Knowing Dogs 101: Staff Training for Pet Care Centers



Knowing Dogs 101: Dog Language Leader Guide By Robin Bennett, CPDT-KA, and Susan Briggs

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Bennett, Robin and Briggs, Susan Knowing Dogs 101: Dog Language Robin Bennett, CPDT-KA Susan Briggs P.cm.

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Program Goals Knowing Dogs 101: Dog Language

Welcome to the Knowing Dogs 101: Dog Language, developed and produced by Robin Bennett and Susan Briggs. Information for this staff training program is from the book, <u>Off-Leash Dog</u> <u>Play: A Complete Guide to Safety &Fun</u>, by Robin Bennett and Susan Briggs. The program has been designed so procedures discussed can be customized to your specific pet care **m**ter.

Knowing Dogs 101: Dog Language was developed to keep pet care providers stife where working with dogs in a professional pet care center. Dogs have a language that they set is companicate with each other, with humans and with other animals. When you learn and indepet the their language you'll recognize warning signs and signals that the dog is not comfortable and how to safely respond.

We also want dogs that feel comfortable and enjoy their explores in a professional pet care center. The information included in the Knowing Dogs 101: optical guage program helps pet care providers recognize the early warning signs of direction forthold how to take action to make each dog comfortable. This will result in happier an heathier logs that make your job easier, and satisfied clients that keep coming back.

We are passionate about providing the intermedion pet care providers need to be successful. Knowing Dogs 101: Dog Language, is a key wind don for further study. Dogs have a lot to teach us and we invite you to join us have an intermediate and understanding their behaviors.

Robin & Susan



play, we invite you to become members of our online community at www.TheDogGurus.com where you can earn badges for using this resource and obtain other exclusive information on how to run a safe off-leash play program.

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Getting Started

Leader Checklist Prior to the Start of Knowing Dogs Staff Training

Review each module recording and follow along with a staff workbook
 Module 1 – Breed Behavior and Stages of Development
Module 2 – Body Language Basics
Module 3 – Human & Dog Greetings
Module 4 – Emotional States
Module 5 – Dogs in Stress
Module 6 – Dog Aggression
Module 7 – Leadership
Module 8 – Social Interactions
Review Hand-outs for each module. See page 59 for line of band wes by module
(or download them online if you are doing the online version). The module of handout is a resource available on the Association of Person Juainers website.
Customize handouts for your pet center. Elements copies of all handouts are included with the program. Update information of the procedures in your per center for each topic.
Review Hands-on Activity in the evaluation fection of each module of the staff workbook. Consider how staff can compute the activity in your pet center. Be prepared to provide specific incructions to staff when they start each module with a Hands-on Activity. You should be present to observe some activities and review staff feedback for others. Document staff performance on the Individua Training Worksheet form
Review the Shift Tip the ear produle of the staff workbook. Consider how staff can complete their most effectively in your center. These are extra steps for staff to continue applying the wedge and do not require your observation or grading.
Determine the fit breat reference source your staff will use during the Module 2 evaluation. Learning how to research information independently on dog breeds is an impleted for pet care staff to learn as the dog community continues to develop at register new AKC and designer breeds.
Hype ff complete the pre-course assessment form in their workbook.
Proce an Individual Training Progress Worksheet for each staff member starting training. (Hand-out provided.)

Keys to Success

This program is a management tool for training your staff. By using the technical training content you know your team has received consistent information and can assess their comprehension. However, you as their training leader, play a critical role in the successful application of the knowledge learned to their job in the pet center.

This leader guide is designed to maximize the application of staff training to the ljob performance. We understand your time is valuable; however, your involvement is essential to the success of this program in your center. The guide provides checklists by module to make it easy for you to prepare and oversee your staff's training. We also include forms that worksheets that you can use as is or customize as handouts, performance aids and to thank training results of your team.

The accompanying staff workbook is designed to be a resolution of material covered in each training session for your staff's ongoing reference. It is monde that staff will add notes to the workbook as they go through the training. The workbook also provides a summary of their progress in learning the material and developing skills during the training. Finally, the workbook includes evaluation questions, exercises on material learned, activity notes, and case study observation results.

Role of the Training Leader:

- 1. Prepare the staff for the maining by using the leader tips to explain your expectations of how they will apply powedge to their job.
- 2. Understand program content by previewing the recordings and staff workbook content prior using them to train your staff.
- 3. Have the and hedule for staff to complete the full 8 module program.
- 4. Be organized or each training session by having handouts ready and a quiet place designated for staff to watch each session without interruption.
- 5. Can have time available at the end of each session to review staff questions for the metale and offer input on their shift tip assignments.
- 6. Score their evaluation quickly and provide constructive feedback on incorrect answers.
- 7. Reward and celebrate successful completion of the program!

The Knowing Dogs program can be used for training staff members individually, as a small group of staff together, or in guided staff training meetings. Our beta test sites provided feedback that leading a group of 5 staff at one time was a lot of effort so you may want to keep group sizes small. We designed the program to be flexible to meet the varying needs of pet care centers.

Suggested Training Timeline

The Knowing Dogs program is a progressive program of knowledge that builds with each module. It is very important that you validate understanding and comprehension of material through a passing evaluation score and application to the job prior to allowing the staff to continue to the next module. It is fine for staff to repeat a module as the goal is for them to fully understand the material and how to use it working in the pet care center.

Staff training is successful when knowledge learned is applied correctly in assigned job functions. Each module includes shift tips that recommend the application of key concepts from the module to be completed on the job. This is a critical part of the training proceeded the overall timeline needs to provide for this.

	_	
Training Timeline	Pros	~ C₀
Less than 8 days	Not recommended	Does not give in for staff to absorb
		info in presented or apply the
		shift as
		h k of knowledge not being
		plied to job tasks.
8 days	Provides a daily routine of	
	training and application of	members.
	knowledge.	
	Quick completion.	
10.1		••
16 days	Recommended pure for balance	None
	of training route and	
	application of knowledge	
30 days	Provide montime for staff and	Slow pace may result in training not
	leade to ccommodate training	being completed.
	ith over to duties.	
More than 30 days	ot i nmended	Extended time between sessions
		makes it harder for staff to connect
		learning between the modules.
		Does not demonstrate a priority
		commitment to staff training.
		communent to starr training.

The recommended timeline for completing the course for full-time staff demonstrations

Each training hodule is designed to be completed in less than one hour. The recorded portion of the training session is approximately 20 minutes. Staff should also be given quiet time after watching the recording to complete the evaluation questions for that module.

Our program has been designed to facilitate the application of new concepts onto the job as soon as possible. Several modules include hands-on activities as part of the evaluation. You will provide direction to the staff member on when they should complete these during their work shift. All modules include less formal shift tips that will encourage staff to continue to use the new concepts while working their shift. You are encouraged to ask them in the days following training if these have been done and what was learned in the process.

Reward Success

It is very important to reward and recognize staff that commit to the training program. Remember that each person learns at a different pace and many staff fear "testing". You must balance the evaluation scoring with your observations of how well each staff member applies knowledge presented on-the-job or in your discussions.

You will want to reward effort as well as evaluation scores. It is important to find something positive in the training process to recognize and reward for each staff member. At a minimum we suggest you celebrate the successful completion of the 8 module program. A certificate format is included in the forms section. Additional reward ideas follow that can be used for great questions, shift tips application that exceed your expectations or interiment after a tough module evaluation.

Reward Ideas

- An hour off with pay
- Handwritten note of recognition
- Snacks (candy, soda, etc)
- Lunch
- Gift cards
- Applaud achievement with co-workerspresent
- Wall of Fame in lobby
- Publicize in client newsletter
- Draw from a box of same value pams (snacks, gift cards, etc)

When training is fun it is often the staticcessful.

Continuing Education Cr

Certification

The Dog Gurus are very proud that the Professional Animal Care Certification Council lists the Knowing Dogs program as a recommended resource for their three levels of independent certification. Supporting your team and professional industry certification is the highest level of recognition for your business and the pet care professionals you employ. Learn more and register for professional certification as a Provider, Manager or Operator at <u>www.paccert.org</u>.



Module Information and Leader Tools

The first page of each module includes information and tools to assist in successful implementation of the training program. There is also a checklist to help you quickly see handouts and actions required of you as training leader.

Reasons for content – Explains why the information is important and how it will benefit the staff member. This is good to share with the staff before they start the module. When staff can understand and personalize the training there is better learning and comprehension.

Your staff will – Outlines the expectations after the training session is completed. These we the points of focus for the evaluation questions and shift tips. It is recommend that you outline these to the staff before they start each module.

Checklist –A clear summary of your role in the training for that model divided into tasks before the training session and tasks after the training session. The training below are used in the leader guide to alert you to actions you need to take in leading take training.



Handout – A handout from the Khaning Dogs program should be provided to the staff as they study this module. Many of these are customizable to reflect the procedures for your pet center.

Provide Nource – Module one requires the staff have access to a dog breed book organized by the AKC website while they complete the evaluation.

Shift Tips – Copy of the shift tips that are recommended for **staff** to complete following the study of each module. The staff tips are included in the leader guide so you can plan their execution by the staff prior to the staff starting the training session. Be prepared to recommend to the staff the best way to implement the suggested tips in your center once they have completed the training on that module. It is also good to set an expectation of when they will be completed and how they will report back to you.



Hands-on Activity – In several modules part of the evaluation is a hands-on activity to be completed in the pet center. The checklist outlines for you when you need to participate with the staff for them to complete the activity. We recommend you always review the activity assignment and provide the best way to complete it in your center. You should also outline the best timing for them to complete it and how to report back to you when completed. The evaluation scoring charts do not include these activities; you can document them reparately on the Individual Training Worksheet form. A suggested scoring: Needs Improvement of Great or Exceeded Expectations.



Answer Staff Questions – The staff workbook inclusion section in each module to write down questions related to the material and application to their job in your pet center. This is another opportunity for you to reinforce the material and outline your specific expectations.



Evaluation Answer and a foring Chart

- Each answer is either righter wrong; no partial credit per question!
- The answer key well blicate situations where 1 question counts as more than one response (and nate ing tables, fill-in-the-blank, etc). After the question the number of responses for the question will be stated; see Module 1, Question 1 (7 responses). Indicate that healt responses are correct 7 is the total correct for that question. Question 7 in Module 1 counts as only one response or correct answer.
- Case study responses are either pass or fail (pass = one correct answer; fail = incorrect .esponse).
- W recommend that a score of 80% be achieved prior to continuing on to the next module.
- The evaluation is open book as our goal is comprehension of key objectives.
- In the event an evaluation score of less than 50% is achieved we suggest requiring the staff member to repeat that module.

Remember to keep in mind that some staff fear "tests" so in low scoring situations, have a discussion to determine a reason for the low score. Do they understand the material, but confused by the question? (In these instances you may want to verbally discuss the evaluation

and adjust the score to reflect their true comprehension.) Was there a distraction while watching the session so a key objective was missed? Are they confused by the material? (In situations where they missed information or are confused, have them watch the session again and complete the evaluation a second time.)

The goal of this course is to build understanding of canine body language and to provide specific reasons for your interpretation by describing the signals you do observe. In several questions, staff are asked to look at a photo and decide the appropriate traffic signal color with reasons for their decision. The answer key includes our thoughts on the best answer including our reasons. However, interpreting dog body language is not a black and white decision. en you are scoring the photo responses consider if the staff member had appropriate, their answer even if it differs from the answer key. Analyzing photos remov t and con environment surrounding the behavior so none of us are 100% certain of ct answer. cor Dogs have not read Off-Leash Dog Play and frequently give mixe ls; ain this is an sigr important part of learning dog language and provides great discuss n and v chable moments in your pet center. Our hope is that your staff realize during the hat dogs always have is prog something new to teach us and working with them is an ongo g le g experience.

500

Module 2: Body Language Basics Leader Tips

Reasons for content:

- Dogs have a language you can learn by observing their posture, ears, tails and facial expressions
- Learning this language will keep you safe working with dogs
- Learning this language will also help you identify when a dog is uncomfortable or ill
- Understanding the classification of dog language and behaviors by the traffic signal will make learning behaviors easier

Your staff will:

- Identify the three basic body postures and assign the traffic sign category to dog photos and live dog observations
- Recognize different ear positions and classify to appropriate affirs and category
- Recognize different tail positions and classify to appropriate to fic signal category
- Recognize different aspects of dog facial expression and classify to appropriate traffic signal category
- Understand importance of scent and vocal complexity in dogs and classify sounds by traffic signal category

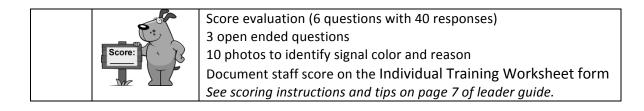


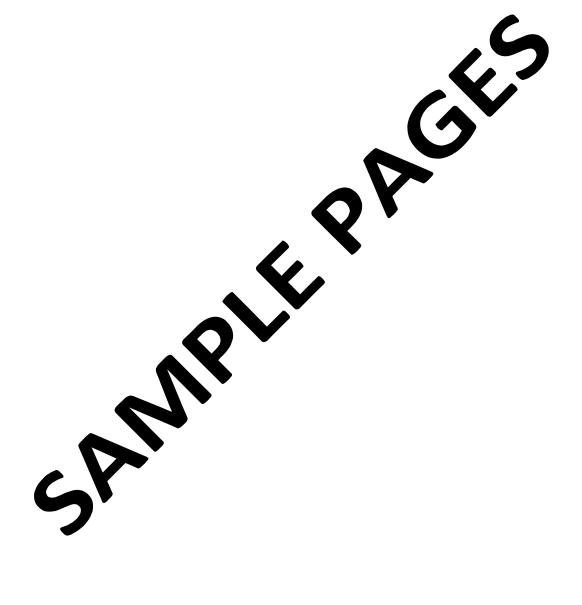
Before Training Session:

 Walk through ys accenter and focus on the position of dog ears: The normal ear posture Osturatorward or backward from normal All chrough your center and focus on the position of dog tails: a. The normal carriage Tails higher or normal from normal

After Training Sessi

Review hands-on activity results. Consider if staff responses match your knowledge of the specific dog or breed and the situation for the dog in the pet center. During your work shift be observant of dog postures, facial expressions & ear and tail positions. Look for the following: Ears backward, Ears erect, Tail-large wags at moderate speed, Tail- low position, Half-moon eyes, Mouth open, lips drawn back with panting.
Answer staff questions





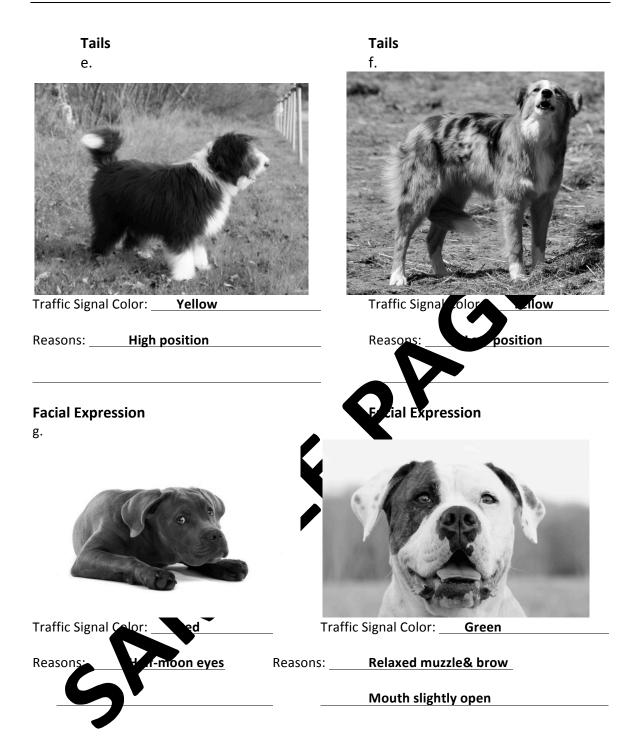
Module 2: Body Language Basics Evaluation Answer Key

- 1. The red traffic signal indicates a high-risk situation for your safety due to high arousal, extreme stress or fear in the dog.
 - a. True
 - b. False
- 2. How does the confident dog posture differ from the neutral posture? Confident posture is tall with weight forward on front legs where neutral is contained on all four legs. A confident dog appears large with stiff legs. The neutral posture lacks tension and movement is relaxed, loose and curvy. A confident dog's usy provement is still and tense.
- 3. How does the fearful or subordinate posture differ from the neutron dure? The fearful or subordinate posture is low, weight shined to have toward rear. The neutral posture is balanced on all four legs. The fearful or abordinate dog appears small and legs are crouched. The neutral posture lace ter ion and movement is relaxed, loose and curvy. A subordinate or fearful dog's body movement is tense and slow.
- 4. High pitch barking indicates what emotion and meaning in a dog? Help. I don't like this. Stress signal.
- 5. In the vocal communications the beautomplete the following:
 - a. Assign appropriate to ffic color signal to each sound (green, yellow or red)
 - b. Match the and the vocal emotion & meaning (A through H)

. ,				- /	
Signal	Emotion		Sound		Emotion & Meaning
Color	Letter				
Yellow		1.	Single sharp bark	Α.	I'm not sure about this. Anxious
Green			Whine	В.	Stop! What's that? Alert
Red		3.	Growl-bark	C.	I'm hurt & scared. Injured-physically or
					emotionally
Yellow	A	4.	Moaning bark	D.	Hello, let's play. Pleasure & excitement
Red	С	5.	Yelp	Ε.	Stop! Warning
Red	G	6.	Long, deep, low growl	F.	I want. Excited & Eager
Green	D	7.	Short bark, "ruff"	G.	Back off! Beware! Annoyed & confident
Yellow	E	8.	Soft, short growl	Н.	I'm upset & frightened. Fearful & annoyed

(16 responses – 2 per sound cours & emotion letter)

6. Review the following pictures and for each indicate the traffic signal color with your reason. Look above each photo for the body part in bold that you should focus on for your response (e.g., Body Posture, Ears, Tails & Facial Expression). (20 responses - 2 per photo; color & reason) **Body Posture Body Posture** b. a. affic Signal Color: Yellow Traffic Signal Color: Yellow Reasons: Stiff posture, forward slightly Reasons: Stiff posture, lowered Ears Ears d. c. Traffic Signal Color: Yellow Traffic Signal Color: Yellow Reasons: Flattened Reasons: Forward



Facial Expression



j. Traffic Signal Color: Yellow Traf nal Color: Red Reasons: Mouth closed Hard staring eyes "C" mouth Wrinkled brow Elongated eye wrinkled muzzle & brow Score rts Leader Sco ng Question # Resp 1 2 1 1 3 1 16 20 40 otal

Facial Expression

#	%	#	%	#	%	#	%	# Correct	%
Correct	70	Correct	70	Correct	70	Correct	70	# Correct	70
40	100	36	90	32	80	28	70	23	58
39	98	35	88	31	78	27	68	22	55
38	95	34	85	30	75	26	65	21	53
37	93	33	83	29	73	25	63	20	50
						24	60	Under 20	Redo

Module 8: Social Interactions Leader Tips

Reasons for content:

- Recognition of dogs using social gestures provides a deeper understanding of their behavior which leads to being a better leader.
- Identifying yellow or red signals and taking appropriate action to change them will keep you safe and keep the dogs in your care healthier.
- Understanding difficult dog handling situations and being prepared will severe d the dog up for success in the event handling problems arise in your center

Your staff will:

- Recognize the social gestures dogs use in communication and class them properly by traffic signal color.
- Know appropriate action to take when you observe y sub-rised gestures.
- Identify how you will change your own behavior in d in at handling situations to stay safe.

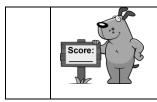
Checklist

Before Training Session:

 1. Pick three ocial gestures and look for them today.

After Training Sessi

Aller Halling ecos	
	Reach the hands-on activity case study responses. You may consider oing an interview with the staff person and have them directly explain or demonstrate their answers. Provide feedback including suggestions to improve their response as needed. Read the 3 case studies below and describe how you would handle each situation. Discuss your answers with your supervisor and add notes from your supervisor's feedback. Walking dog, Grooming dog, Dog in lobby
	Answer staff questions



Score evaluation (4 questions with 23 responses) 1 open ended question 4 photos to identify signal color and social gesture Document staff score on the Individual Training Worksheet form See scoring instructions and tips on page 7 of leader guide.



Module 8: Social Interactions Evaluation Answer Key

1. Match the social behavior type to its description in the chart below.

(6 responses)

Behavior Letter		Social Behavior Description		Social Behavior Type
D	1.	Reinforce higher rank of a dog	Α.	Displacement Behaviors
Α	2.	Normal behavior shown at an inappropriate time		Appeasement Belaviors
С	3.	Generally relate to space	С.	Warning Bruaviors
F	4.	Used by adult dogs when another dog displays rude or inappropriate behavior	D.	Confidence maviors
E	5.	Used to turn off threats or gain cooperation	E.	Rite lized Panaviors
В	6.	Active displays that show respect	F.	ting Behaviors

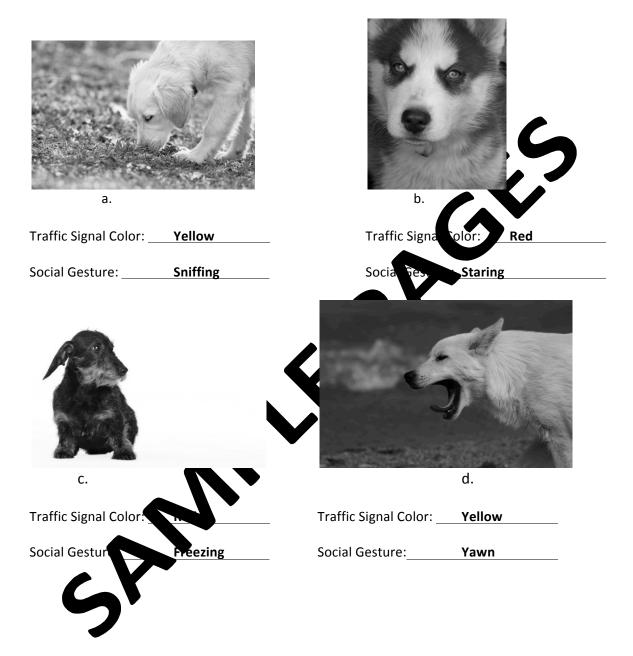
2. For each social gesture in the chart below dica, the appropriate traffic signal color (some may belong to more than one color).

(8 responses – 1	per social	gesture lis	d)
------------------	------------	-------------	------------

10.000	= per ee eren geeten e			
	Social Gesture	Green	Yellow	Red
Blinking	_	x		
Freezing				Х
Scratching			Х	
Pawing		х	Х	Х
Shake-off			Х	
Snarl		Х		
Yawning		Х	Х	
Piloerection		Х	Х	Х

3. In year we calling situations, how will you change your behavior to stay safe? Modify posture or position relative to the dog to get to a green state. May require a change with situation or environment. 4. For each photo below list the appropriate traffic signal color and social behavior displayed.

(8 responses – 2 per photo, color & social gesture)





Leader Scoring Charts

Question #	# Responses
1	6
2	8
3	1
4	8
Total	23

#	%	#	0/	#	%	#	%	th Charact	۰
Correct	70	Correct	%	Correct	70	Correct	70	# Correct	%
23	100	20	87	17	74	14	1	0 12	Redo
22	96	19	83	16	70	13	57		
21	91	18	78	15	65	12	52		

Course Completion Leader Tips

Checklist

Score:	Score post-course evaluation (see pre-course assessment answer key) Calculate score improvement
HANDOUT	Certificate of Completion
A CONTRACT	Celebrate and Share the Achievement – see Sward ideas in Keys to Success
4	

Handouts and Forms List

Name	Location	Module
Individual Training Worksheet	USB/digital download with	Pre Course
	online version	
Certificate of Completion	USB/digital download with	Post Course
	online version	
Dog Management Handling Rules	USB/digital download with	101
	online version	
Dunbar Bite Level Assessment Chart	www.apdt.com	101-6
(see full link below Handout chart list)		
Fight Policy	USB/digital download with	1
	online version	
Incident Report	USB/digital download th	101-6
	online version	
Managing Stress	USB/digital dow load with	101-5
	online version	
Standard Obedience Cues	USB/dictal cownload with	101-7
	online v sin	

http://www.apdt.com/veterinary/assets/pchan%20Dunbar%20Dog%20Bite%20Scale.pdf



Reorder Information

To reorder additional USB sets or individual staff workbooks for Knowing Dogs 101 or Knowing Dogs 201, visit:

www.KnowingDogsStaffTraining.com

Other resources available from The Dog Gurus include:

- Off Leash Dog Play by Robin Bennett & Susan Briggs
- Off Leash Dog Play Poster Set (red, green and yellow traffic signal pl
- All About Dog Daycare by Robin Bennett

Join The Dog Gurus membership community at www.TheDogGurus.c

Other resources by Robin are available at www.RobinKBenne

Other resources by Susan are available at www.Crystal a

Continuing Education Credits

The Knowing Dogs program has been approved for continuing education credits through the Certification Council of Professional Dog Trace (CCPDT), the Professional Animal Care Certification Council (PACCC) and the exterinary registry of Approved Continuing Education (RACE). For details on awarding CEUs viscower KnowingDogsStaffTraining.com.

Certification

The Dog Gurus are very problemat the Professional Animal Care Certification Council lists the Knowing Dogs provide as a recommended resource for their three levels of independent certification. Support a your team and professional industry certification is the highest level of recognition for the burness and the pet care professionals you employ. Learn more and register for professional certification as a Provider, Manager or Operator at <u>www.paccert.org</u>.







Robin Bennett

Robin Bennett is an author and consultant for pet care facilities on the subjects of dog daycare, training and off-leash dog play. She has been involved in the pet care business for over 20 years as a dog trainer and dog daycare expert. In 1993, she founded All About Dogs the largest dog training company in Virginia and grew it components sole proprietorship to a Corporation with over ten incructors to ching private lessons as well as numerous group cluster and behavior modification lessons for shy, fearful, and aggressive cluster.

Robin successfully owned and operated her own dog daycare business for many years. Her book <u>All About Dog Daycare: A Blueprint for Success</u> is the comber conference on how to start a dog daycare, and her newest book, <u>Off-Leash Dog Plan</u>, where-author Susan Briggs, is the key reference on supervising dogs in playgroups. Plan is unighly sought-after speaker on numerous dog daycare business and playgroup topic round the country.

Robin has a passion for educating facility others and suff on safe handling techniques and canine body language, which led to the continue of *Knowing Dogs Staff Training* with Susan. Robin and Susan are now partnering together get a with the launch of The Dog Gurus online community to continue to raise the base safety moff-leash play and keep dogs safe.

Robin is an active member of the Acsociation of Pet Dog Trainers (APDT) and has a B.A. degree from Roanoke College. Reaching by attends dog-training seminars and has earned Level 1 certification through the Caltingtion Council for Professional Dog Trainers (CCPDT), the first national certification to constrainers. Robin is a retired Colonel in the United States Marine Corps Reserve and is maried with two children.

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Susan Briggs

Susan Briggs owns Crystal Canine, a consulting and training resource for the pet care industry sharing her experiences as cofounder of Urban Tails, a multi-service pet care center in Houston, TX. With over 12 years experience operating a large dog daycare, boarding, grooming and training center, Susan is a recognized leader in pet care services.

In 2007 she co-wrote <u>Off-Leash Dog Play: A Complete Guide to Safety & Full with</u> Robin Bennett that led to the development of <u>Knowing Dogs</u>, a staff-training program and og uppinge and safe off-leash playgroups. Their joint venture, The Dog Gurus, is an online memory ship site providing "your best resource for off-leash play" (www.thedoggurus.com).

In 2009 Susan drew on her educational background in account, and published her second book, <u>Counting Noses</u>, a financial management guide customine to the pet industry. Her goal with Crystal Canine is to help owners achieve busines, success with a series of short-cut guides and workbooks to aid in staff and financial management

To assist owners in loving their lifestyle size has an expanding line of online courses that includes, My Successful Pet Biz program, a suppoy-step guide to systemizing your pet business; Plan, Produce and Play: Time Management and reductivity Tips; Understanding Your Numbers; Communication Skills for Pet Care Productionals

In 2015 Susan and Charlotte Buss ⁴ unded the Professional Animal Care Certification Council. The council's mission is the bring independent testing and certification to pet care service providers of pet boarding, age weare, pet sitting and dog walking.

The pet care industry is her perrent passion, but her professional career began as an auditor for Ernst & Young Susan have a Masters of Accountancy from Truman University in her home state of Missouri and particle the CPA exam in 1984. She has converted to a Texan and lives in Houstop with partner Bill Kamps and her dogs, Sheppy and Archie.

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