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):

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<th>Orientation Wk</th>
<th>Course Dates</th>
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<tbody>
<tr>
<td>January 13, 2020</td>
<td>1/20-3/6</td>
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<tr>
<td>February 10, 2020</td>
<td>2/17-4/3</td>
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<td>March 9, 2020</td>
<td>3/16-5/1</td>
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<td>April 13, 2020</td>
<td>4/20-6/5</td>
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<td>May 11, 2020</td>
<td>5/18-7/3</td>
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<td>June 8, 2020</td>
<td>6/15-7/3</td>
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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:

“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.”

Brought to you by the Managing Education Resource Group (M Erg) in conjunction with your local agent association.
For more information about curriculum, call Sue Radwan at (517) 256-4786. To register, call your agent association.