



Risk Management SERVICE AGENCY

Lending library

To borrow materials

Contact RMSA staff at rmsa@awcnet.org or 1-800-562-8981 or fax (360) 753-0149

What you need to provide

- Title of materials(s) you wish to borrow
- Time frame you want to present your materials so we can plan around your event date
- Street address for mailing via UPS (we cannot ship to PO Boxes)

How to return borrowed items

- Return materials by traceable carrier: UPS or Certified Mail
- Pack to ensure safe transport
- Borrowers will be held responsible for replacement costs of any lost or damaged materials

Does the video or DVD from our RMSA library meet the training requirements?

- To make these materials work for your requirement, the chief and/or training coordinator should view the resource first and check it's compliance with your own policies
- Determine if any of the departments' policies should be attached to the training for reference adding scenarios to assist the officers with comprehension
- Not sure which item will work? Borrow as many as you need for preview or comparison
- All videos highlighted meet a member standard

Viewing & documentation

- Location for viewing is at the sole discretion of the training officer or chief
- Each officer's training file must document the date and title of the video/DVD
- Handouts accompanying loan items, are considered optional material & are **not** required to be reviewed order to count as training from AWC RMSA

Questions on the police/law enforcement training requirements?

Contact: rmsa@awcnet.org or (800) 562-8981, or (360) 753-4137

This resource is authorized for use by RMSA members only as a benefit of RMSA membership.

Security
Stability
Service

Active shooter: rapid response

DVD, 34 min

Safety training for law enforcement and others who may be involved in response to a mass shooting. This compelling program combines realistic scenarios and footage of actual incidents. Also, a bonus 5-minute special segment explores approach, entry and search tactics. Topics covered:

- Actions for the first arriving officer
- Perimeter control
- Equipment
- Strategies & tactics
- Dealing with the shooter
- Victims
- The EOC
- Support teams
- Terminating the incident

Aquatic risk management: keeping your head above water

DVD, 26 min

Program includes a separate DVD with resource guide materials including inspection forms for operating an aquatic facility.

The art of criticism: Giving & taking

DVD, 21 min

Understand how to turn criticism to your benefit as a part of learning. Employees will learn how to give and take input professionally. Applying just one lesson from the video will result in smoother relationships with coworkers. Learn:

- When to criticize and when not to
- The guiding rule of criticism
- The 3-step formula for successful criticism
- How to keep your criticism on track and yourself under control
- The 4-A formula for controlling your emotions when being criticized
- How to assume a position of strength when being criticized

Avian flu: What you need to know

DVD, 13 min

Learn to prepare for an Avian influenza pandemic & how the Avian influenza A H5N1 virus is transmitted; how a pandemic will strike; symptoms, vaccine & treatment. Learn what precautions may protect against exposure including hazard assessment, recordkeeping & personal protective equipment.

Backing safely

VHS, 12 min

Offers practical safety info to help eliminate backing collisions including specific steps for a safe back, and procedures for backing with a helper and procedures for backing with a trailer.

Note: May be borrowed by itself in conjunction with the defensive driving courses.

Produced by the National Safety Council

Blueprint for workplace violence

VHS, 120 min

Included is a handout to facilitate training to public entity management and supervision. This video is based on a live broadcast from the interactive virtual classroom of the HTVN studio in Cheshire, CT.

Breakthrough listening - develop good communication skills

DVD, 20 min

We all know that good communication skills are critical in every business environment. We are captives of our way of listening, often unaware that what we hear is not what others are saying. Use this video to teach your staff the skills that will make them better listeners - and thus better communicators. Listening is a skill that needs to be developed, including listening beyond the words.

Bulletproof mind

Set of 3 DVDs, 94, 112 & 88 min

- The hidden truth about lethal combat (94 min)
- How the body responds to combat (112 min)
- Terrorism & school violence - who is teaching our kids to kill (88 min)

Police & soldiers know about maintaining physical readiness, but it's the mind that must also be prepared. Learn how the body responds to lethal combat & how to prepare your mind for survival instead of defeat.

Recorded live from law enforcement & the military.

Conducting public meetings

VHS, 11 min

Learn how to avoid lawsuits & maintain control during controversial public meetings, emphasizing the use of pre-planning, workshops & using existing procedures to maintain control of meetings. Tips & techniques on how to correctly, open, conduct & close a public meeting, explanation of "discoverable testimony" & what public officials need to consider in evaluating legal advice.

Conflicts in the workplace: Sources & solutions

DVD, 17 min

Constructive disagreement can add value, as employees' compromise and reach better decisions based on input from others. Destructive conflict can ruin relationships among workers, interfere with productivity, destroy teamwork, and contribute to employee absenteeism and turnover. Resolving conflict is about working WITH the other person to solve the problem and maintain the relationship. Learn these eight specific, reliable solutions:

- Responding with empathy
- Active listening
- Setting a limit
- Finding something to agree with
- Using "I" language instead of "You" language
- Disengaging to cool off
- Appealing to mutual self-interest
- Attacking the problem, not the person

member
standard

Corrections digest: Integrity in the workplace - Part 1

VHS, 30 min

Examines incidents wherein correctional employees found themselves compromised by their own actions.

Corrections digest: Integrity in the workplace - Part II

VHS, 30 min

Examines integrity in the workplace relating to correctional facilities. Examples of incidents where correctional employees find that they must differentiate in their personal and professional relationships.

Defensive driving (for government employees)

DVD/CD ROM, 19 min

This material looks at the techniques to help prevent accidents from happening, & in the case of unavoidable accidents, helps lessen their severity. Topics covered are:

- What is defensive driving
- Respect for the vehicle
- Your responsibility as a driver
- Proper/safe driving techniques
- Seat belts
- Driving in poor weather
- Speeding
- Right of way, passing
- Tailgating
- Distractions & road rage

member
standard

Note: Contains a reference handout for employees, with quiz & a leader guide. Can be used in DVD or CD ROM set up. Works well for group or individuals.

Defensive driving

3 video set VHS, 13-15 min

Backing safely - Includes practical information to reduce backing collisions: what to avoid; safe backing maneuvers; backing with helper or trailer.

Low visibility & driving - Learn preventative measures & corrective actions to improve a driver's ability; see & be seen in adverse weather; night; sun; tunnels; spray from vehicles.

Parking safely - Designed to upgrade even experienced driver's parking skills; basic rules, designated parking lanes; braking; blind spots; pedestrians; "smart" locations; hazard scanning; backing; personal safety considerations.

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Defensive driving: Coaching the emergency vehicle operator II: Police

VHS, 6 hours for base VHS/scripted training, 8 hours expanded)

Comprehensive coverage of collision-prevention techniques. A non-lecture participant intensive educational approach. A video presentation & transparencies for group discussion. A modular, easy-to-use training format & fully scripted leader's guide.

Note: sample participant booklet provided.

member
standard

Defensive driving: Coaching the experienced driver III

DVD/scripted training may be 3-4 hours)

Comprehensive coverage of collision-prevention techniques includes five additional topic areas. A non-lecture participant intensive educational approach with a video presentation. A modular, easy-to-use training format & fully scripted leader's guide.

Note: participant booklets provided with loan

member
standard

Defensive driving: Coaching the experienced driver II: Self-instruction

VHS, 45 min

Designed for drivers who are already skilled in the basics of vehicle handling. Intended to refresh & build on current driving skills plus help reach a new level of defensive driving.

Note: Intended for self-instruction.

Produced by FLI Learning Systems

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standard

Defensive driving: Coaching the maintenance vehicle operator

VHS/scripted, 4 hours)

A 4-hour VHS/scripted training focusing on improving an operator's ability to read traffic conditions, act accordingly, & prevent collisions - both on the road & at the work site. A non-lecture participant intensive educational approach + video presentation; modular, easy-to-use training format, fully scripted, reproducible written test. The training covers collision-prevention techniques addressing: collision prevention through "S.C.C." (scanning, communication, cushion of safety); safe driving techniques; operator safety at the work site & at a moving work site; vehicle inspection.

member
standard

Defensive driving: Coaching the refuse truck driver II

VHS, 5 hours

A 5-hour VHS/scripted training focusing on collision-producing situations common to the refuse driver. Designed to be a course that goes beyond the basics. Contains:

- A non-lecture participant intensive educational approach + video presentation
- Easy-to-use training format & fully scripted leader's guide + transparencies
- Reproducible written test

Discuss ways to handle potential collision situations. Includes 8-segments that address vehicle inspection, cushion of safety, city & commercial driving, suburban & rural driving, backing, limited access highway driving, special situations, & crew safety.

member
standard

Defensive driving: Coaching the van driver II: Self-instruction

VHS, 60 min

Commercial vans are different than passenger cars: bigger, heavier, have larger blind spots, & require longer following/stopping distances. Training drivers to compensate for these differences can help keep them on the road & on the job. Topics include:

- Pre-trip inspection
- Safety belts
- Van characteristics
- Scanning
- Backing
- Cushion of safety
- Blind spots
- City/highway/rural driving

member
standard

Domestic violence and the workplace

VHS, 2 hours)

This video includes a handout for someone at your site to facilitate training to all levels of public entity management and supervision. This video is based on a live broadcast from the interactive virtual classroom of the HTVN studio in Cheshire, CT.

member
standard

Domestic violence response: identifying the primary aggressor - Part 1

VHS, 30 min

Responding to a domestic disturbance is one of the most common calls that patrol officers' experience. Often, the biggest challenge can be identifying the primary aggressor. This video examines several steps that to help determine who the primary aggressor is.

Produced in cooperation with the San Diego City Attorney's Office

Don't meet by accident: a guide to safe driving

VHS, 22 min

This video outlines the common elements of accidents and keys to preventing them in the future. Topics include

- Backing
- Rear-end collisions
- Intersection accidents
- Driving in adverse weather conditions
- Proper accident response

member
standard

Emergency vehicle operation

VHS, 30 min

Discusses the risk of vehicular accidents connected to response, routine driving, and pursuits. Focus is on the consequences to the officer versus civil liability.

Note: This is NOT an EVOG course

Employment practice liability

VHS, 12 min

The video begins with showing how public officials are often sued for employment practice claims and teaches them how to avoid being sued because of the five D's: discrimination, documentation, drastic action, discipline & discharge.

member
standard

Employment practices and smart risk management

VHS, 2 hours)

Includes a handout to facilitate training to all levels of public entity management and supervision. This video is based on a live broadcast from the interactive virtual classroom of the HTVN studio in Cheshire, CT.

member
standard

Fire! in the workplace video

VHS, 17 min

This program will help train employees about the causes and dangers of workplace fires, as well as classes of fires, proper housekeeping, and extinguishing small fires.

Produced by Coastal Training Technologies Corp.

Fire extinguishers: Your PASS to safety

DVD, 9 min

Your workers only have seconds to respond when a fire breaks out. Provide them with annual training on fire extinguisher use with this effective program.

Produced by Coastal Training Tech/DuPont Sustainable Training Solutions

Fire safety alert, aware, alive

DVD, 15 min

Show your employees life-saving information on the different types of fires, how they can be prevented and what should be done in case of a fire. Information presented includes learning about the elements a fire needs to burn; fire prevention and education on fire extinguishers.

Produced by Coastal Training Technologies Corp.

Gordon Graham risk management series

The 5 concurrent themes to success

DVD, 55 min

In this presentation, Gordon explains how the separate and distinct disciplines of risk management, systems, customer service, accountability and integrity all work together to assure that things go right. The first part of a four-portion package and a foundation for the remaining products. The goal of this program is to give the viewer information on how to use these themes in conjunction with each other as a "global" approach to getting things done right.

Gordon Graham risk management series

Why things go right - why things go wrong

DVD, 55 min

Focus on the principles of risk management and how they work to predict and prevent bad things from happening. The public safety professional who views this program will learn how and why things go wrong. They will also learn some strategies and tactics to prevent things from going wrong. Included in this program is the "risk/frequency" analysis and how it works to manage the risk of the events that have the highest probability of causing us grief in any job description.

Gordon Graham risk management series

Organizational risk management - the 5 pillars of success

DVD, 55 min

Now that we know things going wrong are both predictable and preventable, let's make them predictive and reliable. This program focuses on the things that need to be done today in every public safety organization to assure that things go right. Included in this program are thoughts on getting and keeping good people, how to build a good policy manual, the critical importance of training, the role of the first line supervisor, and why discipline is so important in a well-run organization.

Gordon Graham risk management series

The elimination of harassment, bias & discrimination in the workplace

DVD, 55 min.)

This program is designed to address perhaps the hottest issue in public safety today. When our personnel are not being treated right internally (or they perceive they are not being treated right) they have many options to address their concerns. In this program, Gordon Graham lays out a simple risk management approach to this complex issues with the goal of avoiding problems before they occur.

Harassment & diversity: Respecting differences (employee version)

DVD, 20 min

Harassment can be about race, religion, sex, age, disabilities & other characteristics.

Narrated by Bruce Sarchet, employment law attorney with Littler Mendelson, PC, managers/supervisors learn to recognize & prevent illegal harassment, & how to respond quickly & appropriately to a complaint.

Produced by Kantola Productions

member
standard

Harassment & diversity: Respecting differences (manager version)

DVD, 20 min

All managers and supervisors need to understand their roles in preventing harassment in today's diverse workplaces. They must know the definition of illegal harassment, and why it cannot be tolerated. Use this comprehensive program to clarify how to recognize and prevent harassment, and what to do if harassment occurs. Managers will learn:

- An appreciation for diversity in the workplace.
- Awareness of conditions that may lead to harassment, and what to keep an eye out for.
- Policies and practices that help keep the workplace harassment-free.
- How to respond to a claim of harassment.
- Harassment investigation procedures and proper discipline.
- Why workplace harassment must be taken seriously.

Legal content provided by the Legal Learning Group®, a division of Littler Mendelson, PC®.

Hazard awareness is everyone's responsibility

VHS, 21 min

Public entity employees are exposed to a variety of hazardous conditions that can result in serious injuries & property damage. Learn how a 3-step hazard awareness program; including hazard identification, evaluation & control, can prevent these accidents from occurring.

Hiring success: A step by step guide

DVD, 25 min

Apply an eight-step process that will boost your success in finding the right person for the job while you understand how to avoid discrimination along with other legal issues in hiring.

Inspecting playgrounds for hazards

VHS, 35 min

This video gives an overview of playground safety issues and helps with the following subjects:

- Developing checklists
- Maintenance inspections
- Surfacing
- Design-related inspections
- Conducting a CPSC safety evaluation

Interpersonal communication: Legal implications - Part 1 & 2

VHS, 16 & 18 min

Ways are discussed to use language, which promote a voluntary mindset, making an officer approachable while reducing stress levels. Learn what non-verbal communications say & about verbal commands prior to use of force; language to avoid so not to offend.

member
standard

In the line of duty: Body cams

DVD, 31 min

Video technology has come a long way in the last few decades and it's only getting better. But are body cameras all they are cracked up to be? Will they help or hinder law enforcement? Many feel that body cams are a great way for cops, and those in law enforcement; to improve their credibility with those they serve and build trust within their communities. In fact, what many police departments are realizing is that body cams and the video they capture can be a great tool. Some of the best data and feedback on body cameras comes from one of the trailblazers. In this program you will hear from one police department on how they successfully navigated the implementation of body cameras within their department.

Produced by In the Line of Duty

Leadership at every level

DVD, 24 min

This leadership training video begins by demonstrating successful management styles: direction, influence, collaboration, and delegation. It then explains how settings and your subordinates determine which management style is most appropriate for your situation - and the need to adapt to changing circumstances.

Learn how to exhibit leadership by making good decisions and keeping your own emotions under control. Learn the critical importance of personal integrity to take it to the next level.

Legal and effective hiring

DVD, 37 min

Explains important steps to take ahead of time, and how to focus afterwards on legitimate, non-discriminatory factors during the selection process. Explains proper hiring procedures to help select the right applicants while protecting yourself & organization from discrimination & legal liability. Featuring attorney Linda Walton, Lane Powell Spears Lubersky. Learn:

- Key components of a carefully written job description
- How to use it as the basis for interviewing selection
- Questions you may and may not ask
- Special issues raised by the ADA
- The value of a matrix for comparing candidates objectively

new

member
standard

Legal survival skills for the modern manager

DVD, 26 min

The program teaches 12 basic survival skills that may help companies remain in compliance with major employment legislation while at the same time encouraging worker morale and productivity. Follow the story of a new manager facing common workplace challenges and acting to resolve them in ways that protect both the company and the employee's interest.

Lessons from miracle on the Hudson

DVD, 20 min

Let Captain "Sully" Sullenberger energize your safety meeting with this new DVD containing six short meeting openers to help capture your employees' attention and remind them of the importance of keeping safety front of mind. Featuring slices from Cap Sully's keynote address at the 2011 DuPont Sustainable Solutions Forum, each opener focuses on a different theme. Learning objectives:

- Being prepared
- Investing in yourself and your values
- Teamwork and making safety a priority
- Importance of being competent
- Communication

Low visibility and driving

VHS, 15 min

This video addresses driving problems caused by weather conditions such as fog, snow, rain, bright sun and other factors not usually covered in traditional drive safety courses.

Managing people - Key skills for great managers

DVD, 29 min

Use this management training video to learn how a "people-first" approach can increase loyalty, retention, and productivity in your workforce. Learn how the best managers: Clear the obstacles, and provide the support needed to get the job done, Isolate and measure the "key drivers" (you always get more of what you recognize), See what's right with people, rather than what's wrong (as you celebrate, you achieve). Effective management is concerned with the goals of the workforce as well as the goals of the organization. When you demonstrate your commitment to improving the lives of the people you manage, they will demonstrate a commitment to you and to meeting the expectations you set for them.

member
standard

Managing sanitary sewer overflows

VHS, 20 min

Many factors cause sanitary sewer overflow including: infiltration & inflow, undersized systems, pipe failures, equipment failures, sewer service connections, & deteriorating sewer systems. This provides in depth information regarding prevention, inspection, & maintenance to help reduce property damage, minimize inconvenience to citizens & lessen a public entity's liability exposure should a sanitary sewer overflow occur.

Managing your employment liability exposure

VHS, 20 min

This video discusses how personnel problems can result in costly employment liability claims. Liability exposures including wrongful termination, harassment, and retaliation are depicted. Tips for preventing employment claims by establishing good hiring practice, following personnel policies and procedures, training supervisors, and properly documenting employee performance are emphasized.

member
standard

Media relations for law enforcement

VHS, 17 min

The media often shapes your department's reputation in the mind of the public, as well as in the minds of municipal managers who vote on your budget. Teach your department to be pro-active and take control of media relations with this new program. Also learn about:

- The PIO office
- Meeting news directors, editors, and reports
- Effective press releases
- Media interviews

Miracle on the Hudson: Prepare for safety

DVD, 25 min

Hear from Captain Sullenberger about how he helped save hundreds of lives by calling upon the four "C's" (competence, compassion, commitment and communication). Your employees will see how they can incorporate these traits into their own lives, both on- and off-the-job, through the inspiring story of a dedicated and experienced pilot.

Motivating your employees: Rewards & recognition

DVD, 21 min

How to motivate employees: When employees feel appreciated, they are motivated to do more work - and do better work. This employee motivation video shows how recognition can help bring out the best in your staff, energizing employees toward greater accomplishments. You'll learn how to implement four fundamental principles of motivation: Praise must be honest and authentic, Employee recognition should be specific and timely, Rewards are most motivating when tailored to the individual, Managers should highlight positive behavior when motivating employees, praising often and genuinely. Recognition can be a powerful business tool. When our efforts are recognized, we feel valued and our satisfaction grows. As our satisfaction increases, so does our loyalty, and our motivation. And one person at a time, we build a strong and vital organization.

No tolerance: Workplace harassment, discrimination & wrongdoing -and- Changing the way we think about safety

(DVD duo-23 min

No tolerance - Employees of local government have certain rights and obligations. Federal and state laws, as well as policies of each employer, cover such important areas as: safety, discrimination, violence, harassment, retaliation & conflicts of interest. Following proper guidelines will protect everyone and makes for a better working environment.

Changing the way we think about safety - Safety is an attitude that allows us to understand and reduce risks. Demonstrates a proven safety strategy for governmental entities that empowers workers to take a more active role in creating a safer, more efficient working environment. Also discusses the need to revitalize the safety committee to consistently follow safety procedures and to enforce a "no tolerance" policy toward harassment and discrimination.

Parking safely

VHS, 14 min

This video covers scanning for hazards, covering the brake, backing, personal safety and more. May be borrowed for viewing alone or in conjunction with the defensive driving courses.

Performance appraisals: Getting results

DVD, 18 min

In this material, you'll view examples of both a large and smaller company addressing their performance appraisal system. You can learn:

- The advantages of following a formal process
- The importance of fairness and consistency
- Proper preparation techniques
- Methods of motivating the top producers
- How to deal with under-performers
- The value of employee feedback

Performance coaching

DVD, 17 min

Help improve employee performance and retention while creating a more productive workforce with this effective employee coaching DVD. This employee coaching video provides clear guidelines that will help you improve employee performance through mentoring and providing direction and feedback.

This management training video shows you how to apply essential performance coaching steps in productive ways that include your employees in the process. You'll learn to communicate specific expectations and to remove any obstacles that get in the way.

Power of positive discipline

DVD, 21 min

This award-winning positive discipline video gives you six steps of progressive discipline which begin with coaching and escalate to stronger measures only as needed to solve the problem. In many cases, employees will respond early in the process. But if not, the later steps help you address continuing performance shortcomings calmly and professionally. You'll see the best ways to: Clarify what's expected, convince the employee that change is necessary, Get the employee's agreement to change, Come up with an action plan together.

Disciplining employees is never easy. Instead of disruption and anxiety, positive discipline can make working with employees to help them improve their job performance a rewarding part of any manager's or supervisor's job.

member
standard

member
standard

member
standard

member
standard

Preventing liability: The leader's role

DVD, 26 min

This video will bring awareness to your managers so they understand the liability their words and actions can create. View the scenarios showing where careful thought could have averted serious consequences. Supervisors learn that as a representative of the company, it is not only their actions but their inactions, errors and omissions that can lead to an expensive liability claim.

Preventing sexual harassment - The manager's role

DVD, 28 min

This program will help you recognize common workday occurrences and better understand your role as a manager in helping to maintain a harassment-free workplace. What types of activities should trigger the investigation procedure established by your company? You'll learn about:

- Hostile environments
- Quid pro quo sexual harassment
- Constructive knowledge
- unwelcome vs. welcome behavior

Public building security, it's everyone's concern

DVD, 15 min

This program examines vital building security measures to ensure the safety of everyone. Items covered include:

- International and domestic terrorism vs. criminal activity vs. workplace violence
- Specific security measures
- Communicating important information

Pursuit and emergency response

VHS, 16 min

Written & filmed with law enforcement personnel on the front line, this program teaches officers how to protect themselves and their departments against civil liability lawsuits resulting from pursuit and emergency response situations. It teaches:

- Knowing and following state laws and departmental policies & procedures
- How to determine if a pursuit is appropriate & how to stay in control
- Situations where an emergency response isn't legally defensible
- Successful pre-trial strategies/tactics thru documentation
- Case winning court room behaviors and considerations

member
standard

Pursuit intervention techniques - P.I.T.

VHS, 6 min

If your department is considering development of the Pursuit Intervention Technique (P.I.T.) as part of your pursuit policy, you'll want this program. It features driving experts from two of the nation's finest E.V.O.C. schools.

Produced by In the Line of Duty

Report writing: What every street cop needs to know

VHS, 7 min

This stresses the critical importance of reports in law enforcement. Key ingredients for completeness are discussed as well as suggestions for avoiding abstract words and contractions. The structure of a report is outlined.

Respect and responsibility: A positive approach to discipline

DVD, 24 min

This video shows how to focus on respect and responsibility, creating a platform where the employee who's creating a problem agrees to be the one who solves it.

Responding to child abuse incidents

VHS, 30 min

Child abuse is an emotionally draining call for law enforcement. This reviews what evidence to look for & how to successfully collect it. Discover the differences between dealing with children & dealing with adults in these situations.

Safe hiring: How you can avoid bad hires

DVD, 23 min

Learn tips for screening out problem candidates & performing legal background checks. Learn:

- What to look for on an application & why you shouldn't rely on resumes alone
- The 5 most powerful interview questions
- Why you should check references every time
- The kinds of background checks to consider & how to stay within legal guidelines
- Keeping the costs of safe hiring practices low

member
standard

Safe winter driving

DVD, 17 min

Minimize your risk by recognizing winter hazards and knowing how to prepare yourself and your vehicle for winter. Learning and/or reviewing these safe winter driving techniques could save your life. Information includes learning about the following:

- Being prepared
- Auto safety checklist and emergency equipment
- Starting your engine
- A dead battery
- Poor visibility
- Rain, snow & ice
- Skidding
- What to do if stranded

Sexual harassment: Commonsense approach (employee version)

DVD, 25 min

This training video shows how awareness, communication and civility can lead to preventing sexual harassment in the workplace. This dramatic video is designed to help your employees with both the gray areas and the obvious. Viewers will see realistic scenes that are clearly sexual harassment, and others that are probably just lapses in good judgment. Viewers will learn how to recognize sexual harassment, how to respond appropriately, and how to behave in compliance with the law and your company's sexual harassment policy. Use this entertaining and enlightening video to ensure your employees understand their responsibility in maintaining the atmosphere of civility you expect within your organization.

member
standard

Sexual harassment: Commonsense approach (manager version)

DVD, 32 min

Speaking directly to supervisors and managers, this sexual harassment training DVD offers clear guidance on how to recognize and prevent sexual harassment in the workplace as well as the gray areas of this prevalent problem, and explains their responsibilities to respond promptly and appropriately. Managers will learn proven techniques so they can respond appropriately and in compliance with the law. Both forms of sexual harassment as recognized by the courts - hostile work environment and quid pro quo - are covered in this video. Experts show you how to distinguish between what is - and what is not - sexual harassment, in various settings, including manufacturing, office, healthcare and academic environments.

member
standard

Simple Spanish Commands

DVD, Length 25:34

This program includes 10 separate short lessons to help guide officers through the most basic and commonly used law enforcement commands in Spanish. Knowing these basic commands in Spanish will aid in effective communication when dealing with Spanish-speaking citizens. The lessons include: Basic Words, Words to use during an emergency, Greetings and assuring words, Gathering information words, Traffic stop commands and instructions, Basic commands before an arrest, Important questions, Traffic stop questions, and key words and phrases to remember. The program also includes a handout for officers to use to practice the simple Spanish commands.

Produced by In the Line of Duty

Slips, trips & falls

DVD, 20 min

Falls account for ~400,000 workplace injuries each year. This can teach danger awareness and examines the core concepts of: awareness, attitude, action; identifying hazards; reducing improper use of equipment & simple housekeeping.

Snowmobile safety training: Youth and adult

CD, 2+ hrs

A two to four hour training depending on age and experience.

Successful termination

DVD/VHS - 39 min

Explains performance techniques & discipline methods that'll support attempts to salvage an employee who might still come around. Gives procedures for properly terminating employment with minimal disruption & in compliance with the law.

Produced by Kantola Productions

Time management

DVD, 26 min

Time management training that gives you practical tools for getting a handle on your workday so you can get what YOU want out of life. The first step is figuring out how to control the way you spend your time. Learn time management training tips and the People Paradox: how to give your people the support they need to do their jobs, while at the same time accomplishing the tasks you're personally responsible for.



member
standard

Vehicle liability

VHS, 30 min

Examine high liability issues: emergency driving, pursuits & fleet management. Innovative solutions address steps agencies can take to reduce liability exposure.

Waking up to emergency and disaster management

VHS, 25 min

This training provides entities with knowledge necessary to implement disaster management programs to help reduce the losses of potential threats. As community leaders, it's your obligation to citizens to be prepared for any type of emergency or disaster.

Wastewater backup & overflow loss control

VHS, 23 min

Review of issues & causes that everyone faces when confronted with the costs of backups & overflows. Review how to control losses, claims & lawsuits by using proper documentation, along with system management & public education. Learn five steps to control backup losses:

- Document
- Map it
- Track it
- Fix it
- Teach it

Wastewater backup & overflow response

VHS, 23 min

Working on backups & overflows may not be rocket science, but dealing with the public can be a fine art. Material was written for field personnel responding to actual backups & overflows. Learn procedures for:

- Why's/how's of not admitting "fault" or liability during a response
- How to respond in a professional/courteous manner
- Strategies for dealing with homeowners & residents

Wastewater loss control

DVD, 20 min

This program presents a discussion of the five steps for an effective backup and overflow prevention program and the reasonable care responsibilities of local government required to prevail in any law suits. Emphasized is the importance of knowing your system in detail and how to document effectively all inspections, maintenance, repairs, and responses to citizen complaints of the waste water system.

The well-managed meeting: How to run effective, results-oriented business meetings

DVD, 22 min

Meetings can be a powerful business tool, bringing people together to solve problems, share ideas, or focus everyone's efforts on a common goal. So how do you go from "total waste of time" to "powerful business tool"? By training your employees on techniques to prepare and run effective meetings that are focused and meet their objectives.

You'll learn how being properly prepared allows you to encourage engagement and teamwork while keeping the meeting on time and on track. And you'll see specific techniques for a variety of specialized situations, including web meetings. Set a company-wide standard for meetings that reach their goals - and end on time.

Workplace violence: The early warning signs (employee version)

DVD, 17 min

Workplace violence is an issue that can affect any organization, of any size, in any industry. This training video takes on this important topic without sensationalizing, but by approaching the subject directly and honestly. Stephen White is a leading expert on workplace violence who draws from his experiences to dispel some of the common myths about workplace violence, while providing a better understanding of what you should be aware of to help keep your workplace safe.

The employee version details the ten distinct warning signs that could foretell violence. It emphasizes the need for employees to speak up and get help if they notice anything that causes concern.

Workplace violence: The early warning signs (manager version)

DVD, 24 min

Workplace violence can happen in any size organization, in any industry. This dramatic video is narrated by Stephen G. White, PhD, President of Work Trauma Services and Associate Clinical Professor at the University of California, San Francisco. He shares facts about workplace violence that can help you identify risks of violence in your workplace.

The manager version helps you learn how to hold information-gathering meetings, confront a bully, or terminate a problem employee. Even if your workplace does not experience threats that indicate immediate danger, proper training on the appropriate response to warning signs of violence will improve employee comfort levels, show due diligence, and help the overall mental health of your organization.

member
standard

member
standard

Zoning & land use issues

VHS, 11 min

Explanation of due process, adjudicatory decisions, discoverable testimony & the need to follow an entity's existing land-use regulations. Group home & adult business examples are used to show the consequences to public officials of "targeting" certain projects. Public officials are shown how to document decision-making & considerations for disqualifying themselves from a zoning case.