Online Education
Make Your New Employee A Winner
Give your rookies the training they need to succeed without interrupting the daily sales and service activities.

New Agency Employee Orientation

This program is designed for unlicensed employees with less than 12 months experience in the agency. Your employees logon to the course each week. There’s no travel, no interruption to daily agency activity and, most importantly, no time out of the office!

Through this 7 week “virtual classroom,” your new hire can connect with other rookies, bounce questions off the facilitator, and learn in manageable pieces in the comfort of their home or office.

Your New Employee Will:
• Build a foundation of knowledge about insurance.
• Explore the big picture of insurance, including terms and key concepts.
• Discover how the agency delivers service to customers.
• Learn the importance of E&O prevention techniques.

2020 Course Schedule

<table>
<thead>
<tr>
<th>Orientation Week Of</th>
<th>Course Dates</th>
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<tbody>
<tr>
<td>January 20</td>
<td>1/20 – 3/6</td>
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<tr>
<td>February 17</td>
<td>2/17 – 4/3</td>
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<tr>
<td>March 16</td>
<td>3/16 – 5/1</td>
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<tr>
<td>April 20</td>
<td>4/20 – 6/5</td>
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<tr>
<td>May 18</td>
<td>5/18 – 7/3</td>
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<tr>
<td>June 15</td>
<td>6/15 – 7/31</td>
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<tr>
<td>July 20</td>
<td>7/20 – 9/3</td>
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<tr>
<td>August 17</td>
<td>8/17 – 10/2</td>
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<tr>
<td>September 21</td>
<td>9/21 – 11/6</td>
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<tr>
<td>October 19</td>
<td>10/19 – 12/4</td>
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<tr>
<td>November 16</td>
<td>11/16 – 1/8/21 Holiday Extension</td>
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Orientation: This 30 minute self-managed process will familiarize you with the online campus. Staff are available to assure you are ready to go on the following Monday.

Time to complete the course: 3 hrs weekly max.

Time online: Less than 1 hr weekly.
Work can be completed off-line, then paste online.

Attention Supervisors: Progress reports are posted weekly. Ask student for ID code. No state CE.

$275 PIAW member, $330 non member

Registration

Name_____________________________
Agency_____________________________
Street Address__________________________
City/State/Zip__________________________
Phone ________________________________
Email______________________________

Session Start Date: ___________________________
Total $ ___________________________
□My check is enclosed.
Charge To: □MC □VISA □AMEX □DIS
Card # ___________________________
Name on Card__________________________Exp Date________

Confirmation & login instructions will be emailed or faxed to the student. Course text shipped via UPS during orientation week.

Mail, email or fax your completed registration form to:

PIA of Wisconsin, Inc.
6401 Odana Rd.
Madison, WI 53719
Fax 608-274-8195
bsteinbach@piaw.org
www.piaw.org

“I liked how easy this whole process was. The interactive approach was great. The text book was easy to follow and the questions within the text reinforced what I was learning.”

“I liked that this course not only incorporated insurance terminology and procedures but it also helped me to get to know my agency and the way things are done and who does what.”

Cancellations prior to orientation, 100% refund. Cancellations between orientation and 1st week of class, 70% refund. No refund after 1st week of class. Refund is contingent on books returned new and unused.

Brought to you by the Managing Education Resource Group (MERG) in conjunction with PIA of Wisconsin, Inc.
For more information on curriculum and all course processes contact Sue Radwan at (517) 256-4786 or suzyradwan@aol.com.