



## **WCIA Exclusive Trainings**

***Exclusive Trainings** are trainings taught by WCIA staff or defense attorneys or consultants and are provided on-site at the request of a Member.*

### **Defense Attorney or Consultant Trainers**

#### **All Staff Trainings**

Conducting Difficult Conversations  
Resolving Conflict in the Workplace  
Customer Service  
Toxic Co-Workers  
Verbal De-Escalation  
Responding to Crisis Incidents Within Public Facilities  
Preventing Violence in the Workplace  
Diversity/Sensitivity Training  
Promoting a Workplace Free of Harassment, Discrimination and Retaliation

#### **Management & Supervisor Development**

Best Practices for Interviewing and Hiring  
Building Supervisor Skills 101, 201, and 301  
Employment Law for Supervisors  
Succession Planning – A Risk Management Approach  
Sound Employment Solutions - Leading with Confidence 4-Part Series

#### **Driver Improvement**

Evergreen Safety Council - EverSafe Defensive Driving (Classroom)  
NW Safety Consultants-Behind-the-Wheel Skills Course

#### **Public Officials**

City Council Risk Management 101  
Public Officials: Risk Management Fundamentals  
Land Use Decision-Making  
Leadership Fundamentals for Elected Officials  
Employment Law Fundamentals for Elected Officials  
Hearing Examiner Land Use Decision-Making  
ABC's for the BCCs (Board/Commission/Committee Members)

#### **Public Works**

Flagger Certification & Re-Certification Trainings

*There may be other trainings not listed that may also be deemed Exclusive. Members must contact WCIA Member Services in advance to receive approval for reimbursement. [memberservices@wciapool.org](mailto:memberservices@wciapool.org). Failure to notify WCIA Member Services in advance will result in reimbursement denial.*



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### **WCIA Staff Trainings**

*These trainings are **free of charge** to our members.  
Refer to Guidelines and Responsibilities when **requesting** training from WCIA staff.*

#### **Personnel Trainings**

Anti-Harassment Training

#### **Risk Management Trainings**

Fleet Risk Management 101  
Special Events Risk Management 101  
Parks Risk Management 101  
Public Works Risk Management 101  
Volunteer Risk Management Building 101  
Claims and Incidents Training  
Contracts Insurance and Indemnification

#### **Risk Management for Council**

City Council Risk Management 101  
Council Do's and Don'ts

#### **WCIA Member Orientations**

New Member, New City Manager, Claims Contact, Delegate or Alternate  
Police Chief, City Attorney, or HR Manager

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## Exclusive Trainings Guidelines and Responsibilities

*Exclusive trainings fall under our Reimbursement Programs protocol. Program parameters outlined below:*

### Member Responsibilities

- Members **must** contact WCIA Member Services Coordinator, Maria Orozco, [mario@wciapool.org](mailto:mario@wciapool.org) to discuss exclusive training proposal and receive approval for reimbursement prior to scheduling the training.
- **Request must be submitted to Maria Orozco by October 1, 2019 in order to be considered.** Requests received **after October 1<sup>st</sup>** will **not** be eligible for reimbursement.
- Member must provide documentation that gives an **outline or description** of the training program, name of the facilitator or agency conducting the agency, and training fees.
- Your entity's assigned WCIA Delegate has oversight on the distribution of the funding under the Exclusive Training program. With this in mind, the requesting individual will need to confer with their entity's assigned WCIA Delegate first to receive permission for scheduling.

### Training Fees

- Trainer will invoice the Member directly and the Member will be responsible for paying the Trainer. Members are eligible for limited reimbursement once training is completed and trainer is paid. Member will need to submit a copy of the invoice to WCIA to receive reimbursement.
- WCIA will reimburse the Member for **50 percent** of the training fee. WCIA's annual contribution for exclusive trainings for a Member will **not exceed \$4500.**

### Member Reimbursement

- Reimbursement requests need to be submitted via WCIA's website. [www.wciapool.org](http://www.wciapool.org)
- Login with your **User Name (email address) and Password.**
- Place cursor over **Training and Education**, next click **Training Reimbursements.**
- All available eligible programs are listed in alphabetical order. Click on **Exclusive Training Reimbursement.** On the box that opens up, click **Request Reimbursement.**
- Complete all the required fields and attach required documentation in the box that appears.
- **Note:** Required documentation includes a copy of the invoice received by Trainer and attendance roster. Next click **Submit.**

### Opening Training to Other Jurisdictions

- If the Member decides to open up the training other jurisdictions, it is their prerogative. However, the training fees between the Member and WCIA will **not** change. Additionally, the Member is responsible for all registration and logistics.

### Rescheduling

- If the Member decides to reschedule the date(s) of the training, WCIA and Trainer must be notified at least **five** business days prior to the scheduled training date. Rescheduling a training date will be subject to the Trainer's availability.

### Cancelation

- In the event that the training needs to be canceled, WCIA and the Trainer need to be notified, at a minimum, **five** business days in advance from the scheduled training date. Failure to notify WCIA and Trainer in advance may result in Member paying for any training/travel fees the Trainer may incur.



## Exclusive Trainings Guidelines and Responsibilities (Continued)

### Facility & Equipment

- Provide the training venue and make sure that the facility is accessible at least **one hour prior** to the training's scheduled start time. Member is responsible for paying any rental fees.
- Ensure that the room is set up to Trainer's specifications including:
  - Screen for PowerPoint presentation
  - Classroom style with tables and chairs for the anticipated number of attendees
  - Table up front for trainer
  - Provide audio/visual equipment such as a laptop and projector (*In the event that the trainer is not able to provide his/her own. This information will be communicated to Member in advance by WCIA*).
- Provide onsite support on the day of the training in order to ensure the room is accessible to the Trainer at least one hour prior to the start of the training, guarantee that the room is set up as specified, training handouts are disseminated, attendees sign in on the attendance roster, etc.
- Provide WCIA with a copy of the attendance rosters within **two business days** of training completion. WCIA will provide a general sign-in roster in advance to the Member to utilize, but Member may use own roster if available. Please send the roster as an email attachment to **memberservices@wciapool.org**

### Materials & Handouts

Make copies of the handout materials for the anticipated number of attendees. Member is responsible for any copying expenses. WCIA will ensure that the Trainer provides the Member with an electronic of the handout at least **7 business days** prior to the training date.

### Refreshments

Member may provide refreshments for the training at their discretion. WCIA will **not** reimburse or cover any expenses related to refreshments.

### WCIA's Responsibilities

- Coordinate between the Member and the Trainer. WCIA will help ensure that all training logistics such as the training date, facility, start time, etc. are confirmed by the Member and Trainer. WCIA will make sure to confirm the Trainer's room setup specifications and ensure that the Trainer provides his/her materials to the Member in advance.
- After Member has paid trainer, Member can then submit to WCIA Member Services for reimbursement via WCIA's website. (Instructions provided above).

Reimbursement submittals are due by **December 13, 2019**. Failure to meet deadline will result in denial of reimbursement.

**If you have any questions, please contact:**  
**WCIA Member Service Coordinator, Maria Orozco**  
**Email: [mariao@wciapool.org](mailto:mariao@wciapool.org) or Phone: 206-687-7895**

Revised October 2018