

Make Your New Employee A Winner



Give your rookies the training they need to succeed—without interrupting your daily sales and service activities.

Train them On-Line with the 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 course starts in December 2010

Orientation Week	New Emp Orientation
Jan 10, 2011	1/17-3/4
Feb 14, 2011	2/21-4/8

Course Fee: \$235

Here's what former students have said:

"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?"

"I liked the text! I liked the interactive approach! It was good for me to learn a little more about personal property and commercial insurance as I work in the life and health department. It gives me a little more understanding and appreciation of what the CSAs beside me are doing."

"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."

"I believe that if I didn't take this course that I might not have advanced as quickly as I did. I find myself looking at documents, any document, and knowing what it is rather than looking at it like it was written in another language."

"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."

TO REGISTER, complete the following form

FAX: (205) 326-3086

MAIL: AIIA, Inc.-141 London Pkwy-Birmingham, AL 35244

ONLINE at www.aiia.org Click "Education" & follow prompts

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: _____

Name on Card: _____

Card # _____