

# TRAIN THE TRAINER

## 5-day Train the Trainer Program



NORTH AMERICAN  
TRAINING SOLUTIONS

### *CHAINSAW SAFETY & CUTTING TECHNIQUES*

This Train the Trainer program targets people who want to be trainers in the safe use of chainsaws. This five-day program is an intense period of training that focuses on leadership and training techniques and skills, with a specific focus on the North American Training Solutions' (NATS) 1-day course – Chainsaw Safety & Cutting Techniques. The following information outlines the content of this training program, as well as provides the course content for the NATS Chainsaw Safety & Cutting Techniques program.

#### **Participant Pre-Qualification**

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

#### **Participant Competency Testing**

Each participant will be required to pass a competency evaluation that demonstrates competent chainsaw and basic tree felling abilities.

#### **Each participant will receive the following:**

- Train the Trainer Workbook
- Chainsaw Safety & Cutting Techniques workbook
- Chainsaw Safety & Cutting Techniques Instructor Manual and Teaching Templates which includes a course curriculum, an instructor equipment list, a teaching timeline for all course components, an introduction checklist, and a detailed module content breakdown
- Successful completion of the Train the Trainer program will result in a Trainer Certificate in the domain of Chainsaw Safety & Cutting Techniques

We recommend a refresher course and re-competency evaluation every three years in order to stay current in the specific skill area, as well as continued improvement in training skills.

**Location: Cuyahoga Valley National Park, 6093 Stanford Road, Peninsula Ohio 44264**

**Date: August 27 – September 1, 2017**

**Course Times:** Sunday – Registration between 5:00 p.m. – 7:00 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.

**Cost:** \$1,895 if registered on or before August 14th, \$2195 after August 14th. Cost includes 5 nights' accommodations, all meals and refreshment breaks, use of 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.

## **Equipment Requirements**

### Mandatory Personal Protective Equipment:

- Hard Hat
- Ear Protection
- Eye Protection
- Work Gloves
- Chainsaw Chaps / Pants bearing a legible certification label
- Approved Work Boots (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

## **Workbooks**

North American Training Solutions will sell our Chainsaw Safety & Cutting Techniques workbooks to trainers for their programs. These workbooks go through yearly review and revision by our instructors across North America 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 every three years upon completion of their Train the Trainer recertification.

## **Continuing Education Units**

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

## **Age of Majority**

Each participant must be over the age of majority in the state in which the course is being held.

# Chainsaw Train the Trainer (in the discipline of Chainsaw Safety & Cutting Techniques)



## 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 can 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 skill areas repeatedly around North America. At North American Training Solutions, 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 Certification program will increase a trainer's confidence in the training arena. You'll be amazed to see what your trainers can achieve in your organization once they've 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
- Enrollment - *Your purpose is your passion*
- Earn the right – *What qualifies YOU to train?*
- Anchoring, grounding and managing moods and energy

### Chainsaw Safety & Cutting Techniques Trainer Training

- Course descriptions and 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 and documenting
- Combining presentation, demonstration and hands-on coaching
- Training, education and competence

## **Technology and Its Use in Training**

- Computers, projectors and multi-media
- Whiteboards, flip charts and props
- PowerPoint opening, saving, trouble shooting and practice

## **Communication & Trainer Soft Skills Part II**

- Course delivery model: greet, enroll, deliver and finish
- Presenting, demonstrating and 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

## **Chainsaw Safety & Cutting Techniques: 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 on trees of 6" dbh or smaller. 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 2-day Technical Tree Falling & Cutting course.

## **Tree Falling Risk Management, Emergency Planning and PPE**

- Integrated risk assessment, work planning and communication
- Safety apparel, helmets, eye-wear, foot-wear and ear 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, muscle skeletal disorders (msd's) and exercises

## **Limbing and Bucking**

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

## **Technical Cutting & Small Tree Felling**

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

## **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 North American Training Solutions 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.

## **About Us**

Both North American Training Solutions' and Arboriculture Canada Training and Education's missions are to *"deliver innovative and professional arboriculture training and education that exceeds customers' expectations and business needs."* Our similarity in missions and shared visions have combined us into outstanding training and educational organizations that have a massive impact on the tree care industry at a grass roots level. For many of our students, we are their first exposure to formalized training outside of secondary or post-secondary education. NATS and ACT have worked together since 2008 to deliver our missions to the tree care industry, and now have alumni exceeding more than 15,000.

## **Instructors**

North American Training Solutions' instructors that are qualified and eligible to provide the various training modules will be scheduled according to the client's request and/or availability. All instructors have been thoroughly trained to deliver modules according to company policy and 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's bios can be viewed at [www.natstraining.com](http://www.natstraining.com).

## **Copyright**

The information contained in the Train the Trainer Certification 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 or North American Training Solutions.

## Frequently Asked 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 successfully completed the chainsaw technician test, as well as participated in all exercises, will be awarded a Certificate of Completion for Chainsaw Train the Trainer.
- 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 North American Training Solutions 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 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 should include a process of auditing the trainer during an actual training program, thereby verifying his/her training abilities.
  - NATS can offer each trainer a qualification process, whereby an audit evaluation is made at another time when the candidate is providing a training program to an external customer or internal staff. If NATS provides this testing process for trainers that have graduated from our Chainsaw Train the Trainer program, and the candidate is successful, we will award that person a Certificate of Qualification as a Chainsaw Operations Trainer. NATS can provide a costing proposal and more information as requested for this additional service.
- Will candidates have access to training materials, such as workbooks to use with their own internal training programs following the training?
  - Yes, North American Training Solutions will provide a price list for workbooks 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:** Cuyahoga Valley National Park, 6093 Stanford Road, Peninsula, Ohio 44264

**Date:** August 27-September 1, 2017

**Registration Deadline:** Early registration ends on August 14th (may allow late registrants if space is available)

**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:** \$1,895 early registration. \$2,195 late registration. Cost includes 5 nights' accommodations, all meals and refreshment breaks, use of 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.

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Bus ph #:** \_\_\_\_\_ **Cell ph #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Second e-mail to be cc'd:** \_\_\_\_\_

**How did you hear about this course?** \_\_\_\_\_

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We ask each registrant to provide either an e-mail address or a fax number, as you will receive 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.**

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**You may register with a check or through our online payment system.**

**Check Enclosed**

**Online Payment**

**Amount Paid:** \_\_\_\_\_

(\$500 deposit is required to be paid in order to hold a spot. The remainder must be paid 14 days prior to the start of the program; failure to do so will result in a forfeit of registration.)

**Office Use Only:**

Received By: \_\_\_\_\_ Date registration received: \_\_\_\_\_

**Send to: North American Training Solutions P.O. Box 184, Douglas MA 01516. • Ph: 1-404-859-8672  
Fax: 678-344-6865 • [karen.natstraining@gmail.com](mailto:karen.natstraining@gmail.com) • [www.natstraining.com](http://www.natstraining.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, 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 falling & 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?

\_\_\_\_\_

### I agree to the following statement:

The information contained in the Train the Trainer Certification is proprietary information that is fundamental to our training business. The workbooks and training materials are copyrighted. This 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 North American Training Solutions.

Signature: \_\_\_\_\_ Name (printed): \_\_\_\_\_

**Send to: North American Training Solutions P.O. Box 184, Douglas MA 01516. • Ph: 1-404-859-8672  
Fax: 678-344-6865 • [karen.natstraining@gmail.com](mailto:karen.natstraining@gmail.com) • [www.natstraining.com](http://www.natstraining.com)**