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**RISK** 2011 Workshop and Training Modules  
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## LEADERSHIP WORKSHOPS · 2011 · First Thursdays

**Extreme Goal Achievement** – A visioning process that takes you beyond the annual goal-setting practice and actually leads to breakthrough thinking that incorporates your passion and unique abilities... not goals which lead to a predictable future and predictable outcomes, but goals without boundaries. Extreme goals unleash the power of what could be... not a continuation of what has been. This workshop will show you how to tap into this power.

**January 6, 2011, 8:30-10:30 · VANTREO LRC (Learning Resource Center)**

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**Supervisor Basic Training 1 - Workers Compensation Tutorial** – Foundational information regarding management's critical role in reducing the cost of injuries... this is a non-optional workshop for business owners, supervisors and managers who want a proven formula to attain and sustain the lowest workers compensation cost.

**February 3, 2011, 8:30-10:30 · VANTREO LRC**

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**Supervisor Basic Training 2 - Safety Attitude and IIPP Compliance** – When it comes to safety, it is easy to become complacent. Safety meetings become routine and often low priority in the production push. To keep safety a top priority, we must address the “what’s in it for me” for every team member. This interactive session does just that and addresses key Injury Illness Prevention Program compliance requirements in the process.

**March 3, 2011, 8:30-10:30 · VANTREO LRC**

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**Supervisor Basic Training 3 - W.I.N. Leadership and Personal Accountability** – Every company has its own culture. Its the processes, systems, behaviors and beliefs that are considered “normal” and out of which decisions are made and results are generated. This workshop explores “company culture” as a way to achieve desired results. This is the session that coaches management on leading well so the team can take personal responsibility for results.

**April 7, 2011, 8:30-10:30 · VANTREO LRC**

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**Supervisor Sexual Harassment Prevention Training - Presentation Version 1** - Sexual harassment is a form of sex discrimination that violates *Title VII of the Civil Rights Act of 1964*. Participants will interactively learn the basics of what sexual harassment is and the steps necessary to prevent it from occurring.

**May 5, 2011, 8:30-10:30 · VANTREO LRC**

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**OSHA Compliance Basics** - The Occupational Safety & Health Administration's role is to assure safe and healthful working conditions. OSHA does this through education and by authorizing enforcement of the standards developed under the OSHA Act. This is an opportunity to learn what OSHA is looking for when they call on a business and to round-table with an actual OSHA inspector. Learn to keep your business safe and avoid potentially costly citations and fines.

**September 1, 2011, 8:30-10:30 · VANTREO LRC**

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**Hiring, Discipline and Termination** – Information to help minimize the emotional and legal aspects of these often difficult tasks, *and* maintain employee productivity in the process. The way employee behavior is managed greatly determines the success or failure of a business.

**October 6, 2011, 8:30-10:30 · VANTREO LRC**

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**Supervisor Sexual Harassment Prevention Training - Presentation Version 2** - Sexual harassment is a form of sex discrimination that violates *Title VII of the Civil Rights Act of 1964*. In this session, participants will interactively learn the basics of what sexual harassment is and the steps necessary to prevent it as well as some of the more subtle issues affecting the workplace today. This session works well for both first-time attendees as well as for those who have previously attended Presentation Version 1

**November 3, 2011, 8:30-10:30 · VANTREO LRC**

## **SPECIAL EVENTS · 2011**

**Insurance 101 - Managing Uncertainty** – Critical risk management and insurance basics to know “before something happens.” Join this workshop and learn...

- The risk management process and how to protect the things we care about
- How insurance works and when it doesn't
- The different risk exposures and how to protect yourself, your family and your business
- Commercial property/casualty insurance fundamentals
- Personal insurance basics
- Where life, health and disability insurances come in
- How to save a ton of money

**February 24, 2011, 8:30-12:00 · VANTREO LRC**

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**Latinos in the Workplace** – The increasing number of Latin American immigrant workers in construction, agriculture and other jobs face potentially lethal obstacles in understanding safety and communication issues at work. A panel of experts will provide critical information on communicating with your Latino workforce.

**March 10, 2011, 8:00-12:00 · Location to be confirmed**

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**The Powerful, Productive and Profitable Workplace** - According to business owners and managers across the country... hiring, managing and retaining quality employees are the hardest tasks they face. To meet this challenge, Don Phin, an attorney, consultant, speaker and author, presents this unique program. Fast-moving, information-packed, and thought-provoking, it will give you dozens of powerful strategies, forms, checklists and other tools to create your dream team and grow the bottom line.

**September 22, 2011, 8:30-12:00 · VANTREO LRC**

## SAFETY MEETING MODULES - 2011

Pre-packaged, easy-to-implement, memorable, and effective safety topics. Each meeting is a 30-minute session designed to be interactive. Materials provided include leader instructions, topic focus sheet, handout and quiz.

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|-----------------------------------|--------------------------------|----------------------------------|
| 1. Blood Borne Pathogens          | 9. Hazard Communication - MSDS | 17. Office Ergonomics            |
| 2. Critter Safety                 | 10. Hearing Safety             | 18. Pool Safety                  |
| 3. Defensive Driving              | 11. Heat Stress Protection     | 19. Proper Lifting               |
| 4. Eye Safety                     | 12. Kitchen Safety - Burns     | 20. Safety Attitude              |
| 5. Fire Safety/Fire Extinguishers | 13. Kitchen Safety - Cuts      | 21. Slip, Trip & Fall Protection |
| 6. First Aid                      | 14. Ladder Safety              | 22. Understanding the IIPP       |
| 7. Golf Cart Safety               | 15. Lockout/Tag-out            | 23. Warm Up Exercises            |
| 8. Guest or Customer Incidents    | 16. Nail Gun Safety            | 24. Workplace Violence           |

## EXECUTIVE FOCUS - 2011

A strategic planning session for business owners and senior managers designed to help accomplish 3 things:

- Identify and get direction about the most important issues facing your company
- Invest time working “on” your business rather than “in” it
- Align your executive team

Using session tools, the success of this 2 hour planning session is in establishing clear goals for the company with a clear action plan to accomplish them.

Follow-up sessions are available to develop action plans and facilitate progress towards annual goals.

### To sign up, or for more information...

Please call Gretchen Langevin at 707.546.2300, extension 230;  
or email Gretchen at [glangevin@vantreo.com](mailto:glangevin@vantreo.com).

*The VANTREO LRC (Learning Resource Center)*

*is located at:*

**100 Stony Point Road, Suite 160  
Santa Rosa, CA 95401**

*For schedule changes, please check [www.vantreo.com](http://www.vantreo.com).*



**VANTREO**  
INSURANCE BROKERAGE

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