

Trindell

Insurance Fund

“Safety ~ Inspire Change”

Loss Prevention LSTP/Safety Workshop Catalog

LSTP Topics Safety Topics

Workshop	Target Audience	Time (Hours)	LSTP Eligible	Safety Eligible	Description
Blood Borne Pathogens	All Applicable Employees	1		Y	<p>The objectives of this one hour training session are as follows:</p> <ul style="list-style-type: none"> • Define blood borne pathogens. • Recognize OSHA standards related to blood borne pathogens. • Identify employer responsibilities related to compliance with OSHA standards.
California Leave Laws – Interplay of the ADA, FMLA, & Workers Compensation	Supervisors	2	Y		<p>During this workshop, supervisors will learn how to recognize and analyze the interaction of the ADA, FMLA, and WC laws. The workshop will also guide employers on both the legal and ethical responsibilities involved in ensuring employees receive the benefits and protections of California leave laws.</p>
Civility in the Workplace	All Employees	2	Y		<p>Kindness, Compassion, and Respect. In this session you will learn:</p> <ul style="list-style-type: none"> • the importance of having a civil work environment • the impact uncivil and bullying behaviors have on the workplace

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					<ul style="list-style-type: none"> requirements of California AB2053 Abusive Conduct Bill actions you and your coworkers can take to prevent uncivil and bullying behaviors and create the workplace relationship you want
Code of Safe Practices	Department Safety Representatives All Employees	1		Y	In this session, Department Safety Reps will learn how to create, and maintain a safe work place. They will be able to identify, assess, and report a job hazard and create/update a code of safe practice.
Confined Space	All Applicable Employees	1		Y	In this short workshop we will examine what constitutes a confined space, what is a permit-required confined space and what is your county's permit-required confined space policy.
Conflict Resolution 	Supervisors Department Heads	2	Y		<p>How do you grow mushrooms? In dark, damp, decay....that is what can happen when conflict in the workplace is left to fester and grow.</p> <p>This seminar will help supervisors embrace conflict and use it as a source of growth and transformation within their department, often resulting in turning an awkward situation into something better.</p> <p>It will examine common causes of workplace conflict, methods for resolving conflict, and the do's and don'ts of conflict resolution. It will also discuss what role the supervisor should play, and when does the supervisor step into the conflict.</p> <p>The two hour training will end with the steps in the conflict resolution process.</p>

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Defensive Driving 	All Employees	4		Y	The DDC 4 Defensive Driving Course is a National Safety Council certified course that covers seven objectives to provide participants skills and awareness to continue to be safe responsible drivers in our roadway community. At the end of this course you will be able to identify the three stages of a collision, Define defensive driving as it relates to the driver and our roadway community, identify causes of a vehicle collision, explain ways to prevent a collision, define the DDC Collision Prevention Formula, describe how safety is the responsibility of everyone and identify benefits of properly using occupant protection systems.
Documenting Employee Actions 	Supervisors	1.5	Y		In this session supervisors will learn about the good, the bad and the ugly side of employee actions. This workshop will also give supervisors the skills and knowledge, of what, when and how to document employee issues. Also provided in this workshop are sample templates of disciplinary documentation that may be used as a guide for your county.
DOT Reasonable Suspicion	Supervisor DOT Mandated Employees	2.5	Y		What are the effects of alcohol and drug use? Let's go over specific drug characteristics, workplace and social issues, the law. Reasonable suspicion: why, who and when. Information you need to know as a Supervisor.
Employee Recognition 	Supervisors	1.5	Y		Sure pizza and doughnuts at work are a nice treat, and employees won't turn down a free holiday turkey, but is this actually helping employee's feel recognized and engaged at work? The goal of employee recognition is to show appreciation for an employee's achievement and to motivate employees to continue good performance and their commitment to the county. In this workshop we will discuss how good employee recognition program helps

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					an organization retain key employees and keep job satisfaction at a high level.
Fire Extinguisher Training 	All Employees	1		Y	This training session will review OSHA and NFPA standards, the fire triangle, what types of extinguishers are needed for different types of burning materials, and how to maintain extinguishers in your workplace. The workshop will end with a live fire exercise.
FISH! - Create a Workplace of Increased Engagement, Productivity and Empowerment - Part 1	All Employees	2.5	Y		Like a house on a solid foundation, every successful organization needs a healthy culture. The FISH! Philosophy gives you tools to build it. Catch the Energy ~ Release the Potential Four simple, powerful skills anyone can use to build team success and personal excellence. <ul style="list-style-type: none"> • Be There • Play • Make Their Day • Choose Your Attitude This session is a fun, interactive training. Be prepared to bring some energy!
FISH! Follow-up - Part 2	Employee who have competed Part 1	2	Y		Randy's Back... How are you doing applying FISH in your department? Creating a workplace of increased engagement, productivity and empowerment.

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Flagger Training 	DOT Employees	4		Y	The training outline for this workshop is as follows: <ul style="list-style-type: none"> • Traffic Control Basics and Regulations • Flagging • Elements of a Traffic Control Zone • Channeling Devices • Incident Management • Review
Followership – The Other Side of Leadership 	All Employees	2	Y		For many hundreds if not thousands of years the focus has been on “Leadership” better leaders, more leaders, compassionate leaders, the list goes on and on. But what about those of us not in a formal leadership role, the “followers”. In this workshop we will explore what Followership is, the difference between <i>followers</i> and <i>followership</i> , keys characteristics of great followership and discuss the crucial ties that bind successful leaders and engaged followership. Join us for this education fun and interactive workshop as we explore the critical elements of great followership.
Front Office Safety 	All Employees	2	Y		In today’s unpredictable workplace environment, the safety of your front office staff is critical. In this workshop we explore: who may be at risk; where threats may come from and what the correct way to respond to a threat is. At Trindel we have the simple belief that “Knowledge is a powerful tool” creating and keeping a safe workplace. In this interactive workshop we watch and discuss the “Run, Hide, Fight” video, typical escalation timeline and then simple de-escalation steps that everyone can use.

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How to...for DSRs Part 1	Department Safety Representatives	1		Y	<p>In this three part series, department safety reps will get acquainted with various topics related to their role. The topics covered in Part 1 are How To:</p> <ul style="list-style-type: none"> • Complete a worksite inspection • Understand their role as a DSR • Conduct an effective safety meeting • Identify, assess, and report work site hazard.
How to...for DSRs Part 2	Department Safety Representatives	1		Y	<p>In this three part series, department safety reps will get acquainted with various topics related to their role. The topics covered in Part 2 are How To: investigate incidents and hazards, conduct a workstation ergonomic assessment, create a code of safe practice, and operate a fire extinguisher.</p>
How to...for DSRs Part 3	Department Safety Representatives	1		Y	<p>In this three part series, department safety reps will get acquainted with various topics related to their role. The topics covered in Part 2 are How To: complete a vehicle safety check; wear correct PPE; prevent slips, trips, and falls; and safe lifting habits.</p>
Hurt At Work 	HR Department Supervisors Department Heads	2	Y		<p>In this workshop we will explore the fundamentals of Workers' Compensation in California, essential forms, critical terms and definitions. We will also review 4 case studies and your role in each type of injury. We will clarify your role and responsibilities and finish the session with a brief discussion on Return to Work programs.</p>

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Hypothermia Prevention	All Relevant Employees	1		Y	In this session, participants will learn hypothermia prevention, recognition, and treatment in the field.
Introduction to Office Ergonomics	All Employees	1		Y	A strong safety culture boosts productivity, employee morale and employee retention. A strong ergonomics integration prevents injuries and increases productivity. Together, they make the workplace safer and reduce costs. After completing this training you will be able to identify ergonomic issues in the workplace, conduct ergonomic assessments, and instigate a remedy.
Introduction to the Interactive Process	HR Dept Supervisors Department Heads	2	Y		Presenter Randy Robertson, Director of Trindel Loss Prevention Program will help you understand your obligations and will help take the mystery out of this process. In this session you will learn: The importance of using the Interactive Process to help you manage difficult employee illness, injury and disability issues. Understand critical employment laws and how they are similar and their critical differences in application of the interactive process. Three requirements for employers. Actions you can take as a supervisor and manage to have a safe and productive workplace.
LeaderFISH!	Supervisors Only	2.5	Y		The LeaderFISH! workshop is designed specifically for supervisors to delve deeper into the Fish Philosophy and its principals in a way that can be applied to teams. (See FISH! workshop for more details.)

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Loss Prevention and the Role of the Supervisor – Part 1	Supervisors Department Heads	2	Y		You take on many roles and responsibilities as a supervisor, loss prevention is just one of them; but one of great importance. Learn the tools you need for communication, identification, reporting and protection. Leading by example and clearing your workplace free of safety concerns, will produce benefits of a positive return.
Loss Prevention and the Role of the Supervisor – Part 2: Creating a Safety Culture	Supervisors Department Heads	2	Y		<p>We will look at the role of: Values, Attitudes, Beliefs, and Customs in your safety program.</p> <ul style="list-style-type: none"> • Do your words and actions align? • Do their words and actions align? • Does your workplace environment align with your expectations? <p>A safety culture tells your staff how to act, behave, work and apply the Codes of Safe Practice. We will discuss the traditional “safety pyramid” and where your safety culture stops the climb up the safety pyramid to a result no one wants.</p>
Non-DOT Reasonable Suspicion	Supervisors Department Heads	2	Y		What are the effects of alcohol and drug use? Let’s go over specific drug characteristics, workplace and social issues, the law. Reasonable suspicion: why, who and when. Information you need to know as a Supervisor.
Poison Oak Prevention	All Relevant Employees	1		Y	In this session participants will be able to identify poison oak and other plants, and learn both exposure and prevention measures.

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Sexual Harassment: AB1825/2053 Training	Supervisors	2.5	Y		In this fast-paced session, we will explore the fundamental issues of why we must create and maintain a workplace that is free of discrimination, harassment and abusive conduct (bullying). California added a critical element of AB1825 training, required training on workplace abusive conduct or bullying through AB2053 this session explores the issues of workplace bullying and we explore examples of employee behavior that can put the employer and the employees at risk.
Slips, Trips, Falls	All Employees	1		Y	In this session participants will be able to identify and prevent slips, trips, falls.
The Challenge to Make a Difference 	All Employees	1	Y		In this uplifting workshop you will explore the challenge of making a difference, through questions, video clips and group discussions. Be inspired to “be the change you want to see” for your department. Any one of us can make a positive change or difference in how we work and how we do our work.
The Generational Gap	All Employees	2	Y		This session examines the characteristics of each generation and identifies the impact of the differences seen. Participants will learn how to communicate among the generations and what motivates employees.
The New Supervisor	Supervisors Department Heads	2	Y		New to supervisor or thinking of supervision as a career path? This is the workshop for you! In this workshop we will explore critical issues for the new supervisor that include: the Role of the Supervisor, Employer Expectations, Successful Role Change and Transition planning. This workshop will assist you in transitioning to your new role as a supervisor, what it takes to be successful and then enjoy a great career in management.

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The Power of Team	Supervisors Department Heads	2	Y		The Power of Team - What is a team? Do you know what Team looks like, sounds like, feels like...? Learn an effective team building, Me to We. Learning that individuals bring a range of skills, talents, knowledge and experience. We will discuss the four stages of becoming a team, attributes of a team, as well as leadership behaviors and team behaviors. By accomplishing purpose and goals through cooperative effort, you will receive the power of Team.
The Supervisor - Building Skills for Success – Part 1 (Updated May 2018)	Supervisors Department Heads	2	Y		In this interactive workshop participants will discuss simple truths of leadership, and fundamental questions about what it means to be the boss. Clarify your role as a supervisor, discuss employer expectations, and build on the competencies you've already mastered. This workshop will cover 4 leadership strategies: <ul style="list-style-type: none"> • Accept Your Leadership Role • Set Clear Boundaries • Communicate • Take Action
The Supervisor - Goals and Objectives – Part 2	Supervisors Department Heads	2	Y		In this workshop you will learn about goals and objectives, the difference between them and why they are important. Too often we hear, we are just not all on the same page. This workshop will provide you with a SMART tool for setting goals and objectives to assist you in getting everyone on the same page. Setting goals and objectives is a critical management function and frequently overlooked when addressing work performance and department safety, productivity, customer relations functions with employees. As Lewis Carroll said, Any road will get you there if you don't know where you are going. Setting goals and objects is helpful for everyone, keeps people focused on the right things at the right time.

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The Supervisor - Performance Management – Part 3	Supervisors Department Heads	2	Y		Participants will learn how goals are forward-facing and provide the organization with the direction in which it will move. Objectives are mile markers along the road indicating progress and maintaining motivation. SMART Model - Specific, Measurable, Achievable, Realistic, Time-Oriented
Time Management ~ Gain Control of your Time” 	All Employees	1.5	Y		In this workshop we will look at variations of time management. Do we tend to waste time procrastinating during our work day? If so, this workshop will give participants skills in managing our busy work schedules.
Tools for New Hire Success	HR Department Supervisors Department Heads	2	Y		It’s not just about on-boarding and orientation. We’ll discuss simple steps and tools you can provide your supervisors to help them get your new hires off to a positive start, deal with new hire performance issues, create expectations and help assure that you retain the best employees.
Workplace Violence	Supervisors Department Heads	2.5	Y		Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors. In this session we will discuss where the threat comes from, what makes you the target and will teach skills on recognizing the threat, and most importantly, what is your response. After completing this training you will be able to identify the threat, be proactive, and prepared to respond.

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<p>Understanding & Preventing Employment Discrimination – It's all About Respect.</p> 	Supervisors	1.5	Y		<p>In this workshop, we will look at the roll of both the employer and the employee in preventing discrimination in the workplace. We will also examine the legal side of discrimination and what impact it can have on an organization. Participants will take away from this workshop five steps to identify and prevent discrimination in their work place.</p>

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