

## **Invitation to introduction for new employees Tuesday May 21, 2019**

3F København og Danske Mediers Arbejdsgiverforening (DMA) offers an introduction course for new employees.

The following topics will be covered at the course:

- Presentation of instructors and their background
- The basis of the job
  - Quality of distribution
  - Use of correct technique for distribution
  - Driving on a scooter
  - The use of e-LIGA terminal
  - Using and keeping the keys safe
- Workplace environment and safety
  - AMO (workplace environment organization) and AMR (workplace environment representative)
  - Workplace accidents and reporting of these
  - Conflict management (internally and towards customers)
  - Lifting technique, clothing and lighting
  - Traffic in certain types of weather
- Understanding the product and the clients
  - Product types
  - From client to end user – part of the Danish infrastructure

### **Place and time**

Tuesday May 21, 2019 from 9.30 am – 3.00 pm at 3F Storkøbenhavn, Sct. Jacobsvej 10, 2750 Ballerup.

### **Instructors**

Workplace environment representative Hans Henrik Jensen from BS Distribution, distributor William Pedersen and union representative John Grove from PM-Distribution.

### **Language**

The course will be held in English.

### **Practical information**

The course is free, and you will be compensated with DKK 1.050. The amount covers transport and wage losses as a result of the freedom the night before the course. Food and beverages will be served during the course.

### **Registration**

Provisional registration is to be made to your employer **no later than April 21, 2019**. You and your employer will receive information whether you are attending the course or if you will be offered a spot on a later course. In case of illness you must inform your employer immediately that you cannot participate. You will not receive the DKK 1.050,00 compensation in this case. Registration for the course is binding and is considered as working hours.