



2021 Education and Training Program



Montana Electric Cooperatives' Association

501 Bay Drive
P.O. Box 1306
Great Falls, MT 59403

Phone: 406.761.8333
Fax: 406.761.8339
Website: www.mtco-ops.com

Director Education Courses

961.1 The Evolution of Electric Cooperative Power Supply

Electric co-op boards face a rapidly evolving energy landscape where power supply decisions are more complex, involve great risks and have greater cost consequences for members than ever before. The low price of natural gas, the combination of state renewable portfolio requirements, the falling prices of wind and solar and environmental regulations are leading a fundamental shift in the U.S. electricity generation portfolio. This shift has significant implications for electricity suppliers and for consumers. This online course focuses on strategies boards can pursue in the face of this uncertainty including understanding what members want, working closely with power suppliers, communicating with members and being their trusted energy advisor.

Where: Online
When: Thursday, February 18
Instructor: Kevin Sump
Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Prepaid Plan

956.1 Crucial Conversations in the Boardroom

This highly interactive one-day course teaches electric cooperative directors skills for creating alignment and agreement in the boardroom by fostering open dialogue around high-stakes, emotional or risky topics—on the issues that face electric cooperatives today. Using real world co-op examples, directors will practice speaking for clarity and purpose; encourage others to do the same; and, analyze the best ideas to make the highest-quality decisions with the goal of acting on issues with unity and commitment.

Where: Great Falls, MT
When: Monday, October 4 (in conjunction with MECA annual meeting)
Instructor: Mary McLaury
Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Prepaid Plan

****PLEASE NOTE:** There is a \$250 per person materials cost for this course. The \$250 materials cost is NOT included in the pre-pay plan. This fee is strictly a pass-through fee which will be paid to NRECA.

925.1 Co-op Bylaws: Guiding Principles & Current Issues

The continuing evolution of the structure of the electric industry in the U.S. has brought about increased scrutiny by consumers and regulators. As a result, many electric cooperatives are being challenged to make sure their bylaws adequately address new situations including changing membership, "large load" exceptions to some state territorial laws, diversified services, distributed generation, and changes in some state or federal laws and regulations. This course will assist directors, CEOs, and agents of electric cooperatives in undertaking a comprehensive review of the co-op's bylaws and highlight the implications that these changes, issues, and challenges bring to bear in future bylaw revisions.

Where: Havre, MT
When: Tuesday, July 6 (in conjunction with MECA summer board meeting)
Instructor: John Penry
Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Education Prepaid Plan



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, and 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: Online
When: Tuesday, May 18
Instructor: Adam Schwartz
Cost: No cost to co-ops enrolled in Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Prepaid Plan

2630 Strategic Planning

Boards have ultimate responsibility for ensuring and evaluating the long-term health of the organization. They help fulfill this 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 processes.

Key Topics:

- Understanding 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: Online
When: Thursday, May 20
Instructor: John Penry
Cost: No cost to co-ops enrolled in Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Prepaid Plan

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 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: Online
When: Wednesday, May 19
Instructor: John Penry
Cost: No cost to co-ops enrolled in Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Prepaid Plan



Supervisory, Management & Leadership Courses

713.1 Engaging and Developing High-Performing Employees: Bringing Out Their Best

According to Gallup, two-thirds of employees are either "phoning it in" or actively undermining the work of the organization because they aren't engaged. From the time a co-op hires an employee until the employee leaves, supervisors are responsible for maximizing employee performance. Learn how supervisors can motivate employees to feel empowered and contribute an honest day's work.

Where: Great Falls, MT

When: Tuesday, August 10

Instructor: Scott Luecal

Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Education Prepaid Plan

714.1 Change is Hard: Guiding Your Team Through Complex Times

With waves of technical, social, economic and regulatory changes, electric cooperatives now find themselves operating in what the U.S. military calls a VUCA environment (volatile, uncertain, complex, ambiguous). In this environment, supervisors must adapt to – and lead – continuous change at their co-ops. The types of changes differ, yet the change process itself is predictable, and so are the ways people respond to change. Supervisors who understand the most effective techniques, and develop solid plans, for navigating their teams through complexity, chaos and confusion are better equipped to thrive in a VUCA world.

Where: Great Falls, MT

When: Wednesday, August 11

Instructor: Scott Luecal

Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan
\$800 per participant for co-ops not enrolled in 2021 Education Prepaid Plan



Member Services

Member Services Conference

When: August 2021

Where: Statewide Office, Great Falls, MT

Cost: TBD

<p>“Writing for a magazine continued” By Melanie Wilderman, University of Oklahoma Journalism Professor</p> <p>Part 1: Writing Refresher, includes:</p> <ul style="list-style-type: none">• Quick ways to improve writing• Reminder of basic feature story style/structure <p>Part 2: Next Level Magazine Writing, includes:</p> <ul style="list-style-type: none">• In-depth interviews for stellar stories• Advanced feature writing styles and structure• Theme and essence in feature writing• Macro-editing and revision	<p>“Taking magazine quality photos with your cellphone” By Mark Hirsch</p> <p>Areas we will address:</p> <ul style="list-style-type: none">• Dos and Don'ts of smartphone photography• Compositional Techniques - add on lenses- Quality of light• Technical aspects of smartphone cameras• Tripods and other camera stabilization techniques• Light is the paint for photography. We will demonstrate lighting adapters, reflectors and flash• Smartphone camera Apps – Smartphone camera controls• Closeups and macro techniques
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General Office

Work Order and Plant Accounting Procedures

Work Order and Plant Accounting Procedures provides a basic understanding of the procedures, methods and records that are necessary to properly track and account for all components of electric plant, from the time a need for the plant is demonstrated to when it has been removed from the system and the accounting records.

Where: Great Falls, MT

When: June 29 & 30

Instructor: Terilyn Wallis

Cost: No cost to co-ops enrolled in 2021 Education & Training Prepaid Plan

\$800 per participant for co-ops not enrolled in 2021 Education & Training Prepaid Plan

About the Instructor

Teri is passionate and experienced in providing education, training and consultative services to electric cooperative networks, electric utilities and cooperatives in a way that is down to earth, practical, and builds rapport. She has over 20 years of experience working in and with cooperatives across the nation to help solve their business needs. Her depth of knowledge comes from a deep understanding and work in the areas of finance and accounting. She is a skilled planner ranging from the broad outcomes of facilitating strategy sessions to the details of building a roadmap to the future and forecasting the financial impacts.

Teri is driven to deliver and develop engaging and practical educational workshops and programming designed to meet the needs of employees and directors through a down to earth approach.

Safety/Loss Control

(Please note S/LC Courses are not part of the Prepaid Program)

Lineman Essentials Course

This popular 2½ 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 9 - 11
Where: Statewide Office, Great Falls, MT
Instructors: Diana Hamilton & John Nanini
Estimated Fee: \$350

Qualified Electrical Worker Training

This training is designed for employees who face a risk of electrical hazard that is not reduced to a safe level by the applicable electrical installation requirements. Such employees shall be trained to understand the specific hazards associated with electrical energy. They shall be trained in safety-related work practices and procedural requirements, as necessary, to provide protection from the electrical hazards associated with their respective job or task assignments. Employees will be trained to identify and understand the relationship between electrical hazards and possible injury.

When & Where: March 16 & 17 at Ravalli Electric Cooperative
March 18 & 19 at Yellowstone Valley Electric Cooperative
Instructors: Electrical Safety Specialists, LLC
Certified Instructors
Estimated Fee: \$650

Reasonable Suspicion Training

The reasonable suspicion training, provided by Chemnet Consortium, will cover the following:

- What is reasonable suspicion
- DOT prohibited conduct and rule violations
- Signs, symptoms and effects
- Physical, performance and behavior indicators
- How to make a reasonable suspicion determination
- How to counter employee defense strategies

When & Where: Thursday, May 13 in Billings
Wednesday, July 21 in Missoula
Instructor: Samantha Morris
Estimated Fee: \$200

Incident Investigation Course

This one-day incident investigation course focuses on techniques for gathering complete, accurate and objective incident data, establishing root causes, reporting findings, and determining corrective action.

Discussion, demonstrations, and exercises cover investigation and interview techniques. Participants learn how to uncover the who, what, why, when, and how of each incident and how to analyze data to prevent injuries, property damage and financial losses.

When & Where: Wednesday, May 12 in Billings
Tuesday, July 20 in Missoula
Instructor: Lane Miller
Estimated Fee: \$400

Voltage Regulator Theory, Operation & Safety

This is a hands-on class as the group goes over theory and operation of a voltage regulator. The trainer will have some displays so the group can see what the inside of a voltage regulator looks like and how they operate. The instructor will go over each piece of the regulator and what its job is. The instructor will also have a working display that lets the participants see the difference between each manufacturer and make and model of tapchangers made. The group will go over the differences of them and will physically see each one operate. The instructor will also go over nameplates and how to read them and how they correspond with the programming of the newer microprocessor control panels. The group will also go over controls, their differences and how to program them.

When & Where: April 21 in Great Falls
April 22 in Huntley
Instructor: Curtis Boyer
Estimated Fee: \$500

MECA Operations Conference

This 2 ½ -day event is a great learning and networking opportunity for operations personnel. Multiple trainings as well as vendors are available.

When: September 13-15
Where: Hilton Garden Inn, Missoula
Estimated Fee: \$200