

# Reducing risk through **training**



On-site training that  
addresses your needs



## **A Commitment to Excellence**

**United Schools Insurance Program (USIP)** contracts with **Canfield & Associates (C & A)**, a third party administrator for property and casualty insurance programs, to provide services to all of their members. Educating members in areas of risk has proven to reduce and eliminate loss.

C & A has been providing workshops to hundreds of clients in the Northwest since 1985. Thousands of attendees have learned and benefited from presenters who are knowledgeable in their field as well as trained in preparing and presenting material.

Our educational workshops and presentations, which can be designed to fit the goals important to you, provide valuable training to your staff at your location. These presentations are informative, specific and will give attendees current tools to better perform their duties. On-site training is the perfect solution for training a few employees or launching a widespread training effort. It's completely hassle free and it produces immediate and measurable results. Best of all, this service is available to you at no additional cost.

**Call us today! 1.800.407.2027**

## **Bullying in Schools** (90 minutes)

This bullying in-service is designed for any employee who supervises students. The definition of bullying separates this behavior from teasing, student harassment and resolving peer conflict. Reporting, documentation and investigation procedures of alleged bullying incidents are provided. The main emphasis, however, is providing school employees with strategies for minimizing bullying in schools.



## **The Challenging Job of the School Bus Driver** (60 minutes)

This presentation focuses on the unique challenges bus drivers face when managing student behavior. Along with related liability issues, a research based "best practices" provides practical ideas when dealing with student discipline. Establishing and maintaining a well-disciplined transportation department poses many challenges. The goal of this training is to provide assistance with those challenges.

## **Cheerleading** (60 minutes)

This workshop is designed to assist school districts in defining the type and level of cheerleading activity the school wants, as well as ASB involvement. In addition, the participants, students, advisors, administrators and parents learn the responsibilities of all parties in providing a quality cheer program for students. Students and parents learn about the risk involved in stunting activities. Administrators and advisors learn about the legal responsibilities for school personnel.

## **Confronting Personnel Problems** (60 minutes)

This training begins with an emphasis on prevention. What are the core management principles that minimize personnel problems? After prevention, what is the role of the supervisor when corrective action becomes necessary? The steps of progressive discipline are reviewed and include the role of each of the following: job descriptions, evaluations, policies/procedures, contract language, thorough and unbiased investigations, documentation, employee rights, due process, just cause and past practice. Supervisors often state that confronting personnel problems is the most difficult aspect of their job. This workshop attempts to help the supervisor in that process.

## **Computer Use and Internet Guidelines** (60 minutes)

The Internet is an educational and research tool. However, with this wealth of knowledge comes a potentially destructive and dangerous environment. Improper Internet use has become an alarming management problem. This workshop will provide you with proper procedures, monitoring and guidelines for Internet use for your employees.



## **Defensive Driving** (3 hours)

The basic three-hour course is offered on-site for the drivers of your vehicles. Instruction will include an engaging interactive learning style with the use of lecture, handout materials, Power Point and classroom feedback. Participants will be refreshed on the basics of driving and will analyze the common mistakes in driving that lead to accidents. Upon completion of the class, participants will be issued a certificate. The class is intended for general audiences or can be geared for problem drivers.

## **Demanding World of a Physical Education Teacher** (3 hours)

Physical Education programs can be a source of debilitating injuries and litigation. A workshop designed for PE instructors grades K-12 will assist instructors with developing sound risk management curriculums and programs while maintaining safe facilities. Three hours are recommended for this workshop allowing teachers ample time for applying concepts to their current teaching schedule. With prior approval, this course may qualify for certified teacher credit on district salary schedules.



## **Diffusing Anger in the Workplace** (60 minutes)

Workplace anger is the source of many personnel problems, including workplace violence. The employer has the right and responsibility to establish and maintain a well disciplined workplace that is free from harassment, intimidation and bullying. This basic rule provides guidelines for dealing with workplace anger. The training would be beneficial for supervisors directed to confront this issue or any employee who has to deal with this problem in their job. The training can be directed at any source of anger:

customer, co-worker, supervisor, student, or parent. The primary goals of this in-service are to both understand and control your own anger and be able to effectively deal with expressed anger in others.

## **Diversity in the Workplace** (90 minutes)

In this workshop, we will discuss harassment in the workplace and when the company is liable for such harassment. Also covered is understanding the role and responsibility of every employee in keeping your organization in compliance with the law and meeting policy objectives.



## **Driver Training Simulator**

Offered exclusively to programs administered by C & A, the Driver Training Simulator is a three-channel plasma screen immersive driving environment that combines the look and feel of a real vehicle. This training can be adapted for any driving situation. Drivers will be trained to recognize and anticipate hazardous driving situations in difficult and common city environments, simulate environmental factors, such as adverse weather, as well as practice collision-avoidance when backing. This training will help reduce accidents by reinforcing positive decision making through training in realistic risk-free situations. The simulator is centrally located at our headquarters in Ephrata, WA. The length and goals of training varies upon your specific needs.

## **Enhancing Workplace Climate** (60 minutes)

This workshop discusses the latest research on the determining factors of workplace climate: how does workplace climate impact liability and what role does leadership play? These questions are addressed, as well as, how do employees define leadership and what makes a good boss. The methods of businesses that have successfully enhanced workplace climate are also discussed.

## Front-line Liability Issues Overview (60 minutes)

This training focuses on the leading personnel problems that end up in claims and/or litigation. Because of our experience defending claims in court, we have a good understanding of these issues. When studying "What went wrong?" and "Could anything have been done to prevent this?," we learn valuable lessons that add to our training. Topics to be discussed include, but are not limited to: sexual harassment, employee discipline, Internet guidelines, use-of-force, intimidation and bullying, employee rights, negligent hiring or negligent retention, negligent supervision, retaliation, ADA accommodations and policy issues. Reasonable cause, put on notice, deliberate indifference, known or should have known, adverse employment action and due process are terms that are explained as they relate to minimizing liability. These legal terms are made easy to understand when presented in case studies. This overview is a valuable training for both supervisors and employees.

## Hazing in Schools (60 Minutes)

In athletic settings, some may view hazing as a harmless rite of initiation or an important activity for team bonding. Actually, it is a form of harassment and represents a disciplinary offense. Hazing cannot and should not ever be permitted. In this workshop, we will take a look at the laws and liabilities surrounding hazing, as well as the effects it has on students, the ways to reduce hazing, what students think about it and the possible consequences to not only students but to the coaches/advisors, as well.

## Helping Booster Clubs (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, helps schools correlate their efforts in a positive and proactive way to make booster clubs work.



## Hiring and Supervising Coaches (60 minutes)



A workshop emphasizing four steps to providing student athletes with a safe environment enabling them to find success in athletics/activities. Participants will learn effective hiring practices, coaching supervision goals, elements for administrative training and characteristics of successful player/coach relations. Attendees will also learn what is acceptable behavior for coaches and what type of behavior might trigger an investigation. There is much more to coaching than just a winning season. This workshop is highly recommended for school boards, superintendents, principals, athletic directors and coaches.

## Hiring Smart (60 minutes)

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

## Law Enforcement Training Simulator (LETS)

Our LETS system will be brought to your location by our Washington Criminal Justice Training Commission certified firearms/use-of-force team. This virtual reality simulator provides your security personnel with difficult, challenging and realistic training in use-of-force. Our unit is equipped with a variety of firearms, including 9mm, 20 cal. and 45 cal. handguns, Taser, Bushmaster M-4 Patrol rifle and OC spray. With the virtual reality system, attendees are placed in a variety of situations demanding a split second thought process. Escalation of force issues challenge even the most experienced participants. Lanes training marksmanship is also available with bullet tracing, squeeze analysis. Breathing patterns are also critiqued. This simulator will help control the use-of-force claims, but most importantly, save the lives of law enforcement officers.

## Legal Aspects in Sports (60 minutes)

Coaches are being held to superhuman standards by our courts when tragedy strikes a participant. This workshop concentrates on the legal and daily duties of coaches. Topics include, but are not limited to, instruction standards, supervision requirements, documentation, athletic conditioning and preparation, competitor match-up requirements, safety equipment, hazards and transportation issues.



## Public Officials Liability / Creating Balance (60 minutes)

This workshop is tailored to elected commissioners, administration and department heads. Attendees will gain a detailed understanding of the role each individual plays in the make-up of a well-managed organization. Roles, public duty, negligence, liability pitfalls, litigation traps, punitive damage exposures and other critical issues are taught in an informative presentation. In addition, our presenter will provide a short and concise overview of insurance coverage, exclusions, personal liability issues and where insurance coverage begins and ends for the elected official and employee.



## Recognizing and Reporting Child Abuse (60 minutes)

This timely workshop discusses the recognition of child abuse and sexual misconduct, both from sources outside the school and misconduct by school employees. When reporting is required and what to report are discussed. This presentation concludes with how teachers and other school employees can protect themselves from allegation.

## Report Card on Performance (60 minutes)

Employment issues continue to be a focal point of litigation for all employers. This workshop explores the need to have honest, concrete, well documented performance evaluations of employees and volunteers. Proper evaluation techniques, forms and procedures are outlined, along with legal requirements, relationship between job description and evaluation, time lines, contract language and evaluator training.

## School Security (2 hours)

This training is designed for the unarmed, non-law enforcement, in-house campus security monitors and administrative staff charged with the detection and reporting of varying issues associated with handling potentially illegal activities, which violate school policies. What are the rights of school officials or campus security monitors when it comes to stopping, detaining, or searching a student or visitor to the school. We will also discuss proper report writing, when, how and for what reasons a report should be generated. We will visit the liability pertaining to these issues, along with using force on students and visitors to the schools.



## Sexual Harassment in the Workplace (90 minutes)

This timely workshop is designed for all employees, including board members, administration and staff. The presentation explains sexual harassment and provides information about impact on the workplace, remedies and how to handle harassment issues. It is intended to put everyone on notice that sexual harassment cannot be tolerated in the workplace.



## Supervising Students During Unstructured Times (60 minutes)

This workshop reviews best practices for school employees who supervise students outside the classroom. Steps to minimize liability and maximize student safety are key issues addressed. The legal duties surrounding supervision are discussed with case studies providing examples. A supervision checklist of important predict and prevent factors is also covered. This workshop concludes by exploring five behavior management techniques used when supervising students. If you supervise students outside the classroom, this program is designed for you.

## Team Building (2<sup>1/2</sup> 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 tools to bridge the gaps in communication, trust, and respect. This educational opportunity can be the difference between a strong, bonded and efficient workplace versus problematic indifference.



# Experience you can count on



**Steve Bridge**  
Workshop Presenter



**Linda Clark**  
Workshop Presenter



**Pat Flannery**  
Workshop Presenter  
Curriculum Development



**Dave Johnson**  
Workshop Presenter



**Dick Langum**  
Program Representative  
Workshop Presenter



**Bruce Reim**  
Workshop Presenter



**Rich Romm**  
Marketing Director  
Workshop Presenter



**Jan Schuette**  
Workshop Presenter



**Mark Sherwood**  
LETS Specialist  
Workshop Presenter



**Lori Sieverkropp**  
Account Education  
Workshop Coordinator



**Chris Youngberg**  
Account Education Manager  
Workshop Presenter



**Larry Yount**  
Driving Simulator Specialist  
Workshop Presenter



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