

Dear SMARTRISK Learning Series Participant,

I would like to take this opportunity to welcome you to "**Risk Management: How to Protect Your People, While You Protect Others,**" a two-part series of the SMARTRISK Learning Series.

**What's in this package:**

This package contains all the information and resources you will need to participate in this session of the SMARTRISK Learning Series.

1. **Instructions for Dialing into the Teleconference on Tuesday, May 27<sup>th</sup>.**  
Everything you need to know to get connected and to participate in the Question and Answer discussion at the end of the session.
2. **Session Outline**  
Session overview and learning objectives.
3. **Resource Materials**  
Articles to support the materials that will be presented during the teleconference, and to kick-start your own further exploration of the topic area following the session.
4. **Post-Teleconference Information**  
Including the SMARTRISK Learning Series Discussion Forum, feedback and follow up.

Thank you for participating in this session.

We look forward to learning together!

The Ontario Injury Prevention Resource Centre is operated by SMARTRISK, with support from the Ontario Public Health Association and the Government of Ontario.

## SMARTRISK Learning Series

### 1. Instructions for dialing into the teleconference

**Date:** Tuesday May 27<sup>th</sup> 2008  
**Starting Time:** **10:00 am – 11:15 am (EST)**  
**Duration:** 75 minutes (50 minutes lecture style, 25 minutes question and answer)

#### Instructions for connecting to the teleconference:

- At approximately 9:45 am (EST) on the day of the teleconference, assemble participants. If participating as a group use a speakerphone (otherwise a regular handset phone will be fine) to dial the following toll free number:

**1 800-952-6845 or 416-695-6272**

**\* Please use the “416” number if you are in Toronto and area**

- The operator will ask you for the name of the teleconference you would like to join, which is: **The SMARTRISK Learning Series**
- The operator will then ask you to provide your name, the name of the organization you are calling from and the number of participants in your group.
- The operator will ask you to stand-by. When the call is starting, the speaker will be introduced and the call will proceed.
- For the lecture portion of the call, the call will be in non-interactive mode for participants. This means that if you sneeze, cough or talk at your end, no one else will be able to hear it.
- During the question and answer portion of the call, the operator will come on and provide further instructions for you to ask a question.
- At the end of the call, you terminate the session simply by hanging up.
- If you are unable to dial in to the above number, please contact Bell at 1-866-877-8170.
- To reach the Ontario Injury Prevention Resource Centre, please call 416-977-7350.

## SMARTRISK Learning Series

### 2. Session Outline

**Guest Faculty:** David Hartley  
Manager of Training, Insurance & Liability Resource  
Centre for Nonprofits, Imagine Canada

#### **Session Title: Risk Management: How to Protect Your People, While You Protect Others (Part 1 of 2)**

Part 1 will highlight the following:

- Why you need to find out about insurance, regardless of your job or volunteer title
- Understanding important insurance terms
- Understanding what insurance coverage is out there
- Finding out who is covered, and who's not
- Finding out what is covered and what's not
- Making sure you get answers
- Enjoying the peace

### 3. Resource Materials

The following documents have been provided in addition to the presentation slides.

- Insurance – [www.riskmanagement.imaginecanada.ca](http://www.riskmanagement.imaginecanada.ca)
- Risk Management – [www.riskmanagement.imaginecanada.ca](http://www.riskmanagement.imaginecanada.ca)

## 4. Post-Teleconference Information

### Learning Series on the Ontario Injury Prevention Resource Centre Forum

The Resource Centre has created a [Discussion Board Forum](#) for injury prevention practitioners. Within the Forum, the SMARTRISK Learning Series has its own section, a space dedicated to further discussion of Learning Series topics, including risk management. Learning Series participants are invited to visit the Forum to post questions and access additional resources. This is a great place to share information, have your questions answered by the Guest Faculty and to network with practitioners from across the province.

More information will be sent to participants after the teleconference but please visit the Forum and check out the different topic areas. Go to <http://www.oninjuryresources.ca/forum/>

#### **Feedback:**

In preparation for Part 2 on Risk Management, all participants will be sent a short survey in order to gather questions and scenarios related to your experiences fitting helmets or installing child seats. We encourage you to respond and look forward to answering your questions.

Participants are also invited to provide feedback on their experience participating in the Learning Series and using its various features. It will only take five minutes to complete the survey. Thank you to all participants who have already completed the survey. Please feel free to complete the survey again after participating in a new session.

The online feedback form is currently available in the [Discussion Board Forum](#) – then click on the SMARTRISK Learning Series.

Thank you and enjoy!