

COMPANY INFORMATION

Company Name		The Form Expires 12/31/2018	
Contact Person		EG Contact	
Contact Phone		_ Member ID or _ NonMember ID	
Contact Email		Project #	

WEB-BASED COURSES

Employers Group (EG) provides a variety of highly-interactive, web-based training courses that mirrors the content from the instructor-led training programs. The delivery fee listed is per topic(s). Each course will take an individual approximately 2 hours to complete. Once a course is assigned, the course and all associated materials will be available to the trainee for one year. Individuals are able to use their email and password to log-in to www.EGLearningPortal.com. Pricing:

- \$750/ trainee for any client wishing to purchase the 8 module Leadership Academy
- \$95 / trainee per course - clients who are currently receiving EG instructor-led training.
- \$125 /trainee per course - clients not receiving instructor-led training.

Web-Based Course Click on course title for description.	Course ID	Cost Per Seat	Number of Seats Needed	Indicate Total (Cost x Seats Needed)
Leadership Academy (to be taken in chronological order)	LA	\$750		
Module 1: Supervisory Law	Module 5: Coaching for Peak Performance			
Module 2: Your Leadership Journey	Module 6: Setting Goals & Reviewing Results			
Module 3: Communicating for Leadership Success	Module 7: Engaging & Retaining Talent			
Module 4: Resolving Workplace Conflict	Module 8: Driving Change			
Communicating for Leadership Success *	CLS	\$95 or \$125		
Communicating with Impact	CI	\$95 or \$125		
Addressing Poor Performance	APP	\$95 or \$125		
Advanced Coaching	AC	\$95 or \$125		
Building & Sustaining Trust	BST	\$95 or \$125		
Coaching for Peak Performance *	CPP	\$95 or \$125		
Customer Service: Taking the Heat	TTH	\$95 or \$125		
Delegating with Purpose	DWP	\$95 or \$125		
Developing Yourself and Others	DYO	\$95 or \$125		
Driving Change *	DC	\$95 or \$125		
Engaging & Retaining Talent *	ERT	\$95 or \$125		
Leading Virtually	LV	\$95 or \$125		
Making High Quality Decisions	MHQD	\$95 or \$125		
Making Meetings Work	MMW	\$95 or \$125		
Resolving Workplace Conflict *	RWC	\$95 or \$125		
Setting Goals and Reviewing Results *	SGRR	\$95 or \$125		
Supervisory Law * via eTrainingPortal (with 75 other courses)	SL	\$95 or \$125		
Your Leadership Journey *	YLJ	\$95 or \$125		
Sub Total:				
NON-MEMBER Add 20%:				
Grand Total:				

* **Leadership Academy Coursework:** It is recommended that this coursework be taken in chronology indicate above, which will be communicated to the trainee along with the technical specifications on the next page.

*ESTIMATED TOTAL, PROJECT DEPOSIT AND ASSOCIATED FEES

Pricing on this agreement is valid through 12/31/2018. The full professional fee (Grand Total) will be due to confirm project acceptance and to secure EG resources.

- **EG Member Pricing.** You must be a current EG member at the time this agreement is submitted to qualify for pricing. If not, the order will be processed with a 20% non-member premium. Ask about membership.
- **Current Instructor-Led Client.** If your company has not utilized an Employers Group instructor-led training session in the past year, your order will be processed for \$125 per seat.

Process / Assigning Courses:

- It is necessary for training@employersgroup.com to receive the following information. For multiple users or multiple courses a spreadsheet is preferred:
 - Participant First and Last Name
 - Email Address
 - Course Identification Code(s) of courses to be assigned to each participant.
- Once assigned an email will be sent to participants containing log-on instructions

Technical Specifications:

- Supported desktop and laptop environments:
 - Microsoft® Windows® XP SP3, Windows Vista®, Windows® 7, Windows® 8
 - Microsoft® Internet Explorer® 7 and later
 - Mozilla Firefox® 19 and later
 - Google® Chrome® 21 and later
 - Apple® Safari® 6.03 for Mac OS® X (IM: ExL Courses Only)
- Supported Mobile Devices:
 - Desktop version of Microsoft® Internet Explorer® 10 and later for Windows Surface Tablet
 - Apple® Safari® for iPad iOS 6.x and 7.x
- Other:
 - Adobe® Flash Player 9 and later for desktops and laptops
 - Adobe® Reader® 8 and later or compatible PDF program
 - Microsoft® Word® 2007 or compatible document program
- For a successful learning experience, your browser should have the following settings:
 - Enable JavaScript.
 - Enable or allow cookies.
 - Enable pop-ups.
 - Set pop-ups to open in a new window rather than a new tab.
- Supervisory Law will be assigned via eTrainingPortal. Included with eTrainingPortal is the ability for the individual to enroll in 75 additional online courses.

Please note that there is no Learning Management System (LMS) access for the company. If you want to check course status, we recommend logging in as the trainee or asking the trainee to provide a copy of the completion certificate of any assigned courses.

ACCEPTANCE & PROJECT ASSUMPTIONS

Cancellation & Postponement Policy: Once courses have been assigned, it may not be cancelled. Any credits for unassigned seats will remain available to the company for a one year period from purchase.

Indemnification: Each party agrees to defend, indemnify and hold the other party and any other related or affiliated company harmless from and against any liabilities, claims, damages, suits, costs and expenses, including, without limitation, reasonable attorneys' fees and costs up through and including any appeal, incurred in connection with any program if and to the extent arising out of any negligent act or omission or willful misconduct of the indemnifying party or its employees or, if you are the indemnifying party, program attendees.

Limitation of Liability: Employers Group total liability relating to this Agreement shall in no event exceed the fees EG receives hereunder for the portion of the work giving rise to liability, or include any special, consequential, incidental or exemplary damages or loss (nor any lost profits, savings or business opportunity).

EG will indemnify Client against any damage or expense relating to bodily injury or death of any person or damage to real and/or tangible personal property incurred while EG is performing the Services and to the extent caused by the negligent or willful acts or omissions of EG's personnel or agents in performing the Services.

Any action against EG must be brought within eighteen (18) months after the cause of action arises.

This order is for training-related services only and does not include any administrative obligations required by the Employment Training Panel.

Acceptance: Employers Group thanks you for the opportunity to present this proposal to train your employees. If you agree to the terms in this proposal, below are the steps necessary to implement training:

Sign and agree to the services/fees described in this proposal and return entire proposal. On behalf of your company (named on page 1), this proposal has been accepted by:

Signature	Date
Print/Type Name	Print/Type Title

Return ALL pages of this completed form to Employers Group via scan/email at training@employersgropu.com, or fax 213.226.0216, including the payment details (next section).

PAYMENT

Return ALL pages of this completed agreement to Employers Group via scan to training@employersgroup.com or fax 213.226.0216.

Payment Options:

ACH Payment is Preferred. [Click here](#) for form; otherwise, ask us for the form via email.

Invoice Me (please note that EG requires receipt of payment before securing any resources) PO# _____

Check Enclosed Payable to: Employers Group
Attention: Training
400 Continental Blvd, Suite #300
El Segundo, CA 90245

Credit Card: Visa MasterCard American Express

Card Number	Authorized Signature
Expiration Date	Name on Card

Thank you for your order. You will be contacted within 2 business days after submitting this form. Should you have any questions regarding this order, please contact us at Training@employersgroup.com or call 800.748.8484.

Jeffrey Hull	Senior Director, Talent Development Solutions	x3941
Somaly Heng	Senior Manager, Talent Development Solutions	x3962

If credit card information is provided, once payment has been processed, this page will be destroyed.