

# Make Your New Employee A Winner

*Give your rookies the training they need to succeed without interrupting your daily sales and services activities*

## New Agency Employee Orientation

If you have a new employee on board or are planning a new hire, this course is for you! This program is designed for **unlicensed** employees with less than 12 months experience in the agency. Your employees log on to the course via the computer each week to get the training they need. There's no travel, no interruption to daily agency activity and, most importantly, no time out of the office!

Through this "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!

### We 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
- teach the importance of E&O prevention techniques

### Course Schedule (offered every month):

*No December Course Starts!*

Orientation Wk	Course Dates
January 13, 2020	1/20-3/6
February 10, 2020	2/17-4/3
March 9, 2020	3/16-5/1
April 13, 2020	4/20-6/5
May 11, 2020	5/18-7/3
June 8, 2020	6/15-7/31

*"I found the course very helpful for a new employee. I was able to take it at work which allowed me to see how to take the things I was learning in my class and how they work in my office. I was able to ask my boss or a coworker, 'I'm learning about this in my class, how does it work in our office?'"*

## Course Fee: \$275

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
FAX \_\_\_\_\_ Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Session Start Date: \_\_\_\_\_  
☐ My check is enclosed.  
☐ Please charge the course to my credit card:  
☐ MC ☐ VISA Exp date: \_\_\_\_\_ Security Code \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Card # \_\_\_\_\_  
Signature \_\_\_\_\_

Mail or email your completed registration form with payment info to:

IIARI  
2400 Post Road  
Warwick, RI 02886  
jeann@iiari.com

*"I liked how easy it was to use. Any on line courses I have taken in the past were hard to follow. This course allowed me to get a clear understanding of how the site worked before the class began. Also, I really liked the text book, it was easy to follow, and the questions within the text instead of at the end helped me learn things a lot more easily. When you're just reading, reading, reading then you have to answer questions the words tend to become all one. Having it so you had to answer questions after reading section by section gave me two ways to think of what I was learning and keep the text fresh in my mind."*

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