



Risk Management
Fund

since 1988

Leadership DEVELOPMENT

2021
Curriculum
Menu

LEADERSHIP TRAINING CURRICULUM

FOR SUPERVISORS, MANAGERS, STAFF,
AND EXECUTIVES

The
TEXAS
WATER
POOL

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Classroom Training Parameters

Rooms will be set up with 6 feet distance between trainees. We also request a maximum of 10 participants during COVID19 restrictions. We will return to a maximum of 25 participants when restrictions are lifted. Everyone will wear a mask and abide by social distancing requirements.

- Schedule 15 minute pre-class time to allow participants to follow protocol.
- Those participants without PPE will be advised that they need to reschedule as PPE is required and their departments are supposed to provide it.
- Participants arriving with cold or flu like symptoms will be advised they will need to reschedule.
- Classrooms can be set up to allow for a maximum 10 participants and still have appropriate social distancing.
- We will have the instructor sign in on the participant's behalf.
- We disinfect and sanitize our training rooms before and after each training.
- If snacks are provided they will be prepackaged products served in separate containers for example boxed lunches
- A minimum of two half-day sessions (one full facilitation day) is required per scheduled visit.
- A maximum of five half-day sessions or the equivalent will be scheduled per visit.
- There will be a limit of four scheduled visits per year, per center, unless there is a special project or pre-approved arrangements are made.
- Training will be confirmed 30 days in advance of the scheduled event date and final course selections need to be made at that time.
- Estimated participant numbers are needed two weeks prior to the scheduled event and a confirmation of final participant numbers one week prior to the event.
- Cancellation requires a minimum two week notice in advance of the scheduled event unless there are unforeseen circumstances such as weather related events, audits, etc.
- Facilitators will need access to the training area, one business day prior to the training date and for the duration of the training.
- Executive sessions require commitment from all participants to complete assigned reading or other prep work at least 30 days before the event.
- Flyers and/or session specific objectives can be provided by the Fund by request to the onsite training coordinator for internal marketing purposes.

***For information and to schedule training call 1 (800) 580 - 8922 ext.12427
or visit our website at www.twcarmf.org.***

Who Are We?

The Texas Water Conservation Association Risk Management Fund is a self-insurance pool formed in 1988 by Texas water districts and authorities. The Fund provides workers' compensation, liability, and property coverages for its members. The Fund's purpose is to provide coverage and risk management services for its members which allows members more control over managing their risks.

Part of the Fund's mission involves working as a partner with members to reduce risks inherent in their operations. The Fund demonstrates this commitment by providing a range of loss prevention services to support members in their own risk management efforts. These value-added services were developed and enhanced by the Fund over the years. They are tailored to the specific needs of members after collaborating with them.

Training for Success

The Fund recognizes the correlation between good supervision and reduced claims and losses. We partner with our members to provide training to assist in mitigating and preventing losses. Skilled, motivated supervisors, managers and staff are crucial in building and maintaining a member's safety and quality culture, and we understand that your success depends on that knowledge. Our goal is to bring new ideas, insights, and education on the latest trends and developments in areas relevant to effective supervision and management.

We Make It Easy For You

As a **Fund** member, we handle most of the logistics for you – trainer, presentation, learning guides, equipment and refreshments. The Member supplies the location and attendees.

Contact Us

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TWCARMF LEADERSHIP CURRICULUM

The following all day courses provide effective tools that apply to everyday workplace situations. The training is provided as a benefit and at no cost to TCWARMF members.

Retaining, Encouraging & Developing Employees for Success

- The Role of a Manager and Supervisor
- Communication
- Basic Legal
- Interviewing and Selection
- Coaching and Counseling
- Documenting Discipline
- Performance Management

Leading a Team

- Leadership
- Situational Leadership
- Motivation
- Generations
- Building Trust
- Building a Team

Respect in the Workplace

- Recognize respect in the workplace and its benefits
- Define Diversity and its value at work
- Become aware of the role of effective workplace communication in a respectful environment
- Review “shared space” etiquette
- Discuss disrespectful and unethical behaviors in the workplace
- Understand the types of discrimination and harassment and strategies of prevention

TWCARMF LEADERSHIP CURRICULUM

Managing Performance & Behavior

- Dealing with Difficult People
- Win-Win Attitude
- Conflict Styles
- Pro-Active Behavior
- Holding People Accountable
- Performance Coaching
- Documenting Performance and Behavior

The following half-day courses provide effective tools that apply to everyday workplace situations. The training is provided as a benefit and at no cost to TCWARMF members. The half-day courses are typically 2.5 to 3.5 hours in length, depending on the number of participants. There are no pre-requisites to attend these courses.

Please Note: We request either:

1. A half-day be preceded by a full-day of supervisor/staff training
OR
2. 2 consecutive sessions to comprise a full day
(e.g.: Class 1, 8:30–12:00; Class 2, 1:00–4:30)

We also request a maximum of 10 participants during COVID19 restrictions. We will return to a maximum of 25 participants when restrictions are lifted.

- Interviewing & Onboarding (Virtually?)
- Employee Accountability, Discipline and Documentation
- Performance Management: Guiding Employees to Success
- Successful Delegation: The Cure for "Do it Yourself"
- Managing Difficult People
- Communicating Effectively
- Active Listening
- Respect in the Workplace
- Workplace Ethics
- Courageous Conversations
- Coaching with Confidence



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