

## ***What Do Evaluators Say About the FRISK™ Leadership Training Series?***

"...The documentation process is often viewed as complex and overwhelming. The FRISK Model makes it seem simple and manageable." **Dayton Public Schools**

"...The FRISK Documentation Model has provided our administrators with a proven roadmap for effective documentation." **Lancaster School District**

"...Our managers have commented that FRISK is the best tool for changing the behavior of poor-performing employees through constructive feedback, as well as providing appropriate documentation to support disciplinary action when necessary." **California State University, Dominguez Hills**

"... The FRISK Model provides practical and easily implemented guidelines and methods for communicating clearly, factually and in an impartial manner and I believe it will result in improved mutual trust and respect and will encourage employee cooperation in effecting and maintaining positive change" **Pacific Union Conference of Seventh-Day Adventist**

"...The FRISK Documentation Model is by far the most effective and efficient. It offers a simple, organized and practical approach that can be easily assimilated into an evaluator's repertoire of leadership tools." **Simi Valley Unified School District**

"...It is the best guide that I've seen on the subject." **Cuesta Community College**

"...The workshop and the FRISK Model are the best tools for clear and concise documentation that I have seen in over 25 years as an administrator in the education profession." **Alameda Unified School District**

"The FRISK concept flourishes in Canadian translation." **Bluewater District School Board**

"...The FRISK Model is overwhelmingly endorsed within the educational community. It provides education administrators with a user-friendly and highly effective model for documentation, employee remediation, and discipline." **San Diego County Office of Education.**

"...No graduate course provides such a comprehensive but yet usable and efficient framework for addressing difficult personnel matters." **Woodridge School District 68**

"...FRISK is the best language framework for evaluators in providing constructive feedback to change employee behavior and in creating legally defensible documentation." **San Bernardino City Unified School District**

"...FRISK provides one of the few keys that opens the door to improved performance." **Escondido Union High School District**

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## **FRISK™ Leadership Training Series**

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**Raising the Bar on Employee  
Accountability**

**Learn Critical Management  
Feedback Techniques  
For Better Employee Performance**

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**Atkinson, Andelson,  
Loya, Ruud  
& Romo**   
A Professional Law Corporation Navigating your course

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## *Raising the Bar on Employee Accountability*

Skilled evaluators should know **WHAT** to say and **HOW** to convey the feedback message to employees who are experiencing performance problems. Most employees are conscientious people who are capable and willing to correct performance deficiencies, but have not received clear feedback to enable them to succeed. A few employees are indifferent or incapable of correcting performance deficiencies and need feedback which will provide a legal basis for discipline. Too often, evaluators lack sufficient training to effectively handle either of these situations. The end result is that conscientious employees fail due to incomplete feedback, and the few indifferent or incapable employees cannot be disciplined because of inadequate documentation.

### **What is FRISK™?**

The **FRISK™** Leadership Training Series is a proven communication framework for successfully remediating performance problems and developing legally defensible documentation when discipline is necessary. It has been used for the past 14 years by school districts, county offices of education, professional education associations, universities, and community and state colleges for training and required coursework.

### **How Does FRISK™ Work?**

The **FRISK™** framework lays out, in clear and simple terms, the basic points that evaluators should include in feedback to employees to satisfy just cause requirements, promote positive change, and provide a clear understanding of performance expectations. The framework details are explained in a clear, comprehensive **FRISK™** handbook which includes key points, examples, and templates designed as a practical resource guide for evaluators.

### **Who Uses FRISK™?**

The **FRISK™** framework is an essential training supplement for evaluators in all classifications and levels of authority, including instructional and non-instructional support personnel.

### **How Much Does the FRISK™ Training Cost?**

The **FRISK™** training is priced to be compatible with the program needs of the employer. The fee is based on the number of attendees and **FRISK™** handbooks ordered, duration, preparation, and travel costs.

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## **FRISK™ Leadership Training Series**

We are now scheduling our summer and fall series of the **FRISK™** Leadership Training Workshop. Our interactive training uses examples and hypotheticals to explain the **FRISK™** communication components and major documentation techniques, including the steps for progressive discipline. Emphasis is placed on using verbal feedback and documentation as a constructive, principled means of improving employee performance. Attendees receive the **FRISK™** handbook and have the opportunity to draft sample documentation.

If you would like to schedule a training session or order the **FRISK™** handbook, please contact the AALRR Leadership Training Department at (562) 653-3453 or fill out the information form below and fax to (562) 653-3333 (no cover sheet necessary).

- I would like to reserve a **FRISK™** training date for the summer or fall. Please contact me to arrange a training session with our management team and to discuss costs.
- I would like to order **FRISK™** handbooks. Please contact me to review the handbook contents and to discuss costs.

If you have questions concerning the **FRISK™** training or handbook, please contact Keesha Clark, Program Administrator, at (562) 653-3453 or Steven Andelson, Author, Executive Program Director, at (562) 653-3403.



To: Leadership Training Department

Fax: (562) 653-3333

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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