



Administrative Risk Management Training
COURSE DESCRIPTION
Sponsored by NOLS Professional Training

DATES: March 20-21-2012
COST: \$565 USD Tuition Only
LOCATION: Phoenix, AZ
Arizona State University- Mercado
502 E. Monroe St., Suite C380, Phoenix, AZ 85004
Classroom TBD

Course Description:

Whether your program is small or large, wilderness based or study abroad, you have a responsibility to your staff and participants to invest in risk management planning. Building a comprehensive risk management plan can feel daunting. Our goal is to provide you a structured approach and tools to build a risk management plan appropriate for your organization. We'll share our experiences managing risk in wilderness environments around the world. At NOLS, we've had forty years to learn the risk management lessons that you may just be starting to face. Let us share our experience with you.

Training Benefits:

Every training strives to meet the unique demands of its audience. Working within this framework, it is our intent that each participant gains the skills and tools to build or enhance an existing risk management plan. Specifically you will:

- Learn a structured approach to organizing a risk management plan.
- Think analytically about curriculum, administrative processes, staff hiring and training, field support services and crisis planning.
- Use the Risk Management framework to evaluate an incident and a program for weaknesses in their risk management plan
- Participate in exercises to help you evaluate your approach to staffing, contracting, and emergency and crisis planning.
- Receive the Wilderness Medicine Institute of NOLS Medical Protocol Package, the NOLS Crisis template and many other documents to assist you in building your plan.
- Build a risk management action plan for your organization.

Registration/Cancellation Policies

A deposit of \$250.00 is due with your application. If you are registering within 30 days of the course start date, tuition payment in full is required to reserve your spot in the course. Tuition is payable by check (with driver's license number), Visa/MasterCard or cash.

If you cancel prior to February 20, 2012, NOLS will retain a \$25 administrative fee. If you cancel between February 20 and March 13, 2012, NOLS will retain the \$250 deposit. There will be no refunds on or after March 13, 2012. Tuition fees are not transferable to other courses or any person outside of your organization. A full refund will be given if we are forced to cancel the course for any reason.

Course Location

The Risk Management Training is taking place at the University of Arizona Downtown Center (also known as Mercado). Classroom information to follow.

The course will run from 8:00am to 5:00pm, with a one-hour break for lunch each day.

Driving Directions: From Phoenix Airport

- Head east on Sky Harbor Blvd.
- Keep left at fork, follow signs for 44th St., slight right onto S 44th St.
- Turn left onto E Washington and drive for 4.6 miles
- Turn right onto N. 5th St.
- Turn right immediately onto E. Monroe St.

Parking

The Heritage and Science Park Garage is conveniently located across the street on the South/East corner of Monroe and 5th Street. Payment for parking will be paid directly to the garage. Current rate: \$2.00 an hour, up to \$10.00 all-day. Parking Map/Directions: <http://www.asu.edu/xed/asudt/generalinfo.html#map>

Lodging

Hyatt Regency Phoenix
122 North 2nd Street, Phoenix, AZ
(602) 252-1234
hyatt.com

Sheraton Phoenix Downtown Hotel
340 N. 3rd Street, Phoenix, AZ
(602) 262-2500
starwoodhotels.com

Hotel San Carlos
202 North Central Avenue, Phoenix, AZ
(866) 253-4121
hotelsancarlos.com

Meals

You will be responsible for your own meals during the training and will be allotted a one-hour lunch break. Listed below are a few restaurants in the area:

Pizzeria Bianco
623 East Adams Street, Phoenix, AZ
(602) 258-8300
pizzeriabianco.com

Matador Mexican Restaurant
125 East Adams Street, Phoenix, AZ
(602) 254-7563
matador2go.com

Steve's Greenhouse Grill
139 East Adams Street, Phoenix, AZ
(602) 252-2742
stevesgreenhousegrill.com

Paradise Bakery & Cafe
3 South 2nd St # 205, Phoenix, AZ
(602) 256-0462
paradisebakery.com

NOLS Risk Management Training Sample Agenda

Day 1

Introduction, Goals and Objectives

Definition and History of Risk Management at NOLS

Risk Management Oversight

Core Curriculum

Administrative Process

- Marketing
- Participant Materials
- Medical Screening
- Insurance
- Contracts
- Risk Management Reviews

Field Staff Training and Development

- Employee Policies and Procedures
- Staff Qualifications, Hiring Screening
- Staff Training/Accepted Field Practices
- Staff Evaluation

Day 2

Field Support Services

- Equipment
- Transportation
- Medical Treatment
- Emergency Response Plans
- Crisis and Media Plans

Incident/Program Review Exercise

Action Planning for your Organization

Evaluations and Conclusion