

Professional Development Services Provided by



Montana Electric
Cooperatives' Association

Touchstone Energy Cooperative 



Montana Electric
Cooperatives' Association

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2017 Education & Training Program

Board Governance Courses

921.1 Risk Oversight: The Board's Role in Risk Management

Electric Co-op boards are operating on what may be one of the most challenging business environments any generation of directors has ever known. The array of risks ranges from financial, regulatory, cyber and economic to technology and changing member demographics. This course is designed to provide directors with the principles and tools to improve their processes for overseeing the cooperative's risk management activities. Using co-op examples and real world case studies, this interactive course discusses the unique role of the board and management to identify, manage and mitigate risk with processes that are appropriate to the characteristics of individual cooperatives.

Key topics:

- Defining the cooperative's risk drivers and risk appetite
- Describe the purpose of a communications policy
- Distinguishing the board's role from management's role in risk management
- Aligning strategy, risk and controls
- Working with management to identify the risk information the board needs
- Assessing the cooperative's risk management process

Where: MECA Statewide Office

When: April 3, 2017 (In conjunction with MECA Spring Meeting)

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017

2600 Director Duties and Liabilities

Boards are responsible for directing the affairs of the corporation. This course discusses and explains the duties of loyalty, obedience, an due care, and the need for directors to acquire the minimum knowledge and skills necessary to fulfill their responsibilities within the cooperative context

Key topics:

- An overview of today's multi-billion dollar electric utility business
- The concepts and values that govern cooperatively owned businesses and related types of organizations
- Legal and regulatory concepts affecting public utilities
- Key legal documents such as articles of incorporation and bylaws
- The role of management and guidelines for maintaining an effective relationship with the CEO

Where: Yogo Inn—Lewistown, MT

When: March 8, 2017

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017 Education

943.1 Conversation Skills Outside the Boardroom

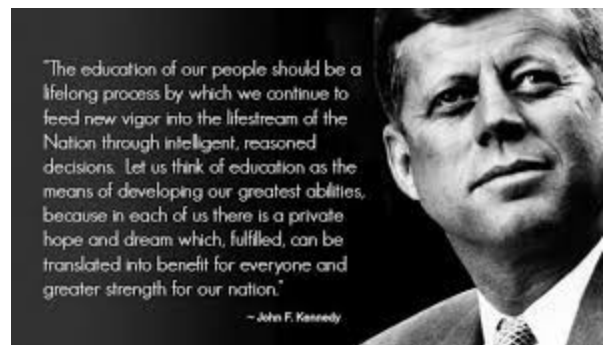
This course provides directors with skills and guidance for handling member interactions.

New Course! More descriptive information to come!

Where: MECA Statewide Office

When: October 2, 2017 (In conjunction with MECA Annual Meeting)

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017 Education



2610 Understanding the Electric Business

The electric utility industry is an evolving high-tech system that must be designed and engineered to meet regulatory and consumer standards for reliability, quality, and safety. This requires an appropriate investment on a planned and ongoing basis. This course provides directors with an understanding of the key components of the electric utility industry.

Key topics:

- The basic functions and cost of components of generation, transmission and distribution
- Current and emerging technologies that are impacting utility operations and policies
- Issues related to distributed generation that the board may need to address
- How environmental issues and national policies impact the cooperative
- The board's role to ensure a safe working environment

Where: Yogo Inn—Lewistown, MT

When: March 9, 2017

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017 Education

Board Governance Courses

2630 Strategic Planning

Boards have ultimate responsibility for ensuring and evaluating the long-term health of the organization. They help fulfill the duty through strategic thinking, identifying goals through strategic planning and authorizing the appropriate allocation of resources through the adoption of financial policies, budget review and approval and monitoring management's progress toward strategic goals. This course teaches directors how to participate effectively in strategic thinking and planning.

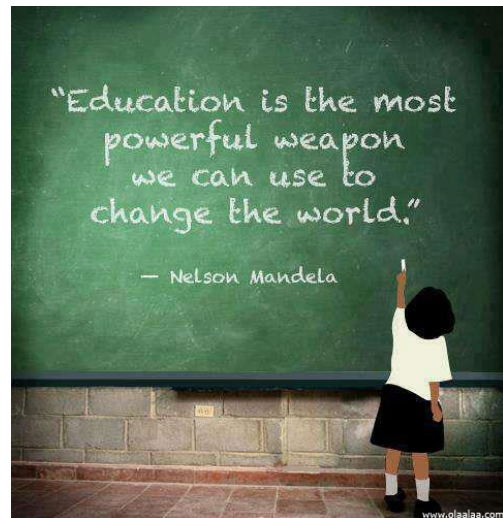
Key topics:

- The difference between strategic thinking and strategic planning
- Analyzing your cooperative's strengths, weaknesses, opportunities and threats
- Recognizing the board's oversight responsibility
- Using the strategic plan in the annual evaluation of the cooperative's accomplishment and as the foundation of the CEO's performance appraisal

Where: Yogo Inn—Lewistown, MT

When: September 7, 2017

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017 Education



Member Services

Social Media Training for Executives

Get the essential skills you need to confidently conduct business a digital era and speak "fluently" with clients and employees across the digital divide. Topics include:

- Overview of the top social media networks
- Basic social cues, etiquette, formatting
- Social media dashboards
- Online reputational management
- **Social media exercises**
- Social media best practices for co-ops
- Generational use and expectations in an online work environment
- Top communication skills for 21st century workplace.
- Overview of social media section of Crisis Communication toolkit on Coopertive.com
- Co-ops in an online crisis. How to handle and prevent an online hijack or attack.
 - o Critics vs. haters. Who should you listen to?

Where: MECA Statewide Office

When: February 16, 2017

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$600 per participant for co-ops not enrolled in 2017 Education

Rocky Mountain Photography School

This two-day instructional program at the Rocky Mountain School of Photography in Missoula will focus on the basics of photography and camera operation and photo editing. The first day will be spent learning how to get better images when you take them. The second day will teach the basics of Adobe Lightroom, a program that comes in the photography bundle from Adobe Creative Cloud (\$9.99/month), along with Photoshop and is used by many professional photographers to do the majority of adjustments to photos for publication.

Where: Missoula, MT

When: April 18-19

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$550 per participant for co-ops not enrolled in 2017 Education

General Office

Human Resource Basics/NRECA Benefits

This course will cover hot topics such as HR law, essential employment practices, insights into administration and benefits and the legalities of policies and procedures. It will also cover HIPPA and FMLA compliance.

NRECA will cover the basics of their benefits.

More descriptive information to come.

Where: MECA Statewide Office
When: To be determined
Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$400 per participant for co-ops not enrolled in 2017 Education



Accounting for Non-Accountants

Descriptive information to come.

Where: MECA Statewide Office
When: May 23-24, 2017
Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$600 per participant for co-ops not enrolled in 2017 Education

Co-op 101

This course will provide strategic guidance to cooperatives seeking to utilize cooperative principles and values as a primary force in serving their members.

Topics of Interest

- ◆ Understand the definition of a cooperative organizational culture
- ◆ Why cooperative culture is important to the future success of the cooperative
- ◆ How to implement and sustain a cooperative culture
- ◆ The seven steps to build or restore a cooperative culture within your organization
- ◆ The role your co-op can play in rebuilding your local economy
- ◆ Becoming an active leader in creating cross sector cooperative collaboration for business, policy and social impacts
- ◆ How to grow your business through strategic alliances
- ◆ Partnering to grow capital resources for co-ops

Where/When Sidney, MT August 7, 2017
Havre, MT August 9, 2017

Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$700 per participant for co-ops not enrolled in 2017 Education

When Generations Connect

In our society today we are dealing with four distinct generations, each with a unique set of attitudes and values. This workshop will demonstrate not only why it's important to understand what shaped the generations, but why they behave the way they do. With this information, you learn how to communicate and interact with each generation.

Where: MECA Statewide Office
When: October 19, 2017
Cost: No cost to co-ops enrolled in 2017 Education & Training Plan
\$600 per participant for co-ops not enrolled in 2017 Education



Safety/Loss Control

Lineman Basics Course

This 2 ½ day course will feature various instructors who will cover a variety of topics to include:

Transformer Connections and Theory Reclosures and Recloser Controls
Meters and Metering

When: February 7 – 9, 2017

Where: Statewide Office, Great Falls, MT

Fee: \$325—MECA Safety & Loss Control Clients
\$350—Non-MECA Safety & Loss Control Clients

NWPPA Substation Series: Substation Overview & Inspections 2 days

This two-day class will provide an overview of substations, inspection practices, substation equipment, basic print reading, protective relaying, substation metering, specific equipment inspection practices, equipment troubleshooting, and documentation. The class will also include a tour of a substation where you will review the areas covered in the class and review what you have learned regarding substation inspection. Other topics that will be covered include:

- Types of substations and the purpose of each type
- Substation civil equipment, fences, structures, equipment grounding, gates, security and yard lights
- Purpose and requirement of substation log books
- Substation power transformers, load tap changers, and protective devices (theory and operation)
- Oil containment and oil testing
- Circuit switchers, breakers (oil, air, vacuum, SF6), three-phase regulators, and single-phase regulators (theory and operation)
- Substation batteries and chargers
- Current and potential transformers
- Substation capacitors

NWPPA Substation Series: Print Reading – 1 day

This one-day class is intended to provide an overview of electrical print reading in electrical substations. Emphasis will be placed on reading online diagrams, three-line diagrams, and schematic drawings of substation equipment and interconnection drawings. Other topics that will be covered include:

- Current transformers
- Potential transformers
- Substation transformers
- Revenue meters
- Protective relays

These two courses will be held during the same time frame.

When: To be determined
Where: To be determined
Estimated Fee: To be determined

Locating Training

Location and details to be determined

Workplace Protection Course

This one day course will feature a 4 hour training on conflict resolution/verbal de-escalation. It focuses on training employees how to deal with difficult or non-compliant people. Additionally, a 2 hour training titled S.A.V.E Yourself that is designed to teach how to survive if confronted with an active killer will also be featured. The training will focus on prevention, recognition and a proactive response. "S.A.V.E. Yourself" incorporates the most current training philosophies and best practices shared by organizations including: U.S. Department of Homeland Security, U.S. Department of Justice, U.S. Department of Education, International Association of Chiefs of Police, American College of Surgeons, O.S.H.A. and S.H.R.M.

When: February 22, 2017

Where: Statewide Office, Great Falls, MT

Fee: \$400 (Up to 20 participants)
\$300 (21-30 participants)
\$200 (Over 30 participants)

DOT Compliance Training

The 1/2 day course will cover all aspects of DOT compliance, including CDL's, vehicle inspections, motor carrier rules, load securements. A Q&A session will be available at the end of the training.

When: March 21, 2017

Where: Statewide Office, Great Falls, MT

Estimated Fee: \$50

OCR School

Mike Dean will once again be coming to Montana to instruct two OCR Schools. These 2 day courses will be limited to the first 30 registered participants.

When: August 22-23, 2017

Where: Flathead Electric Cooperative, Kalispell, MT

Estimated Fee: \$350

When: August 29-30, 2017

Where: Yellowstone Valley Electric Cooperative, Huntley, MT

Estimated Fee: \$350

