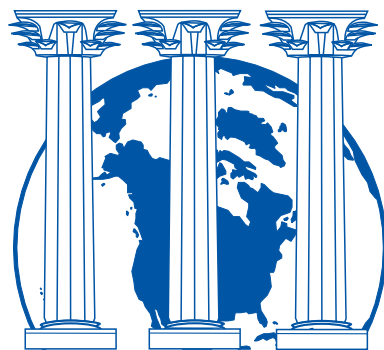


INTERNATIONAL
INSURANCE
INSTITUTE, Inc.



Course Catalog





About International Insurance Institute, Inc.

Training

“In life it is training rather than birth which counts”

-Ihara Saidaku, 1679

At International Insurance Institute, Inc., we believe educational classes help increase knowledge, but only with training comes a change in behavior. Knowledge, without a change in behavior, produces little results.

That is why all training courses provided by International Insurance Institute, Inc. include time for the students to practice and understand how to put into use the newly acquired knowledge and skills. Real-life problem solving exercises, scenarios, role-plays and other such practice devices are used to help the students experience the results their new knowledge and skills will produce.

The goal of our training is to produce results. In every training session, regardless of the subject matter, we consider ourselves coaches. A coach has a vested interest in the success of his/her team. We work hard to deliver training courses that produce results, because we have a vested interest in our students performing well.

All instructors at International Insurance Institute, Inc. are successful claims managers and understand the investment being made when claims people attend training classes. We know the importance of having training produce results.



What Makes Our Training Different:

If you can't come to us, we'll come to you! For fifteen students or more we will come to your location and train on-site anywhere in the world.

All instructors are experienced Claims Managers and Certified Instructors that specialize in real life claims applications.

All workshops described in this catalog can be modified to be specific to Underwriting, Operations, Agency, Legal, Subrogation, or any other department.



Carl Van, ITP, President & CEO of International Insurance Institute, Inc., graduated from California State University, Sacramento where he received his bachelor's degree in Insurance. He has been in the insurance claims industry since 1980 and has held various staff, management and executive positions including Vice President/General Manager.

Mr. Van has written articles for Claims magazine, Claims Education Magazine, Claims Advisor, Claims People magazine, The Subrogator, The National Underwriter, California Insurance Journal and over 100 other national magazines. He is the author of over 75 technical and soft skill workshops being taught throughout the U.S., Canada, Australia and the U.K. He has been a trainer at an international U.S-Japanese executive training program, a guest speaker at hundreds of claims association seminars, and selected as the opening presenter at some of the most prestigious claims conferences in the United States and Canada.

Mr. Van is the Dean of the School of Claims Performance, and has served as both board member and Regional Vice President of the Society of Insurance Trainers and Educators. He is owner and publisher of Claims Education Magazine, and board president of the Claims Education Conference. He is creator, presenter and producer of all claims training videos at Claims Education On Line, which include Time Management, Customer Service, Negotiations and Critical Thinking, all specific to claims professionals.

Mr. Van is owner and publisher of Claims Professional Books On Line, and is the author of the highly acclaimed book The 8 Characteristics of the Awesome Adjuster, which has sold internationally throughout the United States, Canada, Guam, Singapore, France, Australia, England, Chile, Ireland, and 25 other countries. Other books by Carl Van include Gaining Cooperation, The Claims Cookbook, Attitude, Ability and the 80/20 Rule, The Eight Characteristics of the Awesome Employee and Negotiations Skills for the Claims Professional.

He writes all materials for his Carl Van Claims Expert blog, and provides claims tips on his Carl Van Professional Speaker You Tube channel. Just for fun he writes all lyrics to the songs performed by Carl Van and the Awesome Adjuster Band. Other credits include being an arbitrator, a TASA expert witness for insurance Bad Faith suits, as well as a national auditor for a federal regulatory agency.



www.InsuranceInstitute.com
www.CarlVan.org
[www.Facebook.com/CarlVanspeaker](https://www.facebook.com/CarlVanspeaker)
[www.Twitter.com/carlvanspeaker](https://twitter.com/carlvanspeaker)
[www.Linkedin.com \(Carl Van – Awesome Adjuster group\)](https://www.linkedin.com/groups?gid=11111111)
www.CarlVanClaimsExpert.wordpress.com

www.ClaimsEducationConference.net
www.ClaimsEducationMagazine.com
www.ClaimsEducationOnLine.com
www.ClaimsProfessionalBooks.com
[www.YouTube.com/carlvantv](https://www.youtube.com/carlvantv)



Leadership Team



Dave Vanderpan, Director of Claims Training of International Insurance Institute, Inc., graduated from University of California at Davis with Bachelor degrees in both International Relations and Economics.

He has been in the insurance claims industry since 1986, and has held the positions of Claims Adjuster, Claims Supervisor, Claims Manager and Regional Claims Manager.

Mr. Vanderpan has been training claims professionals for over 25 years, and has developed and presented many in-house training sessions. He has conducted over 500 training classes in over 40 states throughout the U.S., and has been a featured speaker at conferences in Canada, and England.

Mr. Vanderpan helped develop the material and presentation format of the most successful class offered by the International Insurance Institute, Inc., the popular Awesome Claims Customer Service which was featured in Claims magazine.

He is the author of numerous successful workshops offered at the annual Claims Education Conference including the highly respected Litigation Management and the fun packed Team Building Games for Claims.

Mr. Vanderpan has been the subject of many articles regarding exceptional claims performance, and featured in Claims Education Magazine.

He is co-presenter of the Negotiation Skills for Claims Professional on-line training course available at Claims Education On Line.

Mr. Vanderpan is member of the Society of Insurance Trainers and Educators and has been a member of the National Association of Independent Insurance Adjusters. He has extensive knowledge in the fields of coverage and defense litigation covering almost all states.



www.InsuranceInstitute.com
www.ClaimsEducationMagazine.com
www.ClaimsEducationOnLine.com

www.ClaimsEducationConference.net
www.Linkedin.com/DaveVanderpan
www.ClaimsProfessionalBooks.com



Teresa Headrick, ITP, Director of Course Development, International Insurance Institute, Inc. has been in the insurance industry since 1977, leading to management and learning/development with a staff of training consultants, quality assurance specialists and business development managers.

She has served on several strategic leadership councils, collaborating with other training leaders to meet the current development goals of the insurance industry.

Ms. Headrick earned her ITP (Insurance Training Professional) designation from the Society of Insurance Trainers and Educators (SITE) and her CPLP (Certified Professional in Learning and Performance) designation from the American Society for Training & Development (ASTD), specializing in Human Performance Improvement.

She has held several Board positions with SITE, including President. She also served three consecutive terms as President of her regional chapter of ASTD.

Ms. Headrick has been a guest speaker at numerous insurance association meetings, and a featured instructor and course designer at the annual Claims Education Conference.



She specializes in identifying and leveraging natural talents for any size organization or team using “StrengthsFinder 2.0 – Now, Discover Your Strengths.” She is widely considered the leading industry expert in guiding organizations on how to discover and apply strengths, putting them to work to strengthen individuals and teams.

Ms. Headrick’s corporate management experience, her senior leadership roles with national and local societies, and her commitment to the insurance industry, make her uniquely qualified to write and train on the subjects of leadership and employee development.

Other credits include being a licensed insurance broker, and co-authoring Negotiation Skills for the Claims Professional, offered at Claims Professional Books.

www.InsuranceInstitute.com
www.ClaimsProfessionalBooks.com
www.ClaimsEducationMagazine.com

www.ClaimsEducationConference.net
www.ClaimsEducationOnLine.com
www.Linkedin.com/TeresaHeadrick



Awesome Claims Customer Service

The overall focus of the Awesome Claims Customer Service full-day workshop is to improve the customer experience throughout the claims process, in order to increase customer satisfaction and reduce claim expense through improved interpersonal skills and claims handling efficiency.



Claims professionals are taught specific skills to accomplish these goals, and make their jobs easier and more satisfying. They also learn some real-life skills on how to gain customer trust, reduce customer anxiety, reduce phone calls, improve the customer's perception of how they are being treated, and make the claims job easier.

Attendees learn how to:

- Apply the five standards of great customer service companies
- Define excellent customer service and apply into everyday interactions
- Reduce the volume of incoming and outgoing phone calls
- Recognize that customer service is their job
- Reduce customer anxiety and increase customer patience
- Improve the customer's perception of the service they have received
- Gain customer trust
- Build trust with the customer and manage the relationship
- Deliver bad news with empathy and understanding
- Avoid the "Claims Hammer"
- Set, meet and exceed customer expectations
- Have a positive attitude toward the customer
- End the "Question after Question" cycle
- Listen effectively- knowing what the customer really wants
- Make the empathic connection
- Help the angry customer





Awesome Claims Customer Service - The Next Level

This full-day workshop is intended as a direct follow up to the Awesome Claims Customer Service workshop. It is designed to build upon the basic customer service building blocks previously set down, and develop new high level customer service techniques to improve results.



Claims professionals learn to appreciate a sense of responsibility for ones own development and foster initiative. They will better understand customer's reactions to demands and incorporate them into file resolution. Focus is placed on identifying common survey results and comments, and looking for ways to improve results.

Attendees learn how to:

- Deal with the stress that can be experienced in claims
- Reduce self-induced stress
- Incorporate the strengths of the best claims people
- Appropriately manage complaint calls exercise
- Maintain customer service during negotiations
- Provide empathy (The power tool of customer service)
- Present settlement figures with concern for the customer
- Help the assertive/demanding customer
- Improve customer service letter writing basics
- Convey bad news tactfully
- Say things the right way
- Improve their professionalism
- Understand the connection between attitude and customer service
- Avoid telephone techniques that lower the perception of customer service





Real-Life Time Management for Claims

This is a practical, full-day workshop, which includes real-life scenarios geared specifically toward the claims professional.

Claims professionals use their own issues and barriers in problem solving exercises to focus on result oriented activities. Students leave with practical methods for improving time management, which they can put into place right away.



Customer service is strongly emphasized throughout the day. This course is designed to aid the claims professional by developing practical time management skills.

Attendees learn how to:

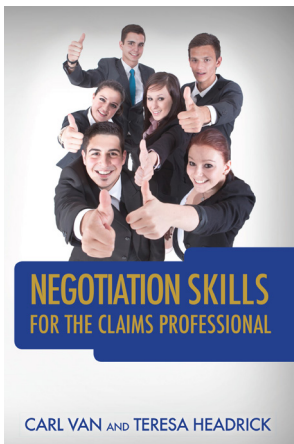
- Overcome procrastination by breaking up large projects into “bite size” pieces
- Eliminate work by focusing on those things that get worse with time
- Reduce phone calls by improving the telephone interaction with the customer to make sure they are listening and can remember what they were told
- Prioritize effectively by identifying those high impact items that keep them in the “20% time – 80% results” category
- Plan properly by looking at all of the items at one time and ranking them accordingly
- Construct a “working” to-do list to help avoid feeling interrupted during the day
- Manage incoming correspondence by only handling things once
- Manage diary by picking an effective strategy given the work-flow
- Manage telephone interruptions by being proactive in planning phone calls
- Leave work problems and stress at work





Negotiation Skills for the Claims Professional

Being an effective claims negotiator requires knowledge of the claims file, the ability to display empathy for the customer, and interpersonal skills to have the customer agree we are paying a fair amount.



When negotiating with attorneys, it requires making a good case for the strengths, minimizing the weaknesses, and avoiding the games others like to play. That means learning how to keep focus on the value of the case and not getting tricked into talking about demands.

In this full-day workshop, empathy, listening skills and customer service are utilized as tools in setting up improved negotiations. This presentation is light on textbook theory and heavy on real-life claims negotiation situations. Role-plays and exercises are all specific to the insurance claims business.

Attendees will learn:

- Great claims negotiators vs. everyone else
- The three critical factors in claims negotiations
- The five claims negotiations maxims
- The five-step claims negotiation process
- How to present settlement figures the correct way
- The fastest way to gain trust
- How to avoid the “claims hammer”
 - » How to say things the correct way
 - » Words and phrases you should never use in claims
- How to be persuasive
 - » Getting the other person to listen to you
 - » Getting the other person to consider your point of view
 - » Staying in “your conversation”
- Negotiating with an attorney
 - » Developing strengths and presenting them well
 - » Minimizing weaknesses
 - » Effective counter arguments





StrengthsFinder 2.0

Identifying and Leveraging Strengths

This full-day workshop is designed to introduce your organization to StrengthsFinder 2.0 – Now Discover Your Strengths, guiding senior leadership, management and staff to launch their Strengths journey, and discover natural talents to inspire an engaged, positive and productive environment.



Using the assessment results, students experience activities to cultivate the strengths culture and demonstrate the diversity of natural talents. Prior to class students complete the on-line assessment. During class, they receive their customized Strengths Discovery and Action-Planning Guide, including Strengths Insights.

As part of a team exercise, the team views all of the staff strengths. Activities are designed to cultivate the strengths culture, demonstrate diversity of natural talents and inspire a positive and productive environment.

Attendees learn how to:

- Recognize the concise behaviors that link directly to their strengths learned from the Gallup online assessment
- Identify how those behaviors manifest every day, at work and at home
- Manage their time by moving quickly beyond their barrier behaviors to a more productive process
- Build mutual respect by understanding the strengths of individuals in their organization and how to work best together
- Use that respect to work better with individuals with opposing strengths
- Develop their strengths to better themselves and their organization
- Become part of a diverse yet well-functioning team with consistent goals



Critical Thinking for Claims

This full-day workshop is designed to teach not only the benefits of critical thinking but also how to put critical thinking to work when making claims decisions.

Claims people are taught how to make good decisions based on cautious review, work through problems to find the best answer, stay focused on the real issues, and apply critical thinking to investigations.



Further discussion is focused on applying the learned skills to claims situations (coverage analysis, reporting, etc.) and using critical thinking when developing plans of action for claims handling.

It is not about always being right. It is about testing assumptions, thinking things through, considering the relevant information, avoiding the pitfalls, and making the best decision possible.

Attendees learn how to:

- Think things through, test assumptions, and make the best decisions possible.
- Apply critical thinking skills to review the facts of a claim and develop a tailored approach toward a thorough liability, coverage, and damages investigation.
- Avoid the pitfalls of non-critical thinking.
- Identify possible deception during the investigation (including taking recorded statements) which may require more investigation and follow up.
- Modify the existing claim investigation plan based on pertinent facts by applying critical thinking skills toward the new information developed during the investigation.
- Logically and accurately reconstruct all aspects of the loss through a careful analysis.
- Recognize and evaluate statements, conclusions, and arguments.



Dealing With Difficult Customers

Dealing with Difficult Customers workshop is designed especially for claims professionals.

Staying effective during unpleasant situations is the hallmark of the most successful customer service people.

The main objectives of this course are to explain the psychology that governs upset customer behavior, suggest steps to take after the customer is gone, present strategies for successful customer encounters, and advise customer service people about their actions and attitudes.



Attendees learn how to:

- Avoid upsetting customers in the first place
- Recognize why customers get upset
- Avoid using “trigger words” that upset customers
- Calm upset customers
- Gain valuable information from upset customers
- Diffuse defensiveness
- Properly follow up
- Understand customer demands and complaints
- Deal with the snide comment
- Deal with the assertive/demanding customer
- Deal with the angry customer
- Deal with the talkative customer
- Deal with the unreasonable customer
- Gain customer cooperation
- Gain customer trust





Negligence and Legal Liability

A full-day workshop covering the basics of the creation of legal liability.

The separation of liability versus coverage are reviewed along with necessary terminology such as clear liability, probable liability, questionable liability, strict liability, vicarious liability, etc. The goal of this workshop is to increase the claims professional's ability to apply known facts and develop a theory of liability.



Students are given case scenarios and work in teams to analyze the level of liability based on the theories of negligence they develop. This helps sharpen their investigative abilities as well as critical thinking skills.

The goal of this seminar is to have students appropriately analyze negligence factors and develop legal liability theories.

Topics include:

- Legal liability - by contract; by statute; by tort
- Torts – committing a civil wrong
- The five elements of negligence
- Negligence application
 - ◇ Pure comparative
 - ◇ Contributory
 - ◇ Modified contributory
- Defenses to legal liability
 - ◇ Last clear chance doctrine
 - ◇ Emergency defense
 - ◇ Act of God
 - ◇ Unavoidable accident
- Separating liability from coverage

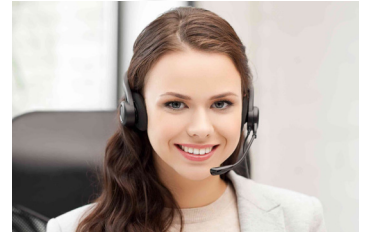


Note: Half-day workshop is available if the working case scenarios are removed.



The 8 Characteristics of The Awesome Adjuster

This full-day workshop is based on the highly acclaimed book The 8 Characteristics of the Adjuster, which has sold over 250,000 copies in the U.S., Canada, Australia, Singapore, France, India, England, Ireland and over 25 other countries worldwide.

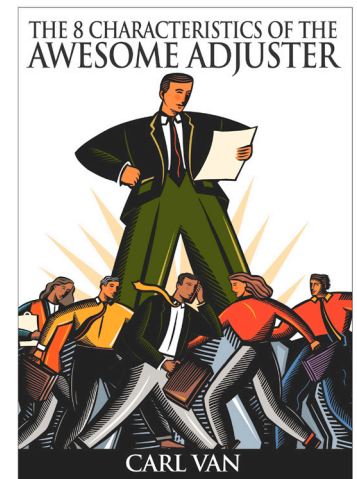


Awesome performers are a very diverse group; all personalities, educational backgrounds and intellectual levels are represented. As different as they are, however, they also have a great deal in common. This workshop outlines the characteristics, skills and attitudes that these individuals have in common that make them superior claims professionals.

Students are presented with the basic concepts of the characteristics, and then given team scenarios to solve and exercises to complete. Role-plays and very interactive exercises help reinforce the learned skills which will help any claims professional improve customer service, reduce the amount of work they do, increase their level of job satisfaction and make their job easier.

Topics include:

- Desire for Excellence
- Time Management
- Customer Service and Empathy
- Continuing Education
- Attitude
- Initiative
- Teamwork
- Interpersonal Skills



Note: Each topic requires two hours. Please choose any four topics to be covered in class. For all eight topics, two full days are required.



Effective Recorded Statements

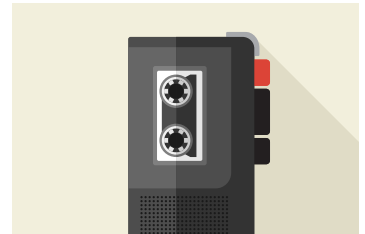
A full-day workshop designed to increase the effectiveness of recorded statements being taken. This full-day version includes a detailed discussion of the application of negligence and legal liability.



Practice scenarios and role-plays are utilized throughout the day to increase effectiveness in one of the most important evidence preserving functions performed by claims professional. The goal of the course is to increase the effectiveness of recorded statements by developing proper outlining and fact-finding strategies.

Attendees learn how to:

- Apply the elements of negligence toward legal liability
- Keep an eye out for defense strategies
- Gain increased confidence in assessing liability
- Use facts and negotiation skills to apply shared liability
- Improve their listening skills
- Recognize indicators of possible deception
- Keep an open mind – watching out for Opposite Blindness
- Gain cooperating when requesting to take a statement
- Improve their listening and analysis/deductive reasoning skills
- Develop follow up questions by listening to the answer
- Recognize subrogation opportunities and obtain the detail needed



Note: A half-day version of this course is available without the discussion of negligence and legal liability. It focuses only on the improvement of the recorded statement itself.



Understanding Claims for Non-Claims People

A full-day workshop designed to enhance the understanding of the claims department's role for non-claims professionals.

Subjects include the claims department's objectives, the claim department's functions, the Claims Professional's duties and responsibilities, fields of knowledge and attributes.



A portion of the day is set aside to answer questions regarding the operations and procedures of claims functions. The goal of this workshop is to increase the non-claims person's awareness and understanding of just how a claims operation works.

Topics include:

- Major Departments and Functions of Insurance Companies
- How insurance contracts work
- How claims adjusters analyze coverage
- How claims adjusters determine liability
- Major obligations of claims departments
- Life cycle of a claim
- Claims terminology
- Basic claims jobs
- Standard for choosing vendors
- Why vendors are removed from approved lists
- How to be seen as indispensable
- ALWAYS do this
- NEVER do this
- Getting on the good side of a claims organization



Note: A half-day version of this workshop is available should any topics not pertain to your needs.



Social Styles Inventory

A half-day workshop designed to define outward, observable behaviors of customers and co-workers and how those ‘Social Styles’ impact the success of teams and organizations.

After the class, students will be able to define ‘Social Styles’ and describe the prime factor in job success.

They will also be able to consider behaviors of those vital to success; describe what ‘Social Style’ differences mean; identify the layers of personality and describe the Model measurers.



They will complete the ‘Behavioral Inventory’ assessment; interpret the ‘Social Styles Inventory’ to identify personal primary and secondary styles; discover deep characteristics of each style; use ‘Social Styles’ to appreciate the behaviors of customers and co-workers; work better as a team toward positive business outcomes; reach greater success in all interactions and relationships.

Listening and Empathy Skills



A half-day workshop designed specifically to improve communication by enhancing listening skills and developing empathy abilities.

It has been said that the ability to listen and empathize with a customer is 70% of ultimately solving any problem that can arise. Practice exercises, role plays and real life scenarios are utilized in this highly interactive, practice based workshop.

It will improve listening skills and result in both an increase in customer satisfaction and decreased effort. This course will help the student learn how to expand their listening abilities and become a more effective communicator.

It will teach how to take in greater amounts of information, and remember more while “hearing between the lines.”



Business Writing Skills

A half-day workshop designed to help Claims Professionals develop the ability to write clear, concise business letters, memos, file notes and reports. This includes the “do’s and don’ts” that will help make a more persuasive communication.



The elements to well-written sentences and organized thoughts are covered in detail. This is especially important in the Claims Professional position since quite often it is the Claims Professional’s letter that is used as a tool in the developing stages of claims handling.

Throughout the course the concept that claims is a customer service business is constantly reinforced, and that claims letters should always reflect a level of courtesy and concern for customers. “This concludes this matter” is quickly changed to “It has been a pleasure assisting you”. The goal of this workshop is to enhance the level of business writing for the Claims Professional in the areas of professionalism and persuasiveness.

Proper File Documentation



A half-day course that is designed to improve claim file documentation. While adjusters can do many things to enhance the culture and commitment of the service they are trying to provide, probably the most important is file documentation. There is very little that will determine the direction a claim takes more than file documentation. The issue isn’t just “is there documentation in the file?” but “is the documentation an accurate reflection of the claim?” The answer depends heavily on the file’s documentation quality and timeliness.

Good file documentation can help resolve issues that may arise when there is a misunderstanding between the customer and the adjuster.

Topics include: file documentation as a reflection on the company, the importance of clear, concise and unambiguous file documentation, common claims standards for file documentation, nine most common claim file documentation errors, and final tips for file documentation.



Teaching and Coaching for Managers

This full-day course is specifically designed for supervisors and managers to increase the results of the training they provide. The course provides background and insight into how employees learn best, how to measure results, how to identify a training issue, and what to do before and after training. It also includes leadership and motivational techniques to help inspire employees to want to improve.



Many excellent employees move into supervision because they were good at their jobs. They have strong technical skills, and are promoted because of those skills in addition to demonstrating some leadership qualities. Once in this new position, they find themselves with an entirely new set of skill requirements and demands for which they are not fully prepared. At the top of that list is the ability to train others in an effective manner.

This course is appropriate for all levels of claims management desiring improved skills in the areas of teaching and coaching.

Topics include:

- Management's role in employee development
- Basics of adult learning
- Identifying development needs (is it a training issue?)
- Setting training objectives
- Effective coaching techniques
- Identifying comprehension and follow-up
- Keys to effective training
- Things to avoid when training
- Inspiring employees to improve themselves
- Three critical tools to individual development
- Training absolutes for managers





Management Skills for Managers



This two-day course is appropriate for all levels of management. Attendees will benefit from the discussion of what drives employee performance and how to use that information to drive up one's own performance.

What are the key concepts to effective leadership? How do we motivate our employees? Who makes the best performers? What are the keys to a culture change? What is the best way to pick a team to manage change? How do we know when the change has stuck?

What drives employee performance? How do we inspire employees to improve? Is leading by example the best way, or is there one step better? What are the dividing lines between exceptional performers and everyone else? How do we inspire them to improve themselves? How do we truly know which items are a priority, and what is the best way to make sure they get completed? How do we organize our work to deal with multiple priorities?

Based on concepts he developed from his books *The Eight Characteristics of the Awesome Employee* and *Attitude, Ability and the 80/20 Rule*, Carl Van, ITP, answers those questions and many more.

Day 1

8:30am – 12:00pm

Leadership quiz

Free book challenge

Who makes the best performers?

Attitude, ability and the 80/20 rule

95% of performance problems causes

Driving up employee performance

1:00 - 4:30pm

Critical elements to effective coaching

How to tell if you have a training issue

Management's role in training

Determining training objectives

Role contrast: Trainers vs. Managers

Day 2

8:30am – 12:00pm

Change management concepts and tips

Making sure change sticks

Understanding the basics of adult learning

The only information source you can trust is...

Leading by example – good enough?

Being a beacon

1:00 - 4:30pm

Inspiring improvement

Common barriers to getting things done

Planning and to-do lists

Effective prioritization

Managing employee interruptions



Leadership Concepts for Leaders

This is a leadership course consisting of six separate full-day workshops. It is designed to provide a well rounded variety of leadership topics. Workshops are typically scheduled anywhere from two to four months apart.



The workshop is very interactive. Attendees are split into teams for the day. During the day, they will work together to discuss the concepts, practice the learned skills, as well as solve case studies and scenarios. For each workshop, new teams are formed.

In order to keep the information fresh and encourage application of the learned skills, between workshops, each student will be asked to do the following:

- Complete a short quiz on the material covered in the workshop
- Review and answer a case study
- Attend a 1-hour webinar conducted by an III facilitator reviewing the material
- Read a summary of concepts and questions answered during the last workshop
- Prepare a list of questions about the topics for the next workshop
- Describe successes and challenges in applying the newly learned skills in a short brief to be reviewed by the facilitator
- (optional) Read a book or periodical suggested by the facilitator

Any of these activities can be expanded upon, reduced, or even eliminated based on your request. All of these extra-curricular activities are included in the workshop pricing by International Insurance Institute, Inc.

Individual workshop subjects:

Leadership
Personal Effectiveness

Teaching and Coaching
Employee Development

Motivation and Change
Time Management

For a complete outline and specialty pricing for this course, please download our 12 page brochure at www.InsuranceInstitute.com/downloads.



Time Management for Claims Supervisors and Managers

A full-day workshop which includes real-life scenarios geared specifically toward claims supervisors and managers.



Claims supervisors and managers have a unique demand upon them to be not only good managers, but also technical experts. It is almost like having two jobs. Many time management issues arise because of these demands, and are specific to the claims supervisor and claims manager.



Participants are involved during the day in group discussions, role-plays, team exercises and self-evaluations. Participants leave with some very practical methods of improving time management that they can put in place right away, as well as some methods that require further development.

Attendees learn how to:

- Teach their staff how to reduce phone calls
- Teach their staff how to reduce complaint calls
- Teach their staff how to meet and exceed customer expectations
- Develop a bias for action and overcome procrastination
- Develop an effective method for prioritizing
- Set reasonable time frames for daily, weekly and monthly tasks
- Understand the barriers to getting things done
- Manager their work environment
- Inspire their staff to improve themselves
- Set goals through effective planning
- Manage employee interruptions
- Delegate effectively





Interviewing and Hiring Excellent Claims Professionals

A half-day workshop designed to assist the claims manager in developing effective interviewing techniques to identify the characteristics most desirable in the typically successful claims person.



After participating in team exercises designed to identify the traits they are looking for, each attendee develops effective techniques for either locating, or ruling out, those traits in the person being interviewed.

Lecture, group discussions, role-play and team exercises are all utilized to help the attendee: learn how to recognize certain characteristics in interviewees; learn the right way to test for those characteristics; toss out poor interview techniques; avoid losing control of the interview; avoid being fooled by “perfect” answers; spend the right amount of time in an interview; quickly rule out risky hires (potentially short-timers); properly set the stage for the salary discussion.

Managing Change



A half-day workshop designed to help supervisors and managers develop into a motivating influence during times of change. This course provides the skills managers need for understanding the process of change and supporting people through it.

Instruction throughout the course teaches how to rise to the challenge of management changes, office procedure changes, work-load changes, etc. and to build a motivated workforce through any situation. Learn the “workplace - grief” reaction to changes, the predictable patterns of the healing process and how to manage the stress of working with anxious employees.



Motivating Your Claims Team - One Size Fits One

A half-day workshop designed to give some quick tips on motivating claims employees. “One Size Fits One” means I can motivate you only if I understand you, and you can motivate me only if you understand me. Everyone is different. The most important person in motivating me is ME!



Attendees learn what is important and what intrinsically compels an individual to work hard. “One Size Fits One” shows us how to ask the right questions, clamp it shut and use what is learned to drive up performance. They also learn how to create a motivating environment by understanding the generations in the workforce.

Demystifying the Catch Phrases of AI, Machine Learning and Deep Learning



This half-day workshop is presented by Christopher Hart, Senior Director of Business Intelligence and Strategic Initiatives at Copart. During this workshop, he will explore artificial intelligence and cognitive technologies at a high level.

Attendees will learn the difference between machine learning and deep learning by giving real-world examples that most will be familiar with in their everyday life.

Christopher will then dig deeper into a handful of Copart’s products to examine how machine learning and deep learning function using these products as case studies.



Additional Courses offered by International Insurance Institute

Although not featured in this course catalog, the following workshops are also available. If you are interested, an outline is available by contacting Carl Van at 504-393-4570 or CarlVan@InsuranceInstitute.com

Soft Skill

- Conflict Resolution for the Claims Professional
- Managing the Telephone
- Attitude and Initiative Training for Claims
- Interpersonal Skills
- Beating Anxiety and Dealing with Anger - Help for the new Claims Professional
- Professionalism Tips for Claims
- The Maxims of Customer Retention in Claims
- Auto First Party Claims - Customer Service and Recorded Statements
- Agents as our Partners
- Making Initial Contact - Improving the First Impression
- Customer Service for the FNOL Representative
- What You Say Matters

Technical

- Reservation of Rights Letters
- Auto Policy Coverage Interpretation
- Medical Terminology
- Consistency in Bodily Injury Evaluations
- Consistency in Workers' Compensation Evaluations

Management

- Keys to Effective Presentations
- The New Claims Supervisor
- Teaching Your Adjusters the 8 Characteristics
- Teambuilding Games
- Effective Delegation
- Litigation Management
- Strategic Planning

All of the above classes, along with all workshops described in this catalog, can be modified to be specific to Underwriting, Operations, Agency, Legal, Subrogation, or any other department.



In addition to specific courses, International Insurance Institute provides guest speaking. From local claims associations, to national conferences, to company meetings and retreats, the institute delivers engaging and practical presentations that range from breakout sessions to keynote speeches.

Topics for guest speaking are always designed to meet your objectives and are specific to your audience.

Claims Soft-Skill

Customer Service
Time Management
Negotiation Skills
Critical Thinking
Interpersonal Skills
Professionalism Tips

Claims Management

Teaching and Coaching
Motivation
Leadership
Employee Development
Managing Change
Interviewing Skills

CLAIMS EDUCATION CONFERENCE



The Claims Education Conference, presented by International Insurance Institute (III), has merged with The SCLA Annual Claims Conference presented by American Educational Institute (AEI) and the Society of Claim Law Associates (SCLA).

SESSIONS

The training staff at III provides claims skills training, while SCLA experts provide the claims law seminars traditionally presented at the SCLA Conference.



GROUP ACTIVITIES

Group activities include a trip to the New Orleans School of Cooking, a tour of the Louisiana swamps in an airboat, a French Quarter ghost tour, a plantation mansion tour, a horse carriage ride, a visit to a World War II museum, a riverboat cruise, and many other fun adventures.



HOTEL INFORMATION

New Orleans is one of the world's most unique destinations and is at your doorstep when staying at the Hilton New Orleans Riverside Hotel. Enjoy over 100 shops in the Riverwalk Marketplace next door or take in the majestic views of the Mississippi River. With streetcar access at the hotel's front entrance and only three blocks to the French Quarter, you will find yourself in the center of the action.



REGISTRATION

Plan NOW to attend:

May 14-17, 2019

May 11-14, 2021

May 12-15, 2020

May 10-13, 2022

Full registration includes educational sessions, access to the exhibit hall, networking events with food and drink and extensive tools and tips to take back to the office. Take advantage of our early bird rates!

How to Register: Visit www.claimseducationconference.net and click on "Register."

If you have any questions, please contact Lisa Ferrier at (612) 868-3650



CLAIMS EDUCATION CONFERENCE

GROUP DINING EXPERIENCE



The recognition and awards chef and restaurateur Emeril Lagasse has garnered, have made him known to food-loving Americans everywhere. His restaurants consistently win critical praise and top ratings.

Emeril's Restaurant is Emeril Lagasse's famed flagship restaurant housed in a renovated pharmacy warehouse in New Orleans' Warehouse District. Since opening in 1990, Emeril's has been a definitive force in contemporary New Orleans cuisine and has earned rave reviews and accolades for nearly 25 years, including

Esquire magazine's "Restaurant of the Year" and Wine Spectator's "Grand Award" every year since 2000. Emeril is kind enough to let us use his flagship restaurant for a group dining experience you'll never forget.



Having fun at the 2018 Conference May 8-11





On-Line Claims Training

**Have less than 15 people to train?
Staff too spread out to bring together?
Try our online claims training programs!**



Awesome Claims Customer Service

See page 6 for course specifics



Time Management for Claims

See page 8 for course specifics



Negotiation Skills for Claims

See page 9 for course specifics



Critical Thinking for Claims

See page 11 for course specifics

Highlights:

- No textbook reading
- Each learner has their own account and can log in and out whenever they want
- Everyone learns at their own pace
- Interactive program that asks questions to ensure learning

Each course is four chapters in length. \$34.95 per chapter or \$119.95 for the entire course.

Volume discount pricing available – Call 504-393-4570

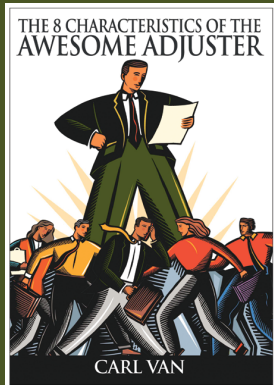
Free previews are available at www.ClaimsEducationOnLine.com

CLAIMS PROFESSIONAL BOOKS

www.ClaimsProfessionalBooks.com

(A division of International Insurance Institute, Inc.)

International Insurance Institute offers a variety of publications that are sure to be an invaluable addition to any claims professional's tool box.



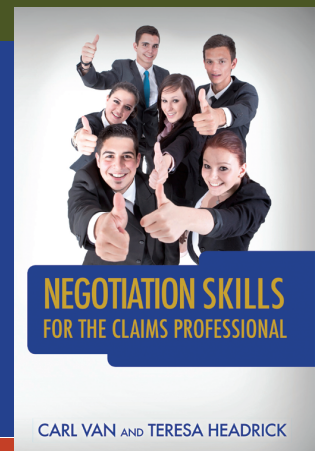
THE 8 CHARACTERISTICS OF THE AWESOME ADJUSTER

The #1 Selling Claims Book for the past 6 years, selling internationally throughout the United States, Canada, Guam, Singapore, France, Australia, England, Chile, Ireland, and 15 other countries.

Outlines the 8 Characteristics that make truly great claims people, and offers some practical advice on how to improve oneself. Written by Carl Van. (Hardcover \$39.95; Paperback \$29.95; Kindle \$9.99)

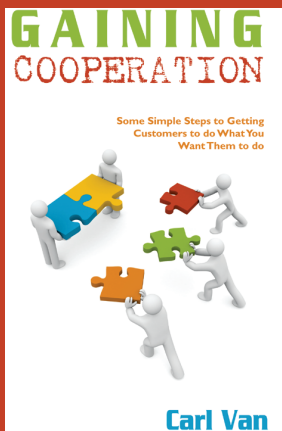
NEGOTIATION SKILLS FOR THE CLAIMS PROFESSIONAL

This is a straight forward, real-life approach to negotiations from the perspective of the claims professional. Short on complicated theory, and heavy on real-life situations, this book highlights many simple yet powerful approaches to negotiating with customers and even attorneys. Written by Carl Van and Teresa Headrick. (Paperback \$24.95; Kindle \$9.99)



GAINING COOPERATION:

Some Simple Steps to Getting Customers to do What You Want Them to.

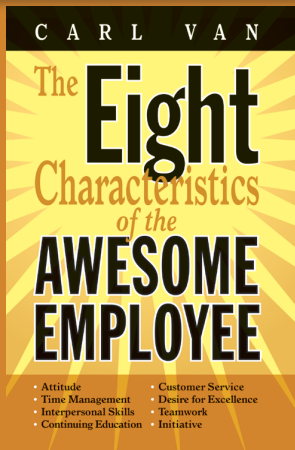


Sometimes customers don't cooperate because they are misinformed. Sometimes customers don't cooperate because they don't trust us. Sometimes customers don't cooperate because they received bad advice. Often the person who is trying to help the customer ends up either using the Cooperation Hammer ("If you don't do this, we can't help you") or just getting into an argument with the customer over the validity of their reasons for not cooperating.

Gaining Cooperation provides some very simple yet powerful ways to gain cooperation from customers without threats or arguments. Three easy steps are outlined to getting customers to not only cooperate, but to agree it is the right thing to do. Written by Carl Van. (Paperback \$19.95; Kindle \$8.99)

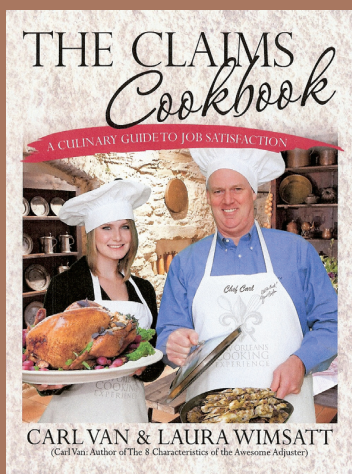
BOOKS AVAILABLE FOR PURCHASE AT

www.InsuranceInstitute.com or www.ClaimsProfessionalBooks.com



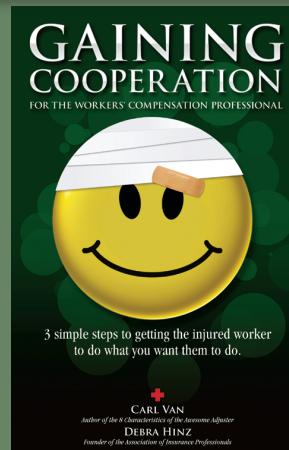
THE EIGHT CHARACTERISTICS OF THE AWESOME EMPLOYEE

This book is an expanded version of The 8 Characteristics of the Awesome Adjuster. It is twice as long, includes more examples, and is written for the general public. It applies to employees at all levels. Released by Pelican Publishing Company, 2012. Available at www.ClaimsProfessionalBooks.com and www.pelicanpub.com (Hardcover \$24.95. Kindle version \$9.99)



THE CLAIMS COOKBOOK: A Culinary Guide to Job Satisfaction

Yes, this is a real cookbook, but one with some dishes only claims professionals can appreciate. The SUB-Rogation sandwich, Chicken TORTellini, The DUI Daiquiri, Boston "Claim" Chowder, Claimant Crab Cakes, Attorney Red Beans and Lies, Delay Soufflé, So Sue Me Sushi and plenty of others. Written by Laura Wimsatt and Carl Van. (Hardcover \$39.95)

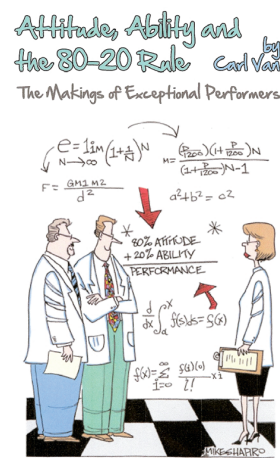


GAINING COOPERATION FOR WORKERS' COMP PROFESSIONALS:

3 Easy Steps
to Getting Injured
Workers to do What You
Want Them to do

When asked to finish this sentence, "My job would be so much easier if the injured worker would just....." most Workers' Comp people say "Cooperate". Even simple things like filling out a form, answering some questions, or sending in information can be examples where injured workers don't want to cooperate.

Based on the principles developed in the original Gaining Cooperation, this book is specific to the Workers' Comp industry. All examples are real-life situations faced in the Workers' Comp business. Written by Debra Hinz and Carl Van. (Paperback \$19.95; Kindle \$8.99)



ATTITUDE, ABILITY AND THE 80/20 RULE: The Making of Exceptional Performers

Makes the case that the people's performance is 80% their attitude, and only 20% their actual job ability. Numerous examples illustrate that with the right attitude, anyone can be an exceptional performer. Written by Carl Van. (Paperback \$19.95; Kindle \$8.99)

BOOKS AVAILABLE FOR PURCHASE AT
www.InuranceInstitute.com or www.ClaimsProfessionalBooks.com



TRAINING

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Member

1/2 Day Classes	\$275.00/student	\$220.00/student
Full Day Workshops	\$425.00/student	\$340.00/student

The above prices are based on workshops with a minimum of 15 students and a maximum of 35 students. Please inquire for additional discounts for workshops of 36 students or more.

GUEST SPEAKING

\$5,000.00 for the first two hours and \$1,500.00 for each additional hour, plus travel expenses. This includes ONLY actual speaking times. No charge for preparation time, travel time or wait time.

OTHER SERVICES

Non-Member

Member

Consulting	\$600.00/hour	\$480.00/hour
Auditing	\$475.00/hour	\$380.00/hour

All prices above for training and other services do not include expenses incurred if travel by III is required. Expenses paid in advance of service by III are subject to a 15% advance fee (10% member) and are added to the total service charged.
No advance fee is applied if a deposit is paid.

For locations in the United States and Canada, the instructors travel coach class.
For overseas international, instructors travel business class.

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AAA of Southern California	600	CNA Insurance	275
ACCC Insurance	648	Colonial Penn	297
Acceptance Insurance	516	Consumers Insurance	517
ACE International	718	Cotton States Insurance	410
ACE USA	301	Copart	743
Acuity Insurance	601	County of Santa Clara	639
Aetna	513	Cox and Palmer Law	722
AFNI Services	622	CSE Insurance	250
AIG	514	CUNA Mutual Insurance	667
Alberta Motor Association	635	Desjardins General Insurance	713
Alfa Corporation	716	Dollar/Thrifty Auto Group	518
AllCat Claims Service	661	Electric Insurance	445
Alliance United	662	Employer Resources Northwest	564
Allied Insurance	515	Encompass Insurance	276
Allstate Insurance	025	ESIS, Inc	717
Allstate of Canada	688	Esurance	542
American Family	327	Farmers Alliance Mutual Insurance Co.	609
American Home Insurance Company	624	Farmers Commercial	408
American Modern Insurance	663	Farmers Mutual of Nebraska	567
Ameriprise	604	Farmers Personal	101
AMICA	690	Federated Insurance	238
Anderson Claims Service	541	Fireman's Fund Insurance	568
Arbella Mutual	553	Florida Farm Bureau	610
Arbitration Forums	632	Foremost Insurance	669
Arkansas Farm Bureau	664	Frankenmuth Mutual Insurance Co.	611
Arrow Claims Management	300	Germania Insurance	748
Assurant Solutions	557	Glatfelter Insurance Company	612
Association of Insurance Professionals	560	GMAC Insurance	112
Auto-Owners Insurance	719	Golden Eagle Insurance	519
AVIVA Canada	638	Grange Insurance	001
Balboa Insurance	326	Great American	329
Berkley SE	750	Guaranty National	191
Berkshire-Hathaway	633	Guide One Insurance	571
California Casualty	686	Hawaii Employers Mutual	698
California Dental Association	295	Harleysville Insurance	437
California Insurance Group	228	Hartford Insurance	670
California Insurance Guarantee	692	Heritage Warranty Mutual	671
California State Automobile Association	088	Horace Mann Insurance	412
Canadian Insurance	721	IAT Insurance Group	746
Carl Warren and Company	107	Indiana Workers' Comp Insurance	724
Celina Insurance Group	665	Infinity Insurance	329
Century Insurance Group	693	Jefferson Insurance Company	302
Cheney Brothers, Inc.	562	Kansas Farm Bureau	417
Chubb Insurance Group	296	Kemper Insurance	298



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Kingsway Amigo Insurance	683	Safety Insurance Company	630
LAMMICO	631	SECURA	507
Lancer Claims Services	388	Sedgwick Insurance	700
Latitude Subrogation Services	744	Sequoia Insurance	529
Liberty Mutual Insurance	543	Sacramento Utility (SMUD)	527
Louisiana Citizens Property	745	Selective Insurance	702
Louisiana Farm Bureau	576	Sentry Insurance	705
Meadowbrook Insurance	672	Shelter Insurance	701
Meemic Insurance	447	Southern CA Edison	530
Mercury Insurance	364	Southern CA Gas	531
Michigan Farm Bureau	427	Southern Farm Bureau	428
Midland Claims	673	St. Paul Fire and Casualty	361
Mississippi Farm Bureau	580	State Compensation Insurance Fund	532
Montana State Fund	674	State Farm Insurance	357
Mountain West Farm Bureau	675	State of AZ Risk Management	533
Nashville Claims Association	582	Surety and Fidelity	726
National Association of Subrogation	449	Texas Farm Bureau	324
National Underwriters Company	351	Texas Property	706
Nationwide Insurance	520	Texas Windstorm	747
Nodak Mutual Insurance	676	The Dentist Company Insurance	534
Northbridge Insurance	685	The Hartford	291
Ohio Casualty Group	399	TIG Insurance	536
One Beacon Insurance	521	Tower Hill Insurance Group	350
Pacific Gas & Energy Company	614	Transamerica	537
Palisades Safety and Insurance	453	TransAmerica Life	646
Peco Energy	615	Transpac Solutions	707
Philadelphia Insurance	584	Travelers	538
Pilot Catastrophe Services	455	Unifund Insurance	678
Pinnacle Risk Management	587	Uniguard Insurance	544
Pinnacol Assurance	627	United Heartland Insurance	679
Plymouth Rock Assurance	457	Unitrin Services Group	709
Professional Claims Service	524	Universal Underwriters Insurance Co.	617
Progressive Insurance	047	USAA	670
Property Damage Appraisers	634	Vermont Mutual	711
Prudential Insurance	294	Vision Insurance	539
Puget Sound Energy	640	Washington Schools Risk Mgt.	749
QBE Insurance	695	WAUSAU Insurance	540
RAS Companies	696	The Wawanesa Mutual Insurance	715
RBC General Insurance	415	WCCP Association	441
RCIS	459	Westbend Mutual	619
RenRe	643	Westfield Group	469
RLI Transportation	525	York Claim Services	545
Rockford Mutual Insurance	677	Zurich Commercial	546
Royal and SunAlliance	526	Zurich North America	495
RSA Insurance Group	660	21st Century	510

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