



Risk Management  
Fund

since 1988

# Leadership DEVELOPMENT

2024  
Curriculum  
Menu

## LEADERSHIP TRAINING CURRICULUM

FOR SUPERVISORS, MANAGERS, STAFF,  
AND EXECUTIVES

The  
TEXAS  
WATER  
POOL

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### *Classroom Training Parameters*

- A minimum of two half-day sessions (one full facilitation day) is required per scheduled visit.
- A maximum of six half-day sessions or the equivalent will be scheduled per visit.
- There will be a limit of four scheduled visits per year, per district, 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.
- 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 (512) 427-2427 or visit our website at [www.twcarmf.org](http://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
- Motivation
- Managing Generations
- Building Trust
- Building a Team

### ***Respect in the Workplace***

- Recognize respect in the workplace and it's 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 Coaching Way*

- Leadership
- Situational Leadership
- Delegation
- Coaching with Confidence
- Change Leadership

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 3 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 require a minimum of 8 a maximum of 25 participants.

- Interviewing & Onboarding
- Employee Accountability, Discipline and Documentation
- Performance Management: Guiding Employees to Success
- Successful Delegation: The Cure for "Do it Yourself"

## 7 TWCA FUND LEADERSHIP TRAINING OFFERINGS

- Interviewing & Onboarding
- Performance Management
- Coaching and Accountability
- Building Team and Trust
- Managing Difficult People
- Communicating Effectively
- Active Listening
- Respect in the Workplace
- Courageous Conversations
- Situational Leadership
- Effective Delegation
- Coaching with Confidence
- Leading Change
- Stress in the Workplace
- Motivating, Engaging and Recognizing Employees
- Managing Across Generations



## Contact Us

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