



19210 S. Vermont Avenue, Building A, Suite 100  
Gardena, CA 90248  
Phone: (310) 538-0233  
www.irwaonline.org

## Course 102: Elevating Your Ethical Awareness October 16, 2018 Stillwater, MN



### Course 102: Elevating Your Ethical Awareness

#### Course Description:

This course is intended to help resolve ethics and compliance issues by providing the information, tools and resources necessary to make good decisions. Participants will leave this course with an overview of IRWA's Code of Conduct, Rules and Standards. These are what guide us and provide an understanding of how to apply this knowledge in serving our clients and members in the utmost ethical manner while always striving to fulfill our purpose of "improving the quality of people's lives through infrastructure development."

#### Course Level:

Core

#### Topics:

- To elevate ethical awareness in our industry to ensure we serve our clients and the profession to the highest standard
- To provide a clear understanding and clarity of our Code of Ethics, Ethical Rules and Standards
- To be educated on the risks associated with non-ethical behavior
- To cultivate an active presence of ethical awareness in daily work and life
- To nurture an understanding of Ethics as a concept and social construct

#### Course Tuition Includes:

- Learning Guide
- Supplement – "The 10 Rules of Professional Conduct & Standards of Practice for the Right of Way/Infrastructure Professional"
- IRWA's 10 Ethical Rules Card
- 8.5 X 11 ICOS Poster

#### Who Should Take This Course:

- New and experienced right of way/infrastructure professionals worldwide
- Professionals desiring to raise their standard of ethical and fair business practice

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip/Postal Code

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Yes  No

Phone

Member

\_\_\_\_\_

Member ID Number

\_\_\_\_\_

Email Address

If payment includes the fees for registrants

other than yourself, check here:

(Please submit names of other registrants on a separate paper along with this form)

Will you also be attending?  Yes  No

Member Tuition	Non-Member Tuition	Total Tuition Amount
\$265.00	\$330.00	_____

Total Member Registrants: _____
Total Non-Member Registrants: _____

PRINT NAME AS IT APPEARS ON CARD: \_\_\_\_\_ 3-DIGIT CVV: \_\_\_\_\_

AMEX  MC  VISA  Card #: \_\_\_\_\_ EXP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_

**Course 102: Elevating Your Ethical Awareness October 26, 2018 Stillwater, MN**

Sponsor: IRWA Chapter 20  
 Date: October 26, 2018  
 Time: 8 AM to 5 PM  
 City: Stillwater, MN

**Accommodations:**  
 Contact course coordinator for recommendations

**Class Location:**  
 Washington County Public Works North Shop  
 11660 Myeron Road North  
 Stillwater, MN 55082  
 Phone: (651) 430-4361  
 Participant Capacity: 25

**Course Coordinator:**  
 Mindy Leadholm, SR/WA  
 Washington County Public Works North Shop  
 11660 Myeron Road North  
 Stillwater, MN 55082  
 Phone: (651) 430-4361  
 Email: mindy.leadholm@co.washington.mn.us

**Four Ways to Register:**  
 Online: www.irwaonline.org  
 Fax: (310) 538-1471  
 Phone: (310) 538-0233, x138  
 Contact Course Coordinator

**Course Instructor:**

Carol L. Brooks, SR/WA is the Owner of Cornerstone Management Skills, and internationally recognized and award winning author and trainer. She is a Certified CLIMB Lead Instructor with the IRWA and began teaching in 2002. With over 15-yr's experience in public utilities and local public agencies, her expertise includes: Easement and land acquisition, negotiations, easement valuation, permitting, easement law, project management, and eminent domain support. Ms. Brooks is the Vice Chair of the IRWA's P.I.P.E. (Partnership Infrastructure Professional Education) chartered to mentor and groom current and new instructors. She is the VEIT Instructor for C213 and C100. She also wrote the VEIT C100 and Classroom C100 manuals. She is the contributing course writer/editor for Crown College, MN for their business course offerings in China. She is a contributor to ROW Magazine, featuring articles on effective communication skills, communication etiquette, teambuilding management, and the art of negotiations. Ms. Brooks' column entitled, Back to Basics was featured in ROW Magazine from 2010-2014. She is the recipient of the Louise L. & Y. T. Lum Award for distinguished contribution to education for the r/w professional. She is also the proud recipient of the Mark A. Green Award for Journalistic Excellence and Outstanding Contribution to the ROW Magazine. She is a frequent workshop speaker at the IRWA's annual conference. She is a coach/mentor at a local state university for real estate and business majors. She has said, "R/W Professionals exemplify the public good and I want them to have all the communication tools to become the best they can be, and serve our citizens in an exemplary manner." Ms. Brooks presents relevant communication and negotiation techniques in a humorous and engaging way. Her goal is to create critical thinkers in the classroom and prepare the participant to return to the job better than when they arrived on the first day of class.

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, Instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Tuition Refund Policy:** Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.