

# You Don't Have to Speak Spanish to Communicate to Your Spanish Speaking Workforce

The Division of Safety & Hygiene Training Center offers a one day class to anyone who works with, supervises, or directs Spanish speaking employees and is responsible for safety education, injury reduction, training, and communication.

What you will learn:

- ✚ Cultural awareness issues that impact safety training, communication, and trust;
- ✚ Tips and techniques to overcome communication barriers when teaching safety to your Spanish speaking workforce;
- ✚ How to develop a training format and safety environment that works for your Spanish speaking employees;
- ✚ How to motivate and get your Spanish speaking employees involved with safety;
- ✚ Simple two and three word Spanish phrases which can immediately be put into practice.

| <b>Date</b>    | <b>Location</b> |
|----------------|-----------------|
| Aug., 31, 2010 | Dayton          |
| Sept., 1, 2010 | Cleveland       |
| May 25, 2011   | Columbus        |

|               |                        |
|---------------|------------------------|
| Length        | 1 Day                  |
| IACET         | .6                     |
| CM            | 1.0                    |
| Sanitarian    | 6.0                    |
| Step Six      | 6.0                    |
| Cost:         | Free to Ohio employers |
| Registration: | See reverse side       |
| Instructor:   | Hector Escarcega       |

Bilingual Solutions International is based in Los Angeles, California. Hector M. Escarcega, President of "Bilingual Solutions, is a bilingual human resource trainer, consultant, and motivational speaker with over 23 years working as an OSHA/Professional/Risk Management/Certified Safety Professional. In this class you will learn practical insights and tips into the Latino workforce and their customs, traditions, and values. The goal of Bilingual Solutions is to improve communication, quality of work, production, and to reduce injuries, accidents and fatalities.

# Online registration directions

## How to enroll in a class

To enroll in a class:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com);
2. If this is your first visit, please click on First Visit and complete the requested information. If you do not know your BWC policy number, please ask your company's Human Resource person;
3. On the home page, click on Learning Center;
4. Click on Course Information & Enrollment;
5. Search by keyword, entering a word(s) that is closely related to the desired course. Click Search. The results will appear in the lower left corner of the screen. If it is difficult to see, consider changing the size of your screen display (directions below for "maximum visibility");
6. Locate the desired course and click on the information icon;
7. In the lower right section of the screen, locate the date/location of your choice. Click Enroll;
8. If you have given an e-mail address, you will receive an e-mail confirming your enrollment. If you have no e-mail address, you will receive a fax or letter.
9. Once you are enrolled, you can view your list of selected classes (and cancel, if needed) in the Personal Learning Center, which is located on the left side of the home page;
10. For assistance, please call 1-800-OHIOBWC.

## How to update a profile

To update your own user information in BWC Learning Center:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com);
2. Click on User Information Center;
3. Click on Student Records;
4. Click on Update Profile;
5. Edit as needed. Click Submit.

## How to find directions

To find addresses, directions or maps to training facilities:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com);
2. Click on User Information Center;
3. Click on Facilities & Training Locations;
4. Locate the desired facility. Click on the information icon;
5. Directions are displayed in the lower right section of the screen.

## How to cancel a class

To cancel a class:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com);
2. On the left side of the home page, select Personal Learning Center;
3. Locate the class;
4. Click on Cancel.

## To change your screen display size:

For maximum visibility

1. From the START icon, select Settings;
2. Select Control Panel;
3. Select Display, then the Settings tab;
4. In the Screen Area, move the gauge to 1024 x 768 pixels.

## How to print certificates

To print a certificate for a class you have completed:

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com);
2. On the left side of the home page, click on Personal Learning Center;
3. Click on the Transcript tab;
4. Locate the course you have completed, click on certificate;
5. Print it.