



## How to Arrange CECHCR Health Benefits Training for Your District

**Step 1** – Confirm that management and all unions are committed to participating in CECHCR Health Benefits Training together as a team.

**Step 2** – Identify one contact for management and one contact for each union. These contacts should be somewhat familiar with your current health benefits situation, possibly members of your Health Benefits Committee, if one exists, or members of your bargaining teams. (Please note that although we need just one contact for each group, you may invite as many people as you like to participate in the training. Outside consultants, brokers or plan administrators are not eligible to participate.)

**Step 3** – Contact Kim Settle at CECHCR, [ksettle@ccscenter.org](mailto:ksettle@ccscenter.org). Let her know your district is interested in arranging CECHCR Health Benefits Training and provide her with the names and email addresses of your contacts.

**Step 4** – Have your contacts (as identified in Step 2) fill out and submit a CECHCR Pre-Training Questionnaire.

**Step 5** – Try to locate one or more nearby districts to participate in the training with you. Each district you identify will also need to follow through with steps 1 – 4. If you cannot find another district interested in participating, you have the option of paying for the training. Our fee is \$1000 per day.

**Step 6** – As a group, determine which modules you would like to have presented. You may choose 1 module for a half-day training, 2 modules for a one-day training, or elect to participate in all 3 training modules over a two-day period. Which module(s) you select will depend on your current needs and prior knowledge. You do not need to take them in a particular order and you do not need to take all 3.

**Step 7** – Identify 3 or more possible training dates/date ranges. If you're training with other districts you'll want to coordinate this process with them. CECHCR will do its best to accommodate one of the dates you chose.

**Step 8** – Provide Kim Settle at CECHCR, [ksettle@ccscenter.org](mailto:ksettle@ccscenter.org), with the following:

1. Completed CECHCR Pre-Training Questionnaire for each contact for each participating district
2. 3 or more possible training dates/date ranges
3. Names of the modules you have chosen

**Step 9** – Once we confirm a training date, CECHCR will schedule a team of labor and management trainers to deliver your training and email you pdf files of all of the training materials you will need. Here's what we'll need from you:

1. Determine where the training is to be held. The training room should contain a registration table, tables, chairs, a **projector, screen and speakers** for PowerPoint presentations, **have Wifi access**, and be large enough to accommodate all attendees.
2. If more than one module is scheduled, organize lunch. Because the lunch break is usually 30-60 minutes, we ask that the host district have lunch brought in. We ask that you provide lunch for

our trainers, but you do have the option of charging a fee for the participants or perhaps asking the other participating districts to help pay for the meal. Some districts also provide coffee in the morning and water throughout the day.

3. Distribute training materials. We will send you pdf files of all the materials needed for the training. You will have the option of distributing them electronically or printing hard copies for all participants. Each participating district will be responsible for distributing training materials to their participants.
4. Let all attendees know they should bring their smart phones, tablets or laptops so they may participate in online portions of the training.

**CECHCR / [www.cechcr.org](http://www.cechcr.org) / 916-567-9911**