

instantpiano

workshop leaders

Code of Ethics

The Workshop Leader's Commitment

In order to maintain a courteous and efficient business environment, all Workshop Leaders and potential Workshop Leaders are asked to read and agree to this Code of Ethics.

1. Keep Professional Teaching Standards

Maintain the integrity of the teaching process.

Agree to learn and follow the New School of American Music teaching plan.

2. Maintain Professional Business Standards

Making a profit is important, but not at the expense of what is morally or ethically sound.

Business practices are to be strictly in line with the letter and spirit of the law and devoid of deceit, fraud, and corruption.

Show respect for other teaching systems, Workshop Leaders, sponsors, and competitors.

3. Maintain Professionalism with Sponsors

Be punctual.

Keep your promises.

Know and respect deadlines.

Acknowledge problems and strive to resolve them through cooperative efforts.

Make it a point to know sponsors' policies.

Always be willing to negotiate unacceptable points.

If special problems arise, call the home office.

Establish class minimums and maximums in advance, and hold to them.

If you must schedule out-of-town workshops, schedule them with care. Never cancel a workshop just because inconveniences arise.

4. Maintain Professionalism with Other Workshop Leaders

Do not interfere with another Workshop Leader's sponsor while their account is active or pending.
(A new sponsor can only be pending for 3 months.)

Do not compete unfairly with other Workshop Leaders.

Strive to make your prices consistent with the market in your area.

Do not intentionally undercut prices just to attract more students.

Your purpose is to reach out to new students/sponsors, not to take students/sponsors away from other Workshop Leaders with unfair competitive practices.
What you do speaks indirectly for all Workshop Leaders, so don't jeopardize anyone else's chances to market an area after you leave.

5. Maintain Professionalism with The New School of American Music

When teaching our workshops, don't commingle other teaching philosophies with ours. Represent us with the same consideration you would use representing yourself. Share your time, experience, knowledge, and wisdom with the home office. We in turn will pass this information on to all Workshop Leaders.
If problems arise, contact the home office.
Strive to better your understanding of our teaching and marketing methods.

The New School of American Music's Commitment

Given that the success of our Workshop Leaders is the foundation of our success, we understand that their best interests are our best interests. Therefore we will act according to the following principles:

1. We will strive to recruit only Workshop Leaders of the highest capabilities and integrity.
2. We will strive not to excessively recruit Workshop Leaders in any one area.
3. We will work to ensure that Workshop Leaders are receiving high quality training and support.
4. We will continue to develop and test new markets for Workshop Leaders.
5. We will make Workshop Leaders aware of new marketing techniques and industry news through following sources: updates, newsletters, recordings, and the web site.
6. We will be available to listen to special needs and concerns of Workshop Leaders.
7. We will treat all Workshop Leaders in good standing fairly.
8. We will fulfill all merchandise orders within two working days, subject to back orders.

I have read, understand, and agree to abide by the principles stated above in the Code of Ethics for as long as I do business as a workshop leader within the New School of American Music system. I understand that failure to abide by these ethics could result in having my privileges revoked.

Workshop Leader

date