



# Implementing a Diocesan Online Training Program

Compliments of the  
BPIC Online Training Program

2022

# BPIC's Mission

## Mission Statement

To strengthen stewardship by providing a collaborative, stable property and casualty insurance and risk management solution to meet the unique needs of each participating Roman Catholic diocese

- ✓ 30 member dioceses in the USA in BPIC
- ✓ All Lines of Insurance
- ✓ Risk Management
- ✓ Unique to each member diocese of BPIC

# Developing an Online Training Plan

- WHO
  - Will serve as 'point of contact' for the diocese? (Administrator)
  - Database of users to be trained –
    - stratify management vs. line positions?
    - Distinguish schools vs. agencies etc.
- WHAT
  - What are we trying to accomplish, impact?
    - Culture of risk awareness
    - Reduce losses
  - List of Training Modules to pick from
- WHEN
  - A Journey – Over Time – Starting with the Managers

# 3 W's

**WHO**

Build a database of Users

- Divisions
- Managers
- Others

**WHAT**

Select Modules for Deployment

- Study Claims' Trends
- Trends
- Build Risk Awareness

**WHEN**

Identify Pilot?

Over 1 Year –  
2 Modules

# Next Steps

Action	Who	Timing   Notes
Identify Diocesan “administrator”	Internal Diocese	Person to work as liaison with the Gallagher Support Team. To Assign Training and produce reports
Assemble a database of trainees	Internal Diocese	-Use Excel -Include columns for division and position rank (manager)
Study Claims History & Trends	Gallagher Team	
Identify Pilot Users	Internal Diocese	
Is there a need for Spanish as well?	All	May require further module development longer term
Develop & Execute on an Implementation Plan	All	Adjust from pilot experience. Pick 2 modules. Start with Managers

## BPIC ONLINE TRAINING MODULES

Three Modules per Policy Year – No Cost to BPIC Members  
*Unlimited Number of Users*

Member Name: \_\_\_\_\_ Policy Year: July 2022 – June 2023

- |   |   |
|---|---|
| <input type="checkbox"/> Avoiding Employee Claims for Wrongful Termination (BPIC)                 | <input type="checkbox"/> Sexual Harassment  |
| <input type="checkbox"/> Fidelity and Fiduciary Stewardship (BPIC)                                | <input type="checkbox"/> Sexual Harassment Prevention - California                                    |
| <input type="checkbox"/> Employment Practices   | <input type="checkbox"/> Sexual Harassment Prevention - Employees                                     |
| <input type="checkbox"/> Anti-Discrimination  | <input type="checkbox"/> Fleet Safety   |
| <input type="checkbox"/> Discrimination   | <input type="checkbox"/> Defensive Driving - Changing Lanes Safely (GB)                               |
| <input type="checkbox"/> Diversity  | <input type="checkbox"/> Defensive Driving - Winter Weather Conditions (GB)                           |
| <input type="checkbox"/> Ethics in Action   | <input type="checkbox"/> Defensive Driving -Reducing Springtime Weather Accidents (GB)                |
| <input type="checkbox"/> Fair and Accurate Credit Transaction Act (FACTA)                         | <input type="checkbox"/> Defensive Driving- Driving Safely in School Zones (GB)                       |
| <input type="checkbox"/> Prevention of Harassment & Discrimination                                | <input type="checkbox"/> Defensive Driving- Safe Following Distance, Avoiding Rear-end Collision (GB) |
| <input type="checkbox"/> Prevention of Harassment and Discrimination (Disabled American Veterans) | <input type="checkbox"/> Defensive Driving-Accident Scene Management (GB)                             |
| <input type="checkbox"/> Sensitivity Basics: Creating Positive Working Relationships              |   |

Page 2 – Online Training Modules for BPIC Members – Annual Sign Up

- Defensive Driving-Backing Safely-Reverse for Reverse (GB)
- Defensive Driving-Basics Part 1 (GB)
- Defensive Driving-Intersections (GB)
- Defensive Driving-Reducing Deer Related Accidents (GB)
- Human Resources
- Americans With Disabilities Act (ADA)
- Anti-Discrimination Training
- Family Medical Leave Act (FMLA)
- Interviewing Strategies
- Personnel Files
- Sensitivity Basics: Creating Positive Working Relationships
- Smart Hiring
- Workers Compensation
- Workers' Comp/ADA/FMLA
- Workplace Investigations Basics
- Wrongful Termination
- Risk Management for the Workplace
- Accident Investigation Techniques (GB)
- FACTA: Identity Theft “Red Flag” Regulatory Compliance Guidance
- FACTA—Higher ED: Identity Theft “Red Flag” Regulatory Compliance Guidance
- Theft
- Theft, Violence and Unsafe Acts
- Violence
- Safe Environments
- Bullying / Cyberbullying
- Sexual Abuse Awareness: Creating a Safe Campus for Young People (fulfills EIIA requirement)
- Smarter Adults-Safer Children: Preventing Child Sexual Abuse
- Smarter Adults-Safer Children: Preventing Child Sexual Abuse
- Smarter Adults-Safer Children: Substance Abuse Prevention
- Smarter Adults-Safer Children: Technology Safety and Security
- The Safe Environment Awareness Program for International Priests™
- Spanish Language Training Courses
- Bloodborne Pathogens-Spanish (GB)

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- Hazard Communication Spanish (GB)
- Identifying Strain & Exertion Exposures- Spanish (GB)
- Machine Guarding-Spanish (GB)
- Student Related Risks
- Playground Safety Inspection Program (GB)
- Playground Safety Supervisor Training Program (GB)
- Workplace Safety
- Accident Investigation Techniques Training Program (GB)
- Back Safety Training (GB)
- Bloodborne Pathogens (GB)
- Bloodborne Pathogens-Reducing the Risk of Occupational Transmission in the School (GB)
- Creating a Safe Holiday Celebration (GB)
- Determining the Root Cause of Accidents (GB)
- Disaster Planning 101 (GB)
- Electrical Safety (GB)
- Employee and Family Disaster Preparedness Training (GB)
- Fire Prevention Practices (GB)
- Forklift Safety Basics for General Industry (GB)
- General Auto Risk Program for Drivers (GB)
- General Auto Risk Management Program for Drivers (GB): 10890, 22:37 Min.
- Hazard Communication (GB)
- Hearing Protection (GB)
- Housekeeping: Before You Start Safety Short (GB)
- Housekeeping: Cleaning by Hand Safely Safety Short (GB)
- Housekeeping: Cleaning by Hand Safely Safety Short (GB): 11025; 4:08 Min. Workplace Safety.
- Housekeeping: Emptying Trash Safety Short (GB)
- Housekeeping: Emptying Trash Safety Short (GB): 11027, 3:44 Min. Workplace Safety.
- Housekeeping: Mopping and Emptying Buckets Safety Short (GB)
- Housekeeping: Mopping and Emptying Buckets Safety Short (GB): 11029, 5:33 Min. Workplace Safety.
- Housekeeping: Preventing Slips, Trips and Falls Safety Short (GB)
- Housekeeping: Preventing Slips, Trips and Falls Safety Short (GB): 11031, 4:24 Min. Workplace Safety.



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- Identifying Strain and Exertion Exposures (GB)
- Lockout/Tagout Safety (GB)
- Machine Guarding (GB)
- Means of Egress (GB)
- Office Workstation Safety (GB)
- Office Workstation Safety for Supervisors (GB)
- Portable Fire Extinguishers I (GB)
- Portable Fire Extinguishers II (GB)
- PPE- Personal Protective Equipment (GB)
- Recognizing and Identifying On the Job Hazards (GB)
- Safety Pays For Life (GB)

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*BPIC Member Representative Name (printed), Signature & Date*

Fax to BPIC @ 630.345.9623

Save | Scan & Email to [info@bpicmembers.org](mailto:info@bpicmembers.org)

# A Diocesan Risk Control Web Platform



What can [www.BPICmembers.org](http://www.BPICmembers.org) do for you?



# Introduction



***BPICmembers.org*** is a risk control web platform customized to give you the tools you need to:

- Effectively manage your locations;
- Train your staff;
- Communicate important safety and health information; and
- Enhance your overall risk control program.



# Features / Benefits



- All of your information is housed in one place—a “one-stop-shop”
- You can set the level of employee access to the system that you want
- Includes tools designed for both managers and employees
- Provides model and custom versions of policies and forms
- Monthly bulletins on Safety and Health and Employment Practices Liability topics that can be assigned and tracked
- Search function allows you to search the website for specific information related to safety, health and employment practices liability issues

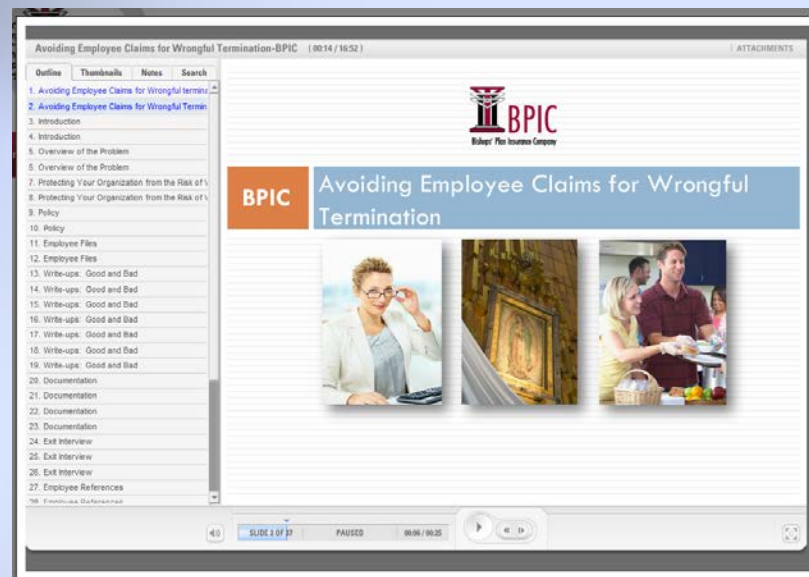


# Features / Benefits:

## *Training Modules*



- User-friendly format
- Training assignments are easy to make. Completion reports can be run on individuals or groups
- Upon making a training assignment, an automatic e-mail is sent to the employee with a direct link to the training module



# Features / Benefits: *Training Modules*

- Modules are approximately 20 minutes in length
- Quiz included within each module to ensure the content was understood
- Certificates of completion are included and may be printed at the conclusion of the program for documentation/achievement



# What BPIC Members Are Saying...



*“We can’t say enough about the value this brings to our managing risk and organizing critical information. This powerful portal, personalized for BPIC, of which our diocese is a member, is helping us replace the need for paper copies and gives us an efficiency that we have never been able to achieve prior.”*

*-Current BPIC Diocese CFO*





# Administrators Guide



## To Assigning and Running Reports for Online Training Modules

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### Assigning training modules:

- Login to the system using your unique user id and password.
- Go to the “Administration” tab.
- In the vertical bar on the left, click the link “Online Training Courses.”
- In the next screen, click the “Assign online training courses” link.
- Choose either a “Site,” “Department,” or “Profile.” You may also look up users by name, or select multiple users from a list.
- Next, the system will allow you to view all the users you have selected to give the training and allow you to add or remove additional users. If you have chosen to look up users by name, this is where you will choose the user(s) you would like to receive the training.
- After you have selected the user(s), click “Continue.”
- You will now see a list of all the training modules available. Check the box(s) next to the training module(s) you would like to assign. A due date of two weeks from the current date will automatically populate the box. You may enter a different due date in this area if you choose.
- Then click “Assign Training.” You have the option of clicking “Assign the module again” or “Do NOT assign the module again.” This is a tool to help you prevent reassigning a module. If you have a module you would like to assign on a periodic basis, you would click “Assign the module again.”
- You will then see a confirmation that the training has been assigned.



### Running an online training report:

- Login to the system using your unique user id and password.
- Go to the “Administration” tab.
- In the vertical bar on the left, click the link “Online Training Courses.”
- In the next screen, click the “Online training reports” link.
- Choose either “Site,” “Department,” “Profile,” or “Individual User.” The option of viewing the user(s) score is also available by checking the box “Show scores.”
- Next, the system will allow you to view all the users you have selected and allow you to add or remove additional people. If you have chosen “Individual User”, this is where you will choose the user(s) you would like to receive a report on.
- After you have selected the user(s), click “Continue.”
- You will now see the online training report for all of the users you have chosen.
- There is an option on the bottom of the report to “Export Training” into an excel spreadsheet.



For additional assistance please contact Janelle Maciaszek at  
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