



Training Descriptions

ADDRESSING PERSONNEL CHALLENGES THROUGH EFFECTIVE LEADERSHIP 1.5 HOURS

This training covers how effective supervisors increase productivity and minimize personnel problems. Participants gain practical knowledge that they can use the next day at work based on First Break All the Rules (Buckingham and Coffman) and Crucial Conversations and Crucial Confrontations (Patterson, Grenny, McMillan and Switzler).

BULLYING IN THE WORKPLACE 1.5 HOURS

Employers have a “duty of care” obligation to provide both a psychologically and physically safe working environment for their employees. This training defines and gives examples of bullying, discusses how it affects people and organizations, how it differs from harassment, and what can be done about it by both employees and employers.

COLLISION RESPONSE 2 HOURS

Auto collisions are among the most frequently made claims. In this training, 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. This training is tailored specifically for those responding to the scene of collisions.

CONFIDENTIALITY IN THE WORKPLACE 1.5 HOURS

This training defines confidentiality, covers what information is confidential, and addresses the liability involved in a confidentiality breach. Participants will learn the four-point test to determine confidentiality, become familiar with “incidental disclosures”, how to minimize a breaches, and management’s role regarding workplace rumors.

DEFENSIVE DRIVING 2 HOURS

Avoiding common mistakes while operating a vehicle can save lives and reduce claims. This course is offered at your location for anyone in your organization that operates a vehicle, covers the basics of defensive driving and analyzes common mistakes that lead to accidents. The class is intended for general audiences, but can be tailored to address specific areas of concern.

DEFUSING ANGER IN THE WORKPLACE 1.5 HOURS

All employers have the right and responsibility to establish and maintain a well-disciplined workplace that is free from harassment, intimidation, bullying, and violence. This training addresses sources of anger including: customers, co-workers, or supervisors. The primary goals of this training 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 1.5 HOURS

In this training, we will discuss the importance of diversity, the legal requirements regarding diversity, as well as issues relating to harassment and when an organization might be liable for such harassment. We will examine best practices regarding perceptions and stereotypes, what contributes to a respectful workplace, and the role and responsibility of every employee in keeping your organization in compliance with the law.

Administered By:



Please contact Lori Sieverkropp at lsieverkropp@choosclear.com or (800) 407-2027 ext. 4047 with questions or to schedule a training.



Training Descriptions (PAGE 2)

DIVERSITY WITH A FOCUS ON SEXUAL HARASSMENT 2 HOURS

This training provides insights regarding the potential impact and legal implications of sexual harassment in an organization. This training offers tools for communication and understanding to bring all employees into a thoughtful discussion to recognize their part in fostering a safe, respectful culture within their organization.

DOS AND DON'TS OF EMPLOYEE DISCIPLINE 1.5 HOURS

Supervisors often state that confronting personnel problems is among the most difficult aspects of their job. This training provides specific details to alleviate this apprehension and equip them to confront these challenges. The training 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 Clear Risk Solutions, the Driver Training Simulator is a three-channel plasma screen driving environment. Drivers can practice recognizing and responding to hazardous driving situations, environmental factors, and collision-avoidance. This training reinforces positive decision-making in a realistic, but risk-free way. For more information, please refer to our DTS flyer, [available on the website](#).

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. All exercises are slow speed and designed to increase your employees' confidence. The training is highly adaptable to your organization's needs, and can also be combined with our defensive driving presentation. Please note, a minimum area of 220 feet by 50 feet is required for setting up the course.

ENHANCING WORKPLACE CLIMATE 1.5 HOURS

Dissatisfaction with workplace culture is one of the foremost reasons employees leave their jobs. This training explores a culture's impact on liability and the role of leadership in fostering a healthy workplace. Both leaders and employees can benefit from this training to learn the essential building blocks of enhancing their workplace climate.

FRONT-LINE LIABILITY ISSUES OVERVIEW 1 HOUR

This training reviews 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 for both supervisors and employees interested in learning how to minimize liability in their workplaces.

HIRING SMART 1 HOUR

This training assists employers in developing a hiring plan, from creating the job description through screening and selecting the right candidate. Participants will learn practices such as effective search and job listing techniques, as well as legal requirements of hiring. The practices taught in this program can help avoid costly litigation processes brought about by either hiring the wrong individual, or going about the hiring process incorrectly.

IMPAIRMENT RECOGNITION 2 HOURS

Recognizing the signs of alcohol and/or marijuana consumption and impairment in an employee is an important first step in establishing a safe working environment. Attendees will learn to recognize the basic signs and symptoms of consumption and impairment of these substances. This course emphasizes early intervention to minimize risk and liability.

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Training Descriptions (PAGE 3)

LAW ENFORCEMENT TRAINING SIMULATOR (LETS)

This virtual reality simulator provides law enforcement and security personnel with challenging and realistic training in use-of-force scenarios. This training can give your law enforcement and security personnel a distinct advantage, both in the performance of their duties, and in the ability to protect themselves and others in use-of-force confrontations. For more information, please refer to our LETS flyer, [available on the website](#).

MANAGING A MULTI-GENERATIONAL WORKFORCE 1.5 HOURS

Five generations of workers will soon be represented in the workforce. Whether you are an administrator, executive director, manager, or superintendent, you've probably encountered a few challenges stemming from the varying perspectives and priorities that workers from different generations bring to your organization. Conflict between generations is increasingly cited as a driver of low engagement. Schedule this training to learn about risk in a workplace with workers representing three, four, or five generations.

MAINTAINING A PROFESSIONAL WORK ENVIRONMENT 1.5 HOURS

This training 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 such problems. The training will explore effective prevention through constructive and destructive conflict, developing healthy responses during a conflict, and communicating with respect.

MANAGING CONFLICT 1.5 HOURS

Organizational conflicts are normal, natural, and sometimes necessary for growth and development. In this training we will discuss the myths and truths of conflict, the greatest mistakes people make, and factors involved in conflict. Participants will learn how to manage conflict, develop communications skills, and resolve conflicts.

PERFORMANCE APPRAISALS 1 HOUR

Employment issues continue to be a focal point of litigation. This training 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 ROLES & RESPONSIBILITIES 1.5 HOURS

This training 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 organization. The presentation covers: 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.

SEXUAL HARASSMENT IN THE WORKPLACE 1.5 HOURS

This training 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.

TASER TRAINING 5-8 HOURS

This training can certify your law enforcement or security officer to carry and utilize Taser X26, X26P, or the X2 Conducted Electrical Weapon systems (CEW). Our team can also assist with your Use-of-Force policy to include the Taser CEW.

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Training Descriptions (PAGE 4)

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 training, a certified True Colors presenter will translate complicated personality theory into practical application. Participants will assess themselves and learn essential tools to bridge the gaps in communication, trust, and respect with other personalities.

TRUE COLORS® COMMUNICATING WITH PEOPLE WHO THINK DIFFERENTLY PART 2 MINIMUM 1.5 HOURS

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 organization's needs. Other areas of focus can be added.

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