

# Respect at Work – Training Registration and Allowances

All Collision Repair Program facility employees are encouraged to take the Respect at Work training offered by Hone Consulting. The cost of these sessions are covered by ICBC. A \$40 allowance is paid to the Collision Repair Program participant for each individual that attends. The following procedures identify how to register for training and how to invoice ICBC upon completion.

## Training Registrations

### Virtual Facilitated Training Registration

These training sessions are limited to only those in leadership positions within each facility. Leadership positions include owners, managers and assistant managers. To register for the training please complete the following steps:

1. Review dates listed below
2. Email [supplierprograms@icbc.com](mailto:supplierprograms@icbc.com)
  - a) Request preferred date
  - b) List the name(s) and position(s) of the individuals who will be attending on this date
3. ICBC will provide confirmation that you have been registered in this training
4. The confirmation will include a link to the Zoom meeting (this is the link that will be used to access the training)

### Online Self-Led Training *(Available in October 2023)*

This online training is open to all employees at a Collision Repair Program facility. To register for the training please complete the following steps:

1. Email [supplierprograms@icbc.com](mailto:supplierprograms@icbc.com)
  - a) Request preferred date
  - b) List the name(s) and position(s) of the individuals who will be taking the online training
2. ICBC will provide a link to the training and an Access Code
3. Access link for the E-Learning [Respect at Work \(honeconsulting.com\)](https://www.honeconsulting.com)
4. Each user registers for the training by completing the following:
  - a) First and last name
  - b) Organization
  - c) Email address
  - d) Create password
  - e) Enter "Access Code" provided by ICBC
  - f) Click "Register"

All first time users to this site will need to **register**. It only takes a minute.

Name \*

a

First

Last

Organization \*

b

Email Address \*

c

Enter Email

Password \*

d

Enter Password

Access Code \*

e

f

Register

By registering for this online course, you certify that you are a part of ICBC's Collision Repair Program.

### Remaining Leadership Training Dates (90 Minutes)

- September 13 – 10:00am to 11:30am
- September 20 – 1:30pm to 3:00pm
- October 19 – 1:30pm to 3:00pm
- October 26 – 1:30pm to 3:00pm

### All Employee training dates (60 minutes)

- September 21<sup>st</sup> – 1:30pm to 2:30pm
- October 25<sup>th</sup> – 5:30pm to 6:30pm
- November 23<sup>rd</sup> – 10:00am to 11:00am
- December 13<sup>th</sup> – 5:30pm to 6:30pm
- January 31<sup>st</sup> – 1:30pm to 2:30pm
- February 21<sup>st</sup> – 10am to 11:00am

### **Virtual Facilitated Training Attendance**

Prior to the meeting you may want to download Zoom, which will work with a web browser. The following steps are recommended to ensure you have a positive training experience.

Click on the Zoom link 5 - 10 minutes prior to the meeting time to ensure software or web browser is updated

1. Enter your registered name under the user name (if multiple individuals are attending list all names or enter in chat)
2. Wait for the facilitator to add you to the meeting
3. Mute your microphone until prompted to participate in breakout sessions
4. It is recommended that you click the "Start Video" button to turn on your camera to make the training experience as interactive as possible.
5. Type any questions in the chat window in Zoom
6. Hit **End** at the conclusion of the training

### **Invoicing ICBC**

The training allowance is only payable for one (1) session per eligible employee. In order to receive payment for employees or leadership from your facility who have completed training, the following procedures must be followed:

1. The employee or owner must attend the entire training session
2. The attendee's name must be accurately entered in Zoom in order to track attendance
3. Send ICBC an invoice:
  1. Enter all names and positions of individuals who completed training
  2. Charge \$40 per employee or leader who completed the training. Note, no tax is added to the invoice as this is an allowance and not a service provided
4. ICBC will confirm that individuals listed on the invoice have attended and completed the training
5. ICBC will issue a cheque to the Collision Repair Program facility

We recommend that invoices are submitted when all employees have completed training or monthly. This will reduce the number of invoices and tracking required by your facility and ICBC.

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