



# Attendance Support and Wellness Initiative

## Phase 2

### Training Options Overview

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The purposes of the training options described below are to support the skills and knowledge necessary for principals, vice-principals, managers and supervisors to successfully implement and sustain the Attendance Support and Wellness Program (“ASWP”), promote employee health and improve employee engagement and well-being.

#### **The training focuses on four key areas:**

- Building leadership skills, for managing attendance and promoting employee engagement
- Providing best practices solutions for leaders as they help employees resolve their attendance and wellness challenges
- Tools to support employees
- Resources for help

#### **Model 1 - District in-house training**

District in-house training was used by advisory districts, in whole or in part, when implementing their ASWPs. Costs and details related to topics vary according to each district.

## Model 2 - External service provider, such as Morneau Shepell

Morneau Shepell's workshop is highly interactive in nature, and uses case studies and non-threatening role-play exercises to reach the workshop objectives, as follows:

- Help reduce the chances of absences and disability leaves:
  - Through more appropriate communication with employees
  - By being familiar with the tools and resources
- Ensure better management of absences:
  - By knowing how and what to communicate to the employee and to the team during the period of the absence
  - By responding to the needs of the team affected by the absence
  - To manage the employee's return to work, both in terms of the employee himself/herself and the rest of the team

### Workshop Focus

Attendance Support - Sensitive Conversations in the Workplace

**(3 – 3.5 hours Instructor Lead Training)**

### Audience

Management and Professionals including Principals, Vice Principals, Supervisors,

### Cost\*

**Preferred pricing for British Columbia Public School Employers' Association:**  
\$1584 / session (up to 25 participants)

*Standard Price: \$1980 / session (up to 25 participants)*

### \*Notes:

- Should customization of content be required, it is billed at \$250/hour. Customization includes liaising with British Columbia Public School Employers' Association or applicable School District to ensure case studies, examples, language etc. are relevant to the organization
- Additional fees may apply for sessions with >25 participants
- An additional charge of 25% for workshops delivered outside of regular business hours (8 am - 6 pm)
- Applicable taxes, travel and accommodation expenses may apply as follows, depending on facilitator location:
  - Travel fees are billed at \$50/hour travel time; \$0.48/km after the first 100km;
  - Up to \$75/day for meals and overnight hotel accommodations at \$150 - \$200/night. Other ground transportation that may be necessary will be pre-approved with the client (transit, taxis etc.);
  - Up to \$1000 for return flight

### Model 3 - BCPSEA module

<b>Workshop Focus</b>	<b>Audience</b>	<b>Cost*</b>
Part 1 – Purpose and Philosophy of Attendance Support and Wellness (1 hour)	Management and Professionals including Principals, Vice Principals, Supervisors,	\$1000 / session (up to 30 participants)

Part 2 - Sensitive Conversations in the Workplace (3 hours)

**(3 – 4 hours Instructor Facilitated Training)**

**\*Notes:**

- Pilot Districts using BCPSEA Supporting Attendance and Wellness have done so at no cost. Service has been provided free of charge for involvement in project
- Travel costs are billed at actual cost (flights or mileage allowance)
- Up to \$51/day for meals and actual overnight hotel accommodations at \$150 - \$200/night. Other ground transportation that may be necessary will be pre-approved with the client (transit, taxis etc.)
- Limited customization is included in the costs above
- Additional fee for groups >30 will be charged per participant above 30 to cover cost of manual and other resources at \$30 per person
- District responsible for facility costs and any refreshments

### Model 4 (Under development) – Train-the-trainer model

<b>Workshop Focus</b>	<b>Audience</b>	<b>Cost*</b>
Part 1 – Purpose and Philosophy of Attendance Support and Wellness	Management and Professionals including Principals, Vice Principals, Supervisors,	\$375 per person Offered at BCPSEA office in Vancouver

Part 2 - Sensitive Conversations in the Workplace

Part 3 - Break down the Course

Part 4 – Restore and practice delivery

**(7 hours Instructor Facilitated Training)**

**\*Notes:**

- Travel costs of participants are responsibility of the district
  - Dates of course offering will be dependent on demand (commencing fall/winter 2016)
  - Manual and Instructor's guide included. However, the district will be responsible for printing of manuals and resources when used in their own district. Customization will be at district's expense.
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