehicles.
- Walk down the parking lot aisles and not in-between vehicles when walking to and from your vehicle. Use cross walks whenever possible.

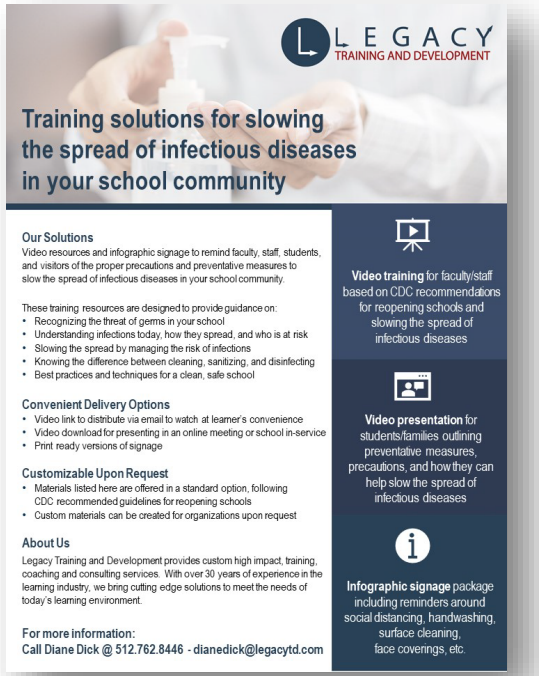
Drivers

- Whenever possible, avoid being in reverse. More incidents happen in reverse due to not knowing your surroundings.
- Slow Down! The speed limit is 11 mph in the parking lots.
- You should also register your car with Security. This way they can contact you if they notice anything out of the ordinary with your vehicle.
- You should contact Security to report any suspicious behaviors or incidents in the parking lot.

NOHARM

Message Spotlights/Did You Know

Created for both field and office applications, these campaigns are used to reinforce concepts and personalize messages for specific location/role



Flyers / One Sheets

Created to showcase a concept, outline program roll out, or market a training course or offering

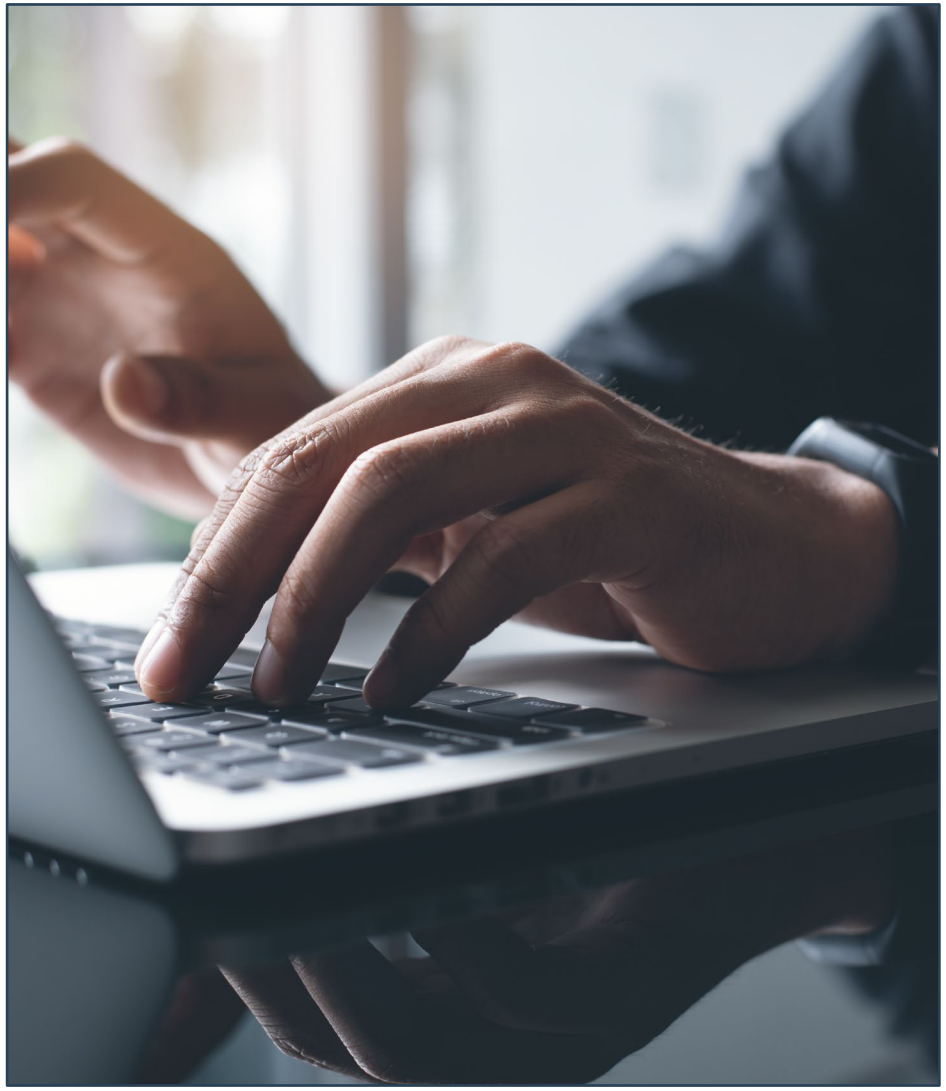
Our Portfolio

Notable Clients

- Chevron
- Rice Energy
- Noble Energy
- Noble Midstream
- Baffinland
- EQT
- Teck
- ArcelorMittal
- Kroger
- Energy Transportation
- Applied Construction Services

Our Focus

- Culture Transformation
- Leadership Development
- Management Coaching and Training
- Communications Consulting and Training
- Custom Instructor-led, Virtual Instructor-led, and e-Learning Training Solutions
- Sales Development
- Client Engagement



Available HR/Mgmt Training Topics - please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

ADA--What Supervisors Need to Know	Handling Employee Complaints	Sales and Customer Service
Affordable Care Act: What You Need to Know	HAZCOM and GHS--What Employees Need to Know	Shiftwork Safety
All About Nutrition	Healthy Aging	Slips, Trips, and Falls
Attendance Management--What Supervisors Need to Know	Hiring Legally	State-of-the-Art Classroom Training
Avoiding Exposure to Bloodborne Pathogens	Home Safety	Strategies for Legally Avoiding Unions
Back Safety	How to Manage Challenging Employees	Stress Management
Business Ethics--What Employees Need to Know	How to Manage Downsizing and Layoffs	Substance Abuse in the Workplace
Business Writing for Employees, Supervisors, and Managers	Interrupting Unconscious Bias for Supervisors	Supervising Alternative Work Arrangements
Coaching for Superior Performance	Interviewing Skills for Supervisors	Supervising Various Generations
Communication Skills for Employees	Introduction to OSHA and the General Duty Clause	Teambuilding for Employees and Supervisors
Conflict Resolution and Consensus Building	Job Descriptions--How to Write Them Effectively	Temporary Employees and Independent Contractors
Coping with Downsizing and Layoffs	Leadership Skills for Supervisors and Managers	Terminating Employees--The Process
Creative Problem-Solving	Measuring Job Performance--What Supervisors Need to Know	Time Management for Supervisors and Employees
Customer Service Skills--How We Can All Improve	Motivating Employees--Tips and Tactics for Supervisors	Violence in the Workplace – Preventing
Dealing with Challenging Employees	Negotiation Skills	Workplace Ethics for Supervisors
Dealing with Change--How Supervisors Can Help	New Employee Orientation--"How To" for Supervisors	Workplace Harassment
Delegation Techniques	New Employee Safety Orientation	Workplace Privacy, Safety, and Security
Diversity Fundamentals	New Supervisors' Guide to Effective Supervision	
Effective Communication for Supervisors	Office Hazards	
Effective Decision-Making Strategies	Organizing and Planning for Success--What Employees Need to Know	
Effective Meetings--How to for Supervisors	Pandemic Flu--How to Prevent and Respond	
E-Mail Best Practices for All Employees	Performance Appraisals--How to Conduct Effectively	
Employee Benefits--What Supervisors Need to Know	Performance Goals--Manage Employees More Effectively	
Encouraging Employee Input	Planning and Organizational Skills	
Enhancing Professional Development of Employees	Preventing Discrimination In the Workplace	
Essential HR--For Those Who Have Recently Assumed HR Responsibilities	Preventing Sexual Harassment: A Guide for Supervisors	
Fire Safety	Preventing Workplace Violence	
FMLA for Supervisors	Problem Solving	
Generational Diversity	Professional Behavior	
Good Housekeeping	Progressive Discipline	
Grounds for Termination – What You Should Know	Project Management	

LEGACY
TRAINING AND DEVELOPMENT

Available EHS Training Topics - please note base content for these topics are available, specific CBT/ILT development of topics is customized per client and therefore lead time is quoted per project

Accident Prevention and Investigation	Flammable Liquids	PPE - General
ADA Prevention and Investigation	Foot Protection	Process Safety Management
Aerial Lifts	Forklifts	Recordkeeping
Air / Air Contaminants – General awareness and safety	Hand and Power Tools	Recycling
Alcohol & Drugs – General and for DOT	Hand Safety	Respiratory Protection
Asbestos	Hazard Communication (GHS and Labels and SDS)	Risk Management
Audits	Hazardous Waste – General awareness and storage	Safety – General / Safety Culture / Safety Leadership / Belief-based
Back Safety	HazMat Transportation	Scaffolding
Bloodborne Pathogens	HAZWOPER	Security
Chemicals and Chemical Hazards	Head Protection	Shift Work
Combustibles	Health - General	Silica
Community/Stakeholder Notification	Healthcare Safety	Slips and Falls / Slips, Trips and Falls
Compressed Gases	Heat and Cold (Extreme temps)	Solid Waste and Solid Waste Transportation
Confined Spaces	Housekeeping	Spill Prevention and SPCC Plans
Construction Safety	Injury and Illness Records (OSHA 300)	Stormwater
Containers	Inspections	Temporary Workers
Conveyors	Job Hazard Analysis / Job Safety Analysis	Toxic and Hazardous Substances
Corrosives and Battery Safety	Laboratory Safety	Trenching
Cranes and Derricks (Construction) / Cranes and Slings	Ladder Safety	Underground Storage Tanks
Dipping and Coating	Lead Safety and Awareness	Universal Wastes
Driving Safely (commercial/non-commercial)	Lockout/Tagout	Used Oil Management
EHS General (Metrics/Approach)	Machine Guarding / Machine Safety	Ventilation
Electric Power Generation	Manifests	Violence in the Workplace
Electrical Safety	Material Handling - General	Water
Emergency - Action Plans; Planning and Response; Preparedness	Medical Waste	Welding, Cutting, and Brazing
Environment - General	New Employee Orientation (generic or custom)	Wellness
Ergonomics	Noise	Workers' Compensation
Exit Routes	Office Safety	
Explosives	OSHA Compliance	
Eye and Face Protection	Painting and Spraying	
Fall Protection	Pesticides	
Fire – Prevention / Safety / Fire Extinguishers	Pharmaceutical Waste	
First Aid	Powered Platforms	

LEGACY
TRAINING AND DEVELOPMENT