

COVERAGE BASICS FOR THE ROOKIE

Give your rookies the training they need to succeed!

Technical education for new employees is vital to building competence and mastery. Yet coverage courses available in the CE market are too comprehensive for most new employees. Here's a way for your rookies to learn coverages in bite-sized pieces – enough info to make sense of the agency universe, using an approach and a pace that builds confidence, competence and mastery. **Faculty-guided, student-centered learning on-line!**



Also available: New Employee Orientation, Delivering Quality Service, Beyond the Basics (register at www.piaaw.org).

Personal Lines Coverage Basics

(for employees with 3-9 months experience)

6 Week Curriculum includes:

Introduction to Property Insurance, Introduction to Liability Insurance, Dwelling Insurance, Homeowners Insurance, Personal Auto Insurance, Miscellaneous Personal Insurance.

Commercial Lines Coverage Basics

(for employees with 3-12 months experience)

8 Week Curriculum includes:

The Commercial Package Policy & the Business Owners Policy, Commercial Property Insurance, Ocean & Inland Marine Insurance, Commercial General Liability Insurance, Commercial Auto Insurance, Commercial Crime Insurance, Workers' Compensation, Miscellaneous Commercial Insurance.

How do these on-line courses work?

Students will follow this pattern each week of the course:

- #1 Read a chapter and/or an e-lecture.
- #2 Perform at least one activity in the week, using the agency as a learning lab. The activities send you into the agency as a proactive learner, observing and asking questions.
- #3 Post your observations about the activity.
- #4 Participate in a discussion question weekly with classmates and the facilitator.
- #5 Take occasional quizzes & a final exam.

Time on-line: Approximately 1 hr weekly. Work can be completed off-line, then pasted in on-line.

Time to complete the course: 3 hrs weekly on average.

A course confirmation and login instructions will be faxed directly to the student. Course Text will be shipped via UPS during orientation week.

Course Schedule & Fees

Personal Lines	Commercial Lines
1/21/08 - 2/29/08	2/18/08 - 4/11/08
3/17/08 - 4/25/08	4/21/08 - 6/13/08
5/19/08 - 6/27/08	6/16/08 - 8/8/08
7/21/08 - 8/29/08	8/18/08 - 10/10/08

Fees (includes books):

\$255 PIA member/\$310 non-member

Orientation takes place the week prior to class.

It is a one-time requirement or first time MERG participants.

It takes a maximum of one hour and is designed to teach you how to find the class, participate in it fully, and communicate efficiently with your instructor and classmates.

Registration – Mail or Fax to:

PIA of Wisconsin, 6401 Odana Rd., Madison, WI 53719
Fax: 608-274-8195

Name: _____

E-Mail: _____

Fax: _____

Phone: _____

Agency: _____

Street Address: _____

City/State/Zip: _____

My check is enclosed – Payable to PIA

Please charge the course to my credit card MC VISA

Card #: _____

Exp Date: _____ Total: _____

Circle desired course(s) & date(s) on the chart above

ATTENTION SUPERVISORS!

Progress reports are posted weekly. Ask student for ID code.