



# Training Descriptions



## **14 DUTIES OF COACHING 90 MINUTES**

Coaches and athletic directors are held to extraordinary standards by courts. This training addresses the legal and practical duties of coaches such as: instruction standards, supervision requirements, documentation, athletic conditioning and preparation, competitor match-up requirements, safety equipment, hazards, and transportation.

## **ASB & BOOSTER CLUB FUNDS 60 MINUTES**

Schools and booster clubs must work together for the support of school programs while finding a balance between their distinct roles and responsibilities. This training reviews the roles of school boards, school employees, ASB operations, and accounting procedures to help schools and booster clubs interact in a positive and proactive way.

## **ADDRESSING PERSONNEL CHALLENGES THROUGH EFFECTIVE LEADERSHIP 90 MINUTES**

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 SCHOOLS 90 MINUTES**

This training provides school employees with best practice strategies and practical tools to minimizing bullying. This training covers the latest reporting, documentation, and investigation procedures to assist your school in resolving peer conflict before it escalates.

## **BULLYING IN THE WORKPLACE 90 MINUTES**

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.

## **CONCUSSION MANAGEMENT 90 MINUTES**

HB1824, the Zackery Lystedt Law, requires all coaches, players, and parents to have concussion awareness training for certain sports. This training can augment school district compliance with legislative mandates and assist school employees, players, parents, and staff who serve concussed students to better understand the importance of concussion recognition, early intervention, and return-to-play procedures appropriate to the school's resources.

## **CONFIDENTIALITY: EVERYTHING YOU NEED TO KNOW ABOUT FERPA 90 MINUTES**

This interactive training discusses the legal requirements of FERPA (Federal Education Rights and Privacy Act of 1974). Upholding student privacy is crucial protecting students, employees, and school districts. This training uses practical examples and scenarios to increase understanding of the law and how confidentiality can be broken.

Administered By:



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## **CONFIDENTIALITY IN THE WORKPLACE 90 MINUTES**

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 school district 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 90 MINUTES**

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, supervisors, students, or parents. 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 90 MINUTES**

In this training, we will discuss the importance of diversity, the legal requirements regarding diversity, as well as issues relating to harassment and when a school district 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 school district in compliance with the law.

## **DIVERSITY WITH A FOCUS ON SEXUAL HARASSMENT 2 HOURS**

This training provides insights regarding the potential impact and legal implications of sexual harassment in a school district. 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 district.

## **DOS AND DON'TS OF EMPLOYEE DISCIPLINE 90 MINUTES**

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 90 MINUTES**

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 60 MINUTES

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 60 MINUTES

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.

## 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](#).

## MAINTAINING A PROFESSIONAL WORK ENVIRONMENT 90 MINUTES

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.

## MAINTAINING PROFESSIONAL BOUNDARIES WITH CHILDREN 90 MINUTES

Boundary invasion is any act or omission that violates the professional adult/child working relationship. This training helps school employees to address problems associated with boundary invasion by discussing: boundary behavior, differences between boundary invasion and grooming, how to address problems, and how to report concerns.

## MANAGING & DISCIPLINING STUDENTS WITHOUT PHYSICAL INTERVENTION 90 MINUTES

This training emphasizes how to minimize problems with student supervision by proactively setting clear expectations in the classroom, cafeteria, playground, or school bus. Research from the experts Randy Sprick, Anita Archer, and Harry Wong is used to provide practical and effective management tools such as using “defusers” when students become challenging, methods to remain calm and composed, and the dos and don’ts of physical intervention.

## MANAGING CONFLICT 90 MINUTES

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 60 MINUTES

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 90 MINUTES**

This training is designed for 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 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.

## **RECOGNIZING & REPORTING CHILD ABUSE 90 MINUTES**

This training discusses the recognition of child abuse and sexual misconduct from sources both within and outside of the school district. The training 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 and peers from allegations while also performing their duty to protect children from situations involving abuse and misconduct.

## **SEXUAL HARASSMENT IN THE WORKPLACE 90 MINUTES**

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.

## **SOCIAL MEDIA WITH PROFESSIONAL BOUNDARIES 90 MINUTES**

Social media's impact upon the educational system is a continuous and rapidly evolving phenomenon. As technology rapidly advances, the many benefits it provides goes hand-in-hand with significant risks. This training will explore social media and professional boundaries, the pros and cons of social media, and best practices for school districts and employees.

## **SUPERVISION OF STUDENTS DURING UNSTRUCTURED TIMES 90 MINUTES**

This training is for all personnel supervising students outside of the classroom, and offers best practices including: steps to minimize liability and maximize child safety, legal duties surrounding supervision, and behavior management techniques. All participants also receive a predict-and-prevent checklist for additional guidance.

## **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.

## **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 explores best practices and equips drivers with practical ideas to incorporate into student discipline models, which alleviate common challenges 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 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 school district's needs. Other areas of focus can be added.