**Chambers of Commerce
Group Insurance Plan®**

**PLAN NEWS**

# Access Coaching Through Your Chambers Plan Benefits

Workplace coaching helps business owners unlock potential at every level, but finding and accessing a great coach can take time and be cost-prohibitive. The great news is, your Plan **includes, at no extra cost, three hours per year with top-tier, professional coaches from the Canadian coaching industry** for the business owner or leader of your organization*.

Delivered through our partner, Arcora, this coaching solution provides 1:1 virtual coaching sessions to support business owners with:

- Strategic Growth and Development, such as developing a business strategy, goal setting and long-term growth.
- Effective Leadership to help improve skills like conflict resolution. delegation, and team development.
- Communication & Interpersonal Skills for more effective communication strategies, emotional intelligence and other personal skills.
- Professional Fulfillment and Success, addressing topics including time management and work-life integration.

## What makes this a must try?

Business owners receive expert help to problem-solve and reach their goals, with guidance from a rigorously vetted network of experienced, certified coaches with diverse expertise.

### There are no additional costs
Business owners have immediate access to three hours of virtual coaching at no additional cost, with no further obligation.

### The right match
Expert coaches are carefully matched to your specific needs, desired outcomes, and preferences before starting.

### Option to continue
Additional coaching can be purchased for the business owner or for other members of their team.

### Convenience and ease
Sign up, book appointments, and attend sessions entirely online, using one easy-to-use platform.

## Ready to get started?

**Connect with Arcora on** *my-benefits*® **for Plan Administrators** by clicking on the Business Assistance Services link.

* Coaching hours are for one business owner/head of organization per company and are not transferable.

# The Importance of Updating Employee Information

We know how busy you are and that administering your group benefits plan is only one small part of what you do on a day-to-day basis. With that in mind, we wanted to check in and remind you how important it is to review and update your employee information as changes take place.

You can do this quickly and easily through *my-benefits*® for Plan Administrators, Chambers Plan's online administration platform. You can update your employees' status and coverage levels, enrol new employees, and update earnings from ANYWHERE, at ANY TIME.

There are a number of reasons it is important we receive timely notification of employee additions and status changes:

• If employees are not insured on time, they may be subject to a medical review, placing their insurability — or that of their dependent(s) — at risk.

• If employees' earnings are not updated, it could leave them underinsured.

• If an employee has had a status change (e.g. marriage, birth of a child) or is no longer employed by your company, but we have not been notified, coverage levels and billed premium could be incorrect.

If you are unsure of what earning amounts to include, please refer to the Statement of Income Worksheet found on **my-benefits.ca** or speak with your local advisor. Some increases in salary-based benefits as a result of earnings changes may not be guaranteed, requiring the employee to complete a medical questionnaire. These individuals will be contacted directly with instructions. In cases where a salary change results in a new benefit amount, the Certificate of Insurance will be updated and can be accessed through *my-benefits* by both the Plan Administrator and the employee.

Please be sure to review your billing statement to confirm your requested changes have been completed and are reflected correctly.

Questions about *my-benefits* or how to submit pertinent changes? Please contact our Customer Service team toll-free at (800) 665-3365, email **info@chamberplan.ca**, or use the live 'Chat' function in *my-benefits*. We're here to help!