



## Workshop Descriptions

### **14 Duties of Coaching – 90 minutes**

When tragedy strikes an athletic participant, coaches and athletic directors are held to extraordinary standards by courts. This workshop concentrates on the legal and practical, day-to-day duties of coaches. The training includes: instruction standards, supervision requirements, documentation, athletic conditioning and preparation, competitor match-up requirements, safety equipment, hazards and transportation.

### **ASB and Booster Club Funds – 60 minutes**

How does your school district utilize the benefits of a booster club, yet find a balance in a workable and managed relationship? This workshop is designed to assist schools and booster clubs in working together for the support of school programs. Keeping your booster club under the school district's coverage necessitates district control of activities and spending. This can create a political nightmare! A review of the roles of school boards, school employees, ASB operations, and accounting procedures, within the state laws, help schools correlate their efforts in a positive and proactive way to make booster clubs work.

### **Addressing Personnel Challenges through Effective Leadership – 90 minutes**

This training covers what effective supervisors do to increase productivity and minimize personnel problems. Participants will look at the results of the largest survey of its kind that asked, "What Makes a Good Boss?" and "What are the Best Practices of the Most Effective Managers?" The training will cover the right and responsibility of supervisors to address and resolve personnel problems and tools for resolving them. Participants will leave with practical knowledge, and a document in hand for reference, that they can use the next day at work. Course content is based on **First Break All the Rules** (Buckingham and Coffman) and **Crucial Conversations and Crucial Confrontations** (Patterson, Grenny, McMillan and Switzer).

### **Appropriate Professional Workplace Behavior – 90 minutes**

In this training, three (3) main topics will be addressed: 1) Professional Work Environment, 2) Managing Conflict, and 3) Professional Behavior Communicating with Respect. Specific areas of discussion will address constructive and destructive conflict, communication skills in dealing with conflict by developing healthy responses, and communicating with respect. A group activity will have attendees identify personal traits that are important to a professional workplace and share with the entire group.

### **Bullying in Schools – 90 minutes**

The thrust of this training is to provide school employees and/or students (grades K-12) with best practice strategies, and practical tools as they relate to minimizing bullying in schools. By proactively becoming aware of the latest reporting, documentation, and investigation procedures, your school will begin the process of resolving peer conflict before it escalates.

### **Bullying in the Workplace – 90 minutes**

Workplace bullying can be a health and safety issue. The impact of bullying can cause stress, anxiety and psychiatric injury that can last for many years. It may also infect the workplace, affecting production and the achievement of workplace goals. Employers have a "duty of care" obligation to provide a safe working environment; meaning psychologically safe, as well as physically safe. In this workshop, the presenter will define and give examples of bullying, discuss how it affects people and the school district, how it differs from harassment, and what can be done about it by both employees and employers.

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**Collision Response - 2 hours**

Collisions are among the most frequent types of claims insurance companies respond to. In this workshop, participants will learn what constitutes a collision and why it is essential to thoroughly investigate incidents. Participants will learn: necessary information to gather on scene, how to adequately document incidents with photographs and videos, and who needs to be notified of incidents. This workshop is tailored specifically for those responding to the scene of collisions.

**Concussion Management - 90 minutes**

With the passage of HB1824, the Zackery Lystedt Law, all coaches, players and parents will be required to have concussion awareness training prior to a player starting practice for a particular sport. This workshop will augment school district efforts to comply with the legislative mandates including additional assistance with developing emergency plans, working with staffs who serve concussed students, working with school employees, players and parents to better understand the importance of concussion recognition, early intervention and good return-to-play procedures appropriate to the school's resources.

**Confidentiality: Everything You Need to Know About FERPA – 90 minutes**

This interactive workshop discusses the legal requirements of FERPA (Federal Education Rights and Privacy Act of 1974) and confidentiality. Today more than ever, our ability to uphold student privacy is crucial, not only to protect the students we serve but to protect our employees and school districts. There are many practical examples and scenarios in this workshop used to help understand the application of the law, as well as when and where confidentiality can be broken.

**Confidentiality in the Workplace – 90 minutes**

In today's times everyone needs to be aware of what is involved in confidentiality and what liability is involved. The purpose of this workshop is to understand the definition and importance of confidentiality, know what information is confidential and be aware of the liability involved in a confidentiality breach. You will learn the four point test to determine confidentiality and become familiar with "incidental disclosures" and how to minimize a breach of confidentiality. We will also discuss what management's responsibility is regarding rumors.

**Defensive Driving – 2 hours**

Becoming aware of the common mistakes to avoid while operating a vehicle can save lives and reduce claim frequency. This basic two-hour course is offered at your location, for anyone in your school district that operates a vehicle. This interactive course offers participants the basic tools of defensive driving and will analyze the common mistakes in driving that lead to accidents. The class is intended for general audiences, yet can be tailored for problematic drivers.

**Defusing Anger in the Workplace – 90 minutes**

Workplace anger can be linked directly to innumerable personnel problems, including workplace violence. All employers have the right and responsibility to establish and maintain a well disciplined workplace that is free from harassment, intimidation and bullying. This training can be directed at any source of anger including: customers, co-workers, supervisors, students, or parents. The primary goals of this in-service are to both understand and control one's own anger, as well as how to effectively deal with expressed anger in others.

**Diversity in the Workplace – 90 minutes**

In this workshop, we will take a look at what diversity is and why talking about diversity is important. We will look at the legal requirements that drive diversity, as well as who can commit and experience harassment in the workplace and when the school district is liable for such harassment. We will examine the best practices regarding perceptions and stereotypes, as well as what works when leading a respectful workplace. Also covered is understanding the role and responsibility of every employee in keeping your school district in compliance with the law and meeting policy objectives.

**Diversity with a Focus on Sexual Harassment – 2 hours**

This workshop begins by explaining sexual harassment and provides insights regarding the impact on the school district and the legal implications. Offering tools for communication and understanding, this workshop brings all employees into a thoughtful discussion to recognize their individual part in fostering a safe, respectful culture within their district.

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### **Dos and Don'ts of Discipline – 90 minutes**

Supervisors often state that confronting personnel problems are among the most difficult aspects of their job. This workshop attempts to alleviate apprehension among supervisors in that process. The training begins with an emphasis on prevention while also discovering what core management principles minimize personnel problems. After enacting preventative measures, the workshop reviews the supervisor's role when corrective action becomes necessary. The training also outlines: clear steps of progressive discipline, job descriptions, evaluations, policies/procedures, contract language, investigations, documentation, employee rights, due process and just cause.

### **Driver Training Simulator (DTS) - Two trainees/per hour**

Offered exclusively to programs administered by Canfield, the Driver Training Simulator is a three-channel plasma screen immersive driving environment. This training can be adapted for any driving situation. Drivers will be trained to recognize and anticipate hazardous driving situations in difficult and common environments, environmental factors such as adverse weather, and practice collision-avoidance when backing. This training will help reduce accidents by reinforcing positive decision making through training in realistic risk-free situations.

### **Driving Skills Cone Course – Minimum 2 hours**

The cone course provides hands-on driver training designed to give your employees in-car driving practice with their work vehicles. Time will be spent in descriptive training, and in a vehicle to utilize concepts and techniques learned during the training. All exercises are slow speed and designed to increase your employees' confidence in their ability to maneuver their vehicle. The training is highly adaptable to your organization's needs, from group training to one-on-one training during the day we spend with you. Topics covered include driver familiarization with the vehicle, to include controls and mirror adjustments. Also, the student will be introduced to techniques and the use of reference points for successful completion of the exercises. Space must be considered: a minimum area of 220 feet by 50 feet is required for setting up the course. Please contact Canfield to discuss how this training can be configured to meet your organization's needs. The cone course can also be combined with our certified defensive driving presentation to further emphasize your commitment to safe vehicle operation.

### **Enhancing Workplace Climate – 90 minutes**

Dissatisfaction with workplace culture is one of the foremost reasons employees leave their jobs. This workshop reveals the latest research in relation to workplace climate including: workplace climate and its impact on liability, the role of leadership in fostering an enhanced workplace, and how employees define successful leadership. Each session is designed to meet the needs of both leadership and employees alike. By blending current research with contemporary best-practice analysis, participants learn the essential building blocks to enhance their workplace.

### **Front-line Liability Issues Overview – 60 minutes**

This training focuses on the leading personnel problems that result in claims and/or litigation. Our experience defending entities in court lends a sophisticated understanding of liability-related issues. The training underscores basic information as it relates to: sexual harassment, employee discipline, use of force, intimidation and bullying, employee rights, negligent hiring or negligent retention, negligent supervision, retaliation, deliberate indifference, and due process. This overview is valuable training for both supervisors and employees interested in learning to minimize liability in their workplaces.

### **Hiring Smart – 60 minutes**

This valuable workshop assists employers in developing a hiring plan; from creating the job description through screening and selecting the right candidate. Participants will learn proven practices and the legal requirements of "doing it right." The training includes sample documents, along with proper search and job-listing techniques to find the best possible candidate. The sound practices taught in this program enable you to avoid the costly litigation process brought about by hiring the wrong individual or going about the process incorrectly.

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### **Impairment Recognition - 2 hours**

The improper use of alcohol or marijuana may result in unsafe working conditions. Recognizing the signs of alcohol and/or marijuana consumption and impairment in an employee is an important first step in reestablishing a safe environment. Attendees will learn to recognize the basic signs and symptoms of consumption and impairment of these two popular and legal substances. This course will also explore ways to help the employee, and at the same time, minimize risk and liability. Early intervention is the key.

### **Law Enforcement Training Simulator (LETS)**

Our LETS system will be brought to your location by a certified firearms/use-of-force team. This virtual reality simulator provides law enforcement & security personnel with challenging and realistic training in use-of-force. The simulator is equipped with a variety of weapons, including: handguns, Taser, Bushmaster M-4 Patrol rifle and OC spray. With the virtual reality system, attendees are placed in a variety of scenarios demanding a split-second thought process. This simulator will help control use-of-force claims, yet more importantly, save the lives of law enforcement officers and security personnel.

### **Maintaining a Professional Work Environment – 90 minutes**

All workplaces face personnel issues that can have a negative impact on every aspect of business. While rules, procedures, policies, and codes of conduct attempt to prevent problems by setting clear expectations, no school district is totally free of workforce difficulties. This workshop addresses conduct that can create a breach or violation of workplace professionalism. Harassment, bullying, teasing, intimidation, workplace relationships, rumors, confidentiality, silence, violence, and retaliation are examples of topics discussed in a deterrent approach. Too often we operate in a crisis mode waiting until the problem explodes and are then forced to address the issue. Dealing with sensitive issues is most effective when it is done in a prevention format, which is the focus of this workshop.

### **Maintaining Professional Boundaries – 90 minutes**

Boundary Invasion is any act or omission that violates the professional adult/child working relationship. This workshop was designed to help school employees protect students by addressing problems associated with boundary invasion. The course emphasizes: boundary behavior, differences between boundary invasion and grooming, how to address problems and how to report concerns. The session ends by stressing the importance of individual policies and procedures as they relate to boundary invasion issues

### **Managing and Disciplining Students without Physical Intervention - 90 minutes**

This training is for school employees who supervise students in a variety of school settings: the classroom, cafeteria, playground, or the school bus. The emphasis is to minimize problems by proactively setting clear expectations with procedures, routines, and rules. Research from the experts Randy Sprick, Anita Archer, and Harry Wong is used to provide practical and effective management tools. You will learn how to respond when students are challenging by using “defusers” before the debate becomes a conflict. The task and importance of remaining calm and composed when addressing student misbehavior is also examined. “What determines liability?” and the dos and don’ts of physical intervention are also reviewed.

### **Managing Conflict - 90 minutes**

All relationships, personal and professional, experience some kind of conflict; this is normal, natural and sometimes necessary for growth and development. In this workshop we will discuss the myths and truths, the greatest mistakes and the ingredients that are involved in conflict. You will learn how to manage conflict, develop your communications skills and resolve conflict within your school district.

### **Open Public Meeting Act/Public Records Request - 2.5 hours**

This training will provide your elected officials, staff, board, council, and commissioners with the required training, per RCW 42.30 and RCW 42.56, effective on July 1, 2014. During this training, attendees will learn what constitutes a meeting, what meetings are not subject to the OPMA, what notice is required for public meetings, what a special meeting is, and the consequences of violating the OPMA. Attendees will also learn when executive meetings may be called, the procedures to call a meeting, and when they may be personally liable.

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### **Open Public Meeting Act/Public Records Request (con't) 2.5 hours**

The goal of the Public Records Request portion of the training is to harness the collective knowledge and talent of the Public Records Officer within your organization to increase transparency and Public Records Act compliance through education. This is a basic compliance course with a detailed review of the basics for handling public records, guidance on E-Records, social media, metadata, tips for dealing with difficult requests, and training your employees.

### **Performance Appraisals – 60 minutes**

Employment issues continue to be a focal point of litigation. This workshop explores the need to have honest, concrete, well-documented performance evaluations of employees and volunteers. This training offers practical input related to: evaluation techniques, required forms and procedures, legal requirements, the relationship between job description and evaluation, timelines, contract language, and evaluator training.

### **Public Officials Liability / Creating Balance - 90 minutes**

This workshop is tailored to elected officials, administrators and supervisors. Attendees are offered a detailed understanding of the role each individual plays in the composition of a well-managed school district. The presentation conveys: roles, public duty, negligence, liability pitfalls, litigation traps, punitive damage exposures and many other relevant topics geared to protect and enhance the position of a public official.

### **Public Records Request - 90 minutes**

The goal of this workshop is to harness the collective knowledge and talent of the Public Records Officers to increase transparency and Public Records Act compliance through education. This is a basic compliance course highlighting a detailed review of the basics for handling public records, guidance on E-Records, social media and metadata, and tips for dealing with difficult requests and training your employees.

### **Recognizing and Reporting Child Abuse and Misconduct – 90 minutes**

This timely workshop discusses the recognition of child abuse and sexual misconduct from sources both within and outside of the school district. The workshop highlights when reporting is required, as well as vital information to include in reports. The training concludes by sharing how employees, administrators and volunteers can protect themselves, children and peers from allegations.

### **Right Response Training - 4-14 hours**

When safety is your responsibility, the RIGHT RESPONSE workshop is your essential toolbox for determining the best course of action in any situation to achieve a safe, lasting and positive result. These tools will help you successfully manage aggression or behavioral challenges and help you prevent such incidents from occurring in the future! There are four versions of the workshop which we offer to attendees concurrently to give them just the amount of training they need: Primer, Elements, Elements+ and Advanced.

- Primer: The first four hours is primarily focused on De-escalation Techniques and is great if you have limited contact with clients. Complete and receive a Certification of Attendance.
- Elements: Maximize Safety with Self-Protection Skills, in addition to the Primer (7 hours). Complete and receive a 2-year certification.
- Elements+: For your therapeutic contact with clients, learn how to prevent escalations with Proactive Environments and Positive Behavior Support. Also includes Advanced De-escalation skills (11 hours). Complete and receive a 2-year certification.
- Advanced: This full, 14-hour certification gives you all the skills of Prevention, De-escalation, Postvention and Physical Interventions, including Escorts and Therapeutic Holds. Complete and receive a 1-year certification.

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### **School Security – 2 hours**

This training is designed for the unarmed, in-house campus security monitors and administrative staff charged with handling potentially illegal activities which violate school policies. The training reveals the rights of school officials and campus security as it relates to detaining and searching a student or visitor on school grounds. Proper techniques and liability associated with reporting and use-of-force, are among other related topics covered throughout the session.

### **Sexual Harassment in the Workplace – 90 minutes**

This training helps participants identify and apply the important elements of carefully and correctly handling sexual harassment issues and complaints. This workshop offers a detailed overview of what sexual harassment is while also explaining: legal definitions, prevention techniques, and how to handle sexual harassment complaints. Participants will learn to identify, take action and distinguish potential issues before they occur.

### **Social Networking with Professional Boundaries – 90 Minutes**

Social media's impact upon the educational system is a continuous and rapidly evolving phenomenon. The benefits to education are ever changing, as technology moves into the future at an alarming pace. Along with the many benefits to our educational system, social media also presents significant risks. This workshop will look at social media and how it interacts with the professional boundaries required by all school employees. The presenter will also discuss the pros and cons of social media, identify the risks, and review best practices for school districts and employees.

### **Supervision of Students During Unstructured Times – 90 minutes**

If you supervise students outside the classroom, this training is designed for you. The session offers best practices for employees/volunteers who supervise children including: steps to minimize liability and maximize child safety, legal duties surrounding supervision and behavior management techniques. At the conclusion of the course, all participants are offered a supervision checklist of important predict-and-prevent factors, which help guide necessary supervision changes.

### **Taser Training - 5-8 hours**

This course is brought to you on-site by a certified Taser instructor. Our instructor can certify users in the use of the Taser X26, X26P or the X2 Conducted Electrical Weapon systems. This five to eight hour block of instruction (depending on class size) will certify your law enforcement or security officer to carry and utilize your agency's preferred Taser CEW. Our team can also assist in writing or modifying your Use-of-Force policy to include the Taser CEW.

### **The Challenging Job of the School Bus Driver – 90 minutes**

This presentation focuses on the unique challenges bus drivers face when managing student behavior. Along with liability-related issues, this course underscores recent "best practices" among transportation departments. The training also equips drivers with practical ideas to incorporate into student discipline models. Establishing and maintaining a well-disciplined transportation department poses many challenges, yet through this workshop many of those challenges are alleviated with realistic solutions.

### **True Colors® Communicating With People Who Think Differently Part 1 – 2.5 hours**

Meaningful personal interaction between staff is essential to an enjoyable and productive workplace. In this workshop, a certified True Colors presenter, through individual assessment, will translate complicated personality and learning theory into practical application. Participants will learn essential tools to bridge the gaps in communication, trust and respect. This educational and motivational opportunity can initiate the difference between a strong, transparent and efficient workplace versus problematic indifference.

### **True Colors® Communicating With People Who Think Differently Part 2 – Minimum 1.5 hours**

In our Communicating With People Who Think Differently part 2 training, the trainer will review the four core values presented in part 1. After providing a refresher of the basic awareness seminar, the presenter will apply personality characteristic theory to intrapersonal communication, motivation, time management, dealing with stress and handling change. This seminar is designed to be customized to the school district's needs. Other areas of focus can be added.

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