

## Session Planning Template

Name & Date	Liong Lih Bing
Program Title	Ergonomics & Manual Handling for Plant & Retail Operations
Learning Outcome	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Identify common ergonomic risks in their daily work</li> <li>• Demonstrate correct manual handling techniques</li> <li>• Recognize early signs of musculoskeletal strain</li> <li>• Apply practical methods to reduce fatigue and injury</li> </ul>

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Icebreaker: "Where does it hurt?"	Engagement (raise hands, sharing)	Slides	5 mins
	Training Objectives & Purpose	Brief explanation	Slides	5 min
Body	Ergonomics Basics <ul style="list-style-type: none"> <li>- What is Ergonomics</li> <li>- Real workplace scenarios</li> <li>- Why ergonomics matters</li> </ul>	Visual, explanation, discussion	Slides	20 mins
	Risk Factors <ul style="list-style-type: none"> <li>- The Big 5 ergonomics risks</li> <li>- Group Activity: Identify risky tasks</li> </ul>	Visual explanation, Group discussion	Slides, Butcher's paper, Verbal discussion	15 mins

	<p>Manual Handling</p> <ul style="list-style-type: none"> <li>- Common lifting mistakes</li> <li>- Correct lifting technique</li> <li>- Golden Rule: CLOSE – STRAIGHT – NO TWIST</li> </ul>	<p>Visual explanation, Demonstration, Reinforcement</p>	<p>Slides, Trainer demon</p>	<p>15 mins</p>
	<p>Practical Session</p> <ul style="list-style-type: none"> <li>- Lifting practice</li> <li>- Carrying practice</li> <li>- Pushing trolley</li> <li>- Posture correction</li> </ul>	<p>Hands-on, Trainer coaching</p>	<p>Crates, Boxes, Load items, Trolley, Real-time observation</p>	<p>25 mins</p>
	<p>MSD (Musculoskeletal Disorder) Awareness</p> <ul style="list-style-type: none"> <li>- Early warning signs (pain, numbness, tingling)</li> <li>- Short case scenario discussion</li> </ul>	<p>Visual, explanation, Group discussion</p>	<p>Slides</p>	<p>10 mins</p>
	<p>Spot the Mistake</p> <ul style="list-style-type: none"> <li>- Identify unsafe posture scenarios</li> <li>- Demonstrate correct method</li> </ul>	<p>Interactive Q&amp;A, Participant demonstration</p>	<p>Slides, Trainer guidance</p>	<p>15 mins</p>
Closing	<p>Key takeaways</p>	<p>Summary</p>	<p>Slides</p>	<p>5 mins</p>

Reflection: "What will you change?"	Open sharing	Verbal	5 mins
Post-training assessment	Google Form	QR code	10 mins
Output Assessment			5 mins