



## EDUCATION CALENDAR 2012

The following education programs have been scheduled for 2012. These programs are designed to assist our members in gaining knowledge of issues that surround and support the reduction of work related injuries and associated claims. More detailed information is posted on our website at [www.wctrust.com](http://www.wctrust.com). A reminder of upcoming Education Seminars will be e-mailed to our members. The cost of the programs is included in member premiums. All programs are held at the Workers' Compensation Trust, Wallingford, CT. To register for any of the programs listed below, please go online at [www.wctrust.com](http://www.wctrust.com) or contact Jennifer Garnett at [garnett@wctrust.com](mailto:garnett@wctrust.com) or (203) 678-0123.

### OSHA INJURY AND ILLNESS RECORDKEEPING AND INSPECTION PROCESS

JANUARY 12                      9:00 AM – 1:00 PM                      MEMBERS: FREE                      VALUE: \$50

Need help with OSHA Recordkeeping forms? This program is presented by OSHA Bridgeport Compliance Assistant Specialist, Leona May and Area Director, Robert Kowalski. Ms. May will provide information on how to accurately complete the required annual OSHA recordkeeping forms. Mr. Kowalski will address the inspection process.

### ACCIDENT INVESTIGATION: SOLVING THE RIGHT PROBLEM

JANUARY 26                      9:00 AM – 1:00 PM                      MEMBERS: FREE                      VALUE: \$50

This program presented by Trust Loss Control Consultants, uses a 6-step procedure to determine underlying root causes. The root cause analysis that follows an accident investigation helps identify management areas which need improvement. Making cost effective changes in programs and procedures can help prevent similar accidents and injuries in the future.



### WELLNESS PROGRAMS HELP PREVENT EMPLOYEE INJURIES

FEBRUARY 08                      9:00 AM – 12:00 PM                      MEMBERS: FREE                      VALUE: \$50

Hear from the experts about the impact of wellness programs in helping to prevent employee injuries and assist in injury recovery and positively impact your medical insurance premium. A panel comprising of a wellness physician, an organization who has successfully implemented a program and claims management will present and answer your questions.

### MEMBERS' ORIENTATION TO THE TRUST

FEBRUARY 24                      9:00 AM – 11:30 AM                      MEMBERS: FREE

This program is essential for all claims and loss control contacts who partner with the Trust. Trust staff will show you how to manage claims successfully, and reduce your company's workers' compensation costs. You will also learn about successful programs to control employee injuries in your organization.



### SUPERVISORY SKILLS TRAINING SERIES: # 1 INTERVIEWING SKILLS

MARCH 01                      9:00 AM – 12:00 PM                      MEMBERS: \$35                      VALUE: \$125

Mary Jo Leahy, Leahy Resources, will lead participants through the most effective process to follow when conducting employment interviews. All the necessary steps from preparation through to acceptance of the job offer will be addressed. **Seminar limited to 50 attendees**



### OSHA BLOODBORNE PATHOGENS AND PUBLIC HEALTH CONCERNS

MARCH 13                      9:00 AM – 12:00 PM                      MEMBERS: FREE                      VALUE: \$50

Bloodborne Pathogens exposures continue to be a concern for healthcare providers. This seminar offers the opportunity to review and add improvements to your Exposure Control Plan. Additionally, this seminar will also address common public health concerns such as the flu and bedbugs.

### NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING 4-HOUR COURSE

MARCH 27                      8:30 AM – 1:00 PM                      MEMBERS: \$40                      NON MEMBERS: \$60

This recognized National Safety Council course, taught by certified NSC instructors provides practical defensive driving strategies to reduce collisions, injuries, fatalities and costs.

NEW**EVERYTHING AN EMPLOYER NEEDS TO KNOW ABOUT EMPLOYEE RETIREMENT PLANS**

APRIL 12                      9:00 AM – 12:00 PM                      MEMBERS: FREE                      VALUE: \$50

A speaker from the Federal Department of Labor will clarify provisions of the Employee Retirement Income Security Act (ERISA) including Health Plans, Retirement Plans (401s), Retirement Savings, COBRA and HIPAA.

NEW**DEVELOPING AN EFFECTIVE EMPLOYEE HANDBOOK-SOCIAL MEDIA POLICIES, CORRECTIVE ACTION PROGRAMS AND MORE**

APRIL 24                      9:00 AM – 11:00 AM                      MEMBERS: FREE                      VALUE: \$50

An employee handbook is an important communication tool for your employees. A well-written handbook sets forth the company expectations, and provides useful information. **Minimum 25 participants to hold course**

**SEXUAL HARASSMENT PREVENTION TRAINING FOR SUPERVISORS**

MAY 08                      9:00 AM – 11:00 AM                      MEMBERS: FREE                      VALUE: \$50

This program conducted by Letizia, Ambrose & Falls meets the requirements of the law for proper workforce training. The program will provide a complete understanding of the various areas of sexual harassment; including how employers should investigate a sexual harassment claim and how to avoid liability by acting promptly to address any sexual harassment in the workplace. **Maximum of 5 per organization.**

NEW**SUPERVISORY SKILLS TRAINING SERIES: # 2 COMMUNICATION AND COACHING SKILLS**

JUNE 07                      9:00 AM – 12:00 PM                      MEMBERS: \$35                      VALUE: \$125

Mary Jo Leahy, Leahy Resources, will cover the basics of communication and coaching from the perspective of a manager dealing with staff. **Seminar limited to 50 attendees**

**DEMENTIA CARE SPECIALIST TRAINING™**

JUNE 19                      8:30 AM – 5:00 PM                      MEMBERS: \$50                      VALUE: \$150

Kelly Smith Papa, MSN, RN., Director of Education, Research and Dementia Care Consulting with the Alzheimer's Resource Center of Connecticut, Inc., will present a hands-on, "empathy based" model for understanding and caring for someone with dementia. Connecticut's DPH requires at least 8 hours of Alzheimer's and dementia-specific training within 6 months from date of employment, for licensed and registered staff who provide direct care to residents in Alzheimer's special care units or programs. A certificate is provided to each participant which satisfies Connecticut Department of Public Health (Public Act 06-195) requirement (Sec. S16).

**NOTE: Seminar limited to 50 attendees; 3 per organization**

**NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING 4-HOUR COURSE**

JUNE 28                      8:30 AM – 1:00 PM                      MEMBERS: \$40                      NON MEMBERS: \$60

This recognized National Safety Council course, taught by certified NSC instructors provides practical defensive driving strategies to reduce collisions, injuries, fatalities and costs.

**MEMBERS' ORIENTATION TO THE TRUST**

JULY 12                      9:00 AM – 11:30 AM                      MEMBERS: FREE

This program is essential for all claims and loss control contacts who partner with the Trust. Trust staff will show you how to manage claims successfully, and reduce your company's workers' compensation costs. You will also learn about successful programs to control employee injuries in your organization.

**ADA AND FMLA: WHAT EVERY EMPLOYER NEEDS TO KNOW**

JULY 26                      9:00 AM – 3:00 PM                      MEMBERS: FREE                      VALUE: \$200

This program led by Letizia, Ambrose & Falls provides the most current information on combined ADA, and FMLA issues. Additional speakers on these topics will be presenting.

**ELIMINATING COSTLY EMPLOYEE SLIPS, TRIPS, AND FALLS**

AUGUST 9                      9:00 AM – 12:30 PM                      MEMBERS: FREE                      VALUE: \$50

Slips trips and falls account for approximately 16% of employee injuries nationally and 28% of the total incurred losses for the Trust. These types of injuries are easily preventable. This program focuses on best practices to prevent slips, trips and falls, both inside and outside your facility.

**SERVSAFE: FOOD PROTECTION MANAGER TRAINING AND CERTIFICATION**

AUGUST 20                      8:30 AM – 5:30 PM                      MEMBERS: \$160                      NON MEMBERS: \$250  
This course is offered to members who must comply with the State of Connecticut, Department of Health which mandates food protection manager training/certification for establishments offering food service. James Rogers, Rogers Food Safety, who will conduct the training, is a certified ServSafe instructor and proctor with 38 years of diverse food safety experience.

**SUPERVISORY SKILLS TRAINING SERIES: # 3 DISCIPLINE AND LEGAL ISSUES**

SEPTEMBER 12                      9:00 AM – 12:00 PM                      MEMBERS: \$35                      VALUE: \$125  
Mary Jo Leahy, Leahy Resources, will discuss the concept of progressive discipline and help supervisors and management to understand how to document and deal with performance problems effectively.  
**Seminar limited to 50 attendees**

**NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING 4-HOUR COURSE**

SEPTEMBER 28                      8:30 AM – 1:00 PM                      MEMBERS: \$40                      NON MEMBERS: \$60  
This recognized National Safety Council course, taught by certified NSC instructors provides practical defensive driving strategies to reduce collisions, injuries, fatalities and costs.

**WORKERS' COMPENSATION CLAIMS-FROM START TO FINISH**

OCTOBER 05                      9:00 AM – 3:30 PM                      MEMBERS: FREE                      VALUE: \$100  
Trust staff and guest speakers will review trends that affect the cost of claims, and various Trust programs to keep costs under control. The responsibility of employer, employee and insurance company will be reviewed.

**OSHA 10 HOUR GENERAL INDUSTRY SAFETY AND HEALTH OUTREACH TRAINING**

OCTOBER 18<sup>th</sup>, 25<sup>th</sup>                      9:00 AM – 3:30 PM                      MEMBERS: \$195                      VALUE: \$300  
This is a 2-day specialized program which reviews OSHA general industry safety and health standards applicable to all healthcare facilities. This course is a must for organizational compliance with OSHA Standards.

**MEMBERS' ORIENTATION TO THE TRUST**

NOVEMBER 02                      9:00 AM – 11:30 AM                      MEMBERS: FREE  
This program is essential for all claims and loss control contacts who partner with the Trust. Trust staff will show you how to manage claims successfully, and reduce your company's workers' compensation costs. You will also learn about successful programs to control employee injuries in your organization.

**SAFE PATIENT MOVEMENT AND HANDLING: PATIENT ASSISTIVE DEVICES TO ELIMINATE REPOSITIONING AND BOOSTING INJURIES TO EMPLOYEES**

NOVEMBER 15                      9:00 AM – 12:00 PM                      MEMBERS: FREE                      VALUE: \$50  
This program will demonstrate patient assistive devices new to the market, and necessary to prevent employee injury and keep patients/clients/residents safe.

**SEXUAL HARASSMENT PREVENTION TRAINING FOR SUPERVISORS**

DECEMBER 06                      9:00 AM – 11:00 AM                      MEMBERS: FREE                      VALUE: \$50  
This program conducted by Letizia, Ambrose & Falls will meet the requirements of the law for proper workforce training. The program will provide a complete understanding of the various areas of sexual harassment; including how employers should investigate a sexual harassment claim and how to avoid liability by acting promptly to address any sexual harassment in the workplace. **Maximum of 5 per organization**

**NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING 4-HOUR COURSE**

DECEMBER 19                      8:30 AM – 1:00 PM                      MEMBERS: \$40                      NON MEMBERS: \$60  
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