



SAFETY 'N ACTION

Safety 'n Action Staff Newsletter

28th June 2021

All

- Those of you that requested Flu Jab vouchers should have by now – and its still not too late to request yours.
- As we work to incorporate the Te Tiriti o Waitangi into our workspace – we'd like to offer each of you access to a Te Reo course in your market. There are multiple providers that offer these and if you wish to attend one, we would be more than happy to fund. Please let me know directly if that is of interest.
- We're excited to welcome Trainer/ Sales hybrid opportunities across the group and in particular we are looking at these roles in Nelson, Invercargill and Tauranga markets.
- Your Senior leadership team have just finished a strategy session to look at what additional initiatives we should be deploying across the back six months of 2021 to ensure we fast start 2022. Shortly the 'Strategy on a page ' document will be with you which outlines our broad direction of travel against our key strategic pillars.
- This month Nick and I met with the Solomon Group (Sister School) to devise ways we help their clients become more job ready. This will include offering them access to a suite of health and safety courses which will add value and benefit them both personally and professionally. Courses will include: Fire Extinguisher, Fire and Emergency Warden, Health and Safety Rep and Prevention of Back Injury. A great opportunity for us all!
- We've just completed a competitor market analysis to determine which markets, products and opportunities are present for us to contemplate. If you have a view on things you think we should be doing that we aren't- or areas of training we should deliver that we don't currently - please let us have your thoughts. We'd truly appreciate it.
- As always a big thanks for all that you do for us each and every day.

Sussan Turner





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Get To Know Our Team!

Meet our head office staff!



My name is Ting Cheng, I am originally from China and came to New Zealand around 2003 to pursue my studies in Auckland University major in Accounting and Environmental Science.

I joined in Safety 'n Action in 2018 as a financial and management accountant. I am living with my husband, mother-in-law and two lovely daughters also my dog Tequila.

I like cooking and baking. I love travelling and my dream is becoming a gourmet while travelling around the world.

Trainer Introduction of the Month

Meet our NEW trainers!



Hi Team!, My name is Michael! Recently joined with Safety N Action as part of One Team! I came from a joint venture companies (Downer/Vinci) project in Auckland CBD as Health and Safety Advisor in one of the NZ's on-going infrastructure project under City Rail Link. I have nearly 10 years of combined management in construction, with a track record of delivering complex projects in contractor environment, with related experience in roads and infrastructure such as rail way, storm water system, food facilities module etc. projects.

Back in 2011, I began specializing in Health and Safety, Over 7 years' experience in the middle east (Doha Qatar) and gained thorough grounded safety training and experience. Able to engage different diversities, behaviors and establishing rapport with people throughout the business and very positive in the developing safety culture in different industries.

I am living here in east side of Auckland together with my lovely wife and 2 rock star kids, I am a musician by heart and easy in playing various instruments such as electric/ acoustic guitar, keyboard, drums bass and more :) . Thank you for your warm welcome and hope to jam with you all people here soon!



My name is Regan Jean-Pierre.

I am from South Africa and relocated to NZ in February 2021 to join my family. I have worked in the oil and gas industry for the past 19 years and I am passionate about health and safety.

In my spare time I enjoy the outdoors, going for trail walks and fishing. I enjoy going to the gym and keeping fit.

I looking forward to my journey with the Safety 'n Action Team.



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Nick's Top Training Tip

Time management as a Trainer!

Sometimes managing your time as a Trainer can become tricky and overwhelming. As a Trainer you will find yourself presenting to a wide variety of people, mentoring other trainers, developing yourself in new courses and spending time keeping up to date with changes and new concepts in the industry. This is all on top of your normal day to day life and extra activities you do in your free time.

Time management is critical in these circumstances to ease the anxiety and pressure while looking after your wellbeing.

Some tips to keep in mind:

- Stay organized
- Once your class is set up and you are waiting for arrivals do some marking from your previous courses
- Stick to the structure of the course and try not to deviate.
- Minimise personal references but do still use the good examples you have from past experiences.
- Keep up to date with your marking, rather than letting it pile up, having the psychological burden of knowing you have a lot of courses to mark is soul destroying and most times makes you put it off further.
- Eliminate time wasters in your day, such as browsing on social media.



Congratulations!

Congrats on your prize to Safety n Action's top 3 Drivers for the first half of the year based on Risk Calculations.

Well done William Lightfoot, Mark Wareham and Craig Bissett for setting the bar. Keep up the good driving and holding our brand high. Thank you to all the other drivers keeping our roads a safer place.





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Sales Updates

What's going on in Hirens world!

Our trainers are doing wonderful mahi to enable transition to employment empowerment for Corrections learners in care. We are paving our paths to realise wider purpose to make meaningful difference to our communities with acquiring 2 years of renewal of training contract with Corrections Northern Region, under our wider Education Strategy.



It was wonderful to see those from the Navy, along with others from our education sector at our Highbrook event.

The months of May and June saw a variety of activity take place across the various areas of our sales function. A couple of highlights below:

Paul Benjamin, contract BDM for Dunedin and Invercargil was active in these regions gathering leads and delving in to understand the local market. The analysis gathered has been valuable and we have seen success with bookings coming through along with strong leads. Our Auckland Highbrook training centre was opened up to existing customers along with prospective new customers for an event 25th May.

Attendees were treated to a hot BBQ lunch, plenty of prizes and three informative mini-seminars covering the following topics:

- Hazardous substances legislation changes (these came into effect 30 April 2021)
- Prevention of back injury
- Hearing conservation training

RTM's Wayne and Will led these seminars and all of the 50+ attendees left with an information pack, our full course index, a full belly and were well engaged. Thank you to all involved to make this event the huge success it was!

BDM Steve supported Hiren on "the Bay of Plenty push" for new business and spent time in region drumming up local awareness for our Tauranga site.

Next month we will share an overview of the new customers who have come on board with partnership / training agreements





Product Updates



3-6 Month review of **HS refresher** and **CS refresher** shortened versions completed and some slight tweaks incorporated.



Height safety refresher – changes made to Powerpoint – we have incorporated a few slides into one on the Height systems to reduce the powerpoint. – Now version 7 in One Folder



Schools Health and Safety Essentials

Greg is completing some final amendments and a RTM will Trial this course.



Construction Site Access – Online

Pieter is working on this new course at the moment, when we are closer to an estimated launch date we will update you.



Confined space and Gas detection full course – changes made to Powerpoint the Cody video has been replaced with a new video. Now V7 in One Folder.

Confined space and Gas detection Refresher – changes made to Powerpoint the Cody video has been replaced, a few slides including the microclip gas detector have been removed. Now V9 in One Folder.

Confined space operator for Navy - changes made to Powerpoint the Cody video has been replaced with a new video. Now V7 in One Folder
Confined space entrant - changes made to Powerpoint the Cody video has been replaced with a new video. Now V5 in One Folder

Top Tips from your team



Roni's Top Tech Tip!

Shortcuts for your Word Documents

- Open a document Ctrl+O
- Create a new document Ctrl+N
- Save the document Ctrl+S
- Close the document Ctrl+W
- Cut the selected content to the Clipboard Ctrl+X
- Copy the selected content to the Clipboard Ctrl+C
- Paste the contents of the Clipboard Ctrl+V
- Select all document content Ctrl+A
- Apply bold formatting to text Ctrl+B
- Apply italic formatting to text Ctrl+I
- Apply underline formatting to text Ctrl+U



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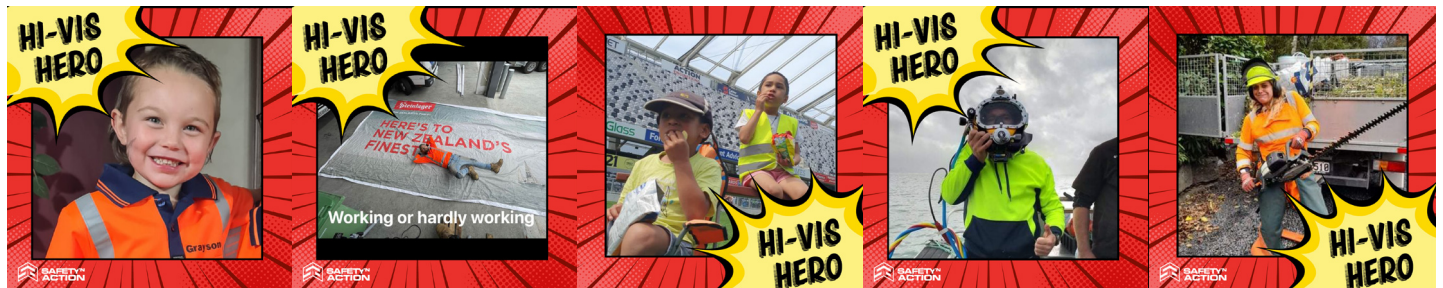
Marketing Updates

Paid Advertising

As we progress further into June, our marketing focus for our sponsored adverts at this stage is selling our unsold seats. With a specific focus on those regions and/or courses that are requiring the most help this month, we move our focus to assist those first! Our sponsored adverts run on both our Facebook and Instagram pages and include a click through link to our website which takes you to our upcoming courses. This is why it is so critical for us to be recording "how you heard about us" from our clients. This helps us to record what advertising is having the biggest impact on our company, therefore allowing us to direct more funding towards those that are working!



Our Hi-vis Heroes competition is still running on our facebook page with some wonderful entries! Dont forget to share this competition with your friends and family. The wonderful prize that can be won is a Nintendo Switch!



Social Media!

Below are some examples of the content we have coming up! If you have any ideas, or images that you have taken while travelling around or completing meetings/training at our centres that you think would look great on our social media pages please dont hesitate to send this through, we are always looking for new ideas and content to include on our pages!

