



MECA

MONTANA ELECTRIC COOPERATIVES' ASSOCIATION

2023

EDUCATION AND TRAINING PROGRAM



2023 CALENDAR

COURSES AT A GLANCE

January 5

YOUNG ADULT MEMBERS
ENGAGEMENT PHASE 1

January 24

2600: DIRECTOR DUTIES AND
LIABILITIES

January 24-25

MAJOR CHANGES AND GENERAL
OVERVIEW OF THE 2023 NATIONAL
ELECTRICAL SAFETY CODE (NEC)

February 21

2610: UNDERSTANDING THE ELECTRIC
BUSINESS

February 28-March 2

2023 LINEMAN ESSENTIALS COURSE

March 21

2630: STRATEGIC PLANNING

March 21-22

COLD WEATHER SURVIVAL COURSE
AND ADVANCED FIRST AID TRAINING

April 19-20

WORK ORDER ACCOUNTING

April 26-27

VOLTAGE REGULATOR TRAINING

May 9 and 11

GROUNDING TRAINING

May 24

711.1 EVERYONE COMMUNICATES;
FEW CONNECT: TOOLS FOR BRIDGING
THE GAP

June 1

5304.1 WORKING SKILLFULLY WITH
CONFLICT TO CREATE MORE EASE,
MUTUAL RESPECT & COLLABORATION

July 11

951.1 DEVELOPING EFFECTIVE
BOARDROOM DECISION-MAKING
**IN CONJUNCTION WITH THE MECA
SUMMER MEETING*

August 2

MEDIA TRAINING

September 11-13

MECA OPERATIONS CONFERENCE

October 2

918.1 MAXIMIZING YOUR GRASSROOTS
STRATEGY
**IN CONJUNCTION WITH THE MECA
ANNUAL MEETING*

October 3

CO-OP 101
**IN CONJUNCTION WITH THE MECA
ANNUAL MEETING*

October 4

INDESIGN FOR NEWSLETTERS



MECA

MONTANA ELECTRIC COOPERATIVES' ASSOCIATION

501 BAY DRIVE, GREAT FALLS, MT

MTCO-OPS.COM ■ 406.761.8333

DIRECTOR EDUCATION

• 2600 DIRECTOR DUTIES AND LIABILITIES

OVERVIEW

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.

WHERE: Online

WHEN: January 24, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

• 2610: UNDERSTANDING THE ELECTRIC BUSINESS

OVERVIEW

This course is designed to provide the electric distribution director with an understanding of the operational challenges electric cooperatives face. The course also presents a set of tools to facilitate due diligence in boardroom decision making on these issues.

WHERE: Online

WHEN: February 21, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

• 2630 STRATEGIC PLANNING

OVERVIEW

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.

WHERE:
Online

WHEN:
March 21, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

DIRECTOR EDUCATION

BOARD LEADERSHIP

• 951.1 DEVELOPING EFFECTIVE BOARDROOM DECISION- MAKING

OVERVIEW

The primary purpose of a board of directors is to make decisions. In today's complex energy industry, effective boardroom decision making is a must. Directors need the tools to assess today's challenges and to determine the best choice for the long-term interests of the cooperative's membership. This course provides directors with the techniques and skills needed to listen, identify issues, engage in constructive discussions and resolve conflicts so that the board can reach satisfactory solutions.

WHERE:
Miles City, MT

WHEN:
July 11, 2023 *In conjunction with the MECA Summer Meeting*

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

COURSE LIMIT:

There is a cap of 35 participants for this course.

• 918.1 MAXIMIZING YOUR GRASSROOTS STRATEGY

OVERVIEW

Effective political engagement at all levels of government requires significant planning and is vital to empowering consumer-members to protect and advance the interests of their cooperative. The power of distribution cooperatives to influence policymakers is vital to their continued success. This course helps directors connect the dots between what they as individual directors can do on behalf of their cooperative while maximizing relationships with their statewide and with NRECA to make sure the co-op voice is heard on Capitol Hill and in the regulatory agencies.

WHERE:
Heritage Inn, Great Falls, MT

WHEN:
October 2, 2023 *In conjunction with the MECA Annual Meeting*

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

EMPLOYEE EDUCATION

• 711.1 EVERYONE COMMUNICATES, FEW CONNECT TOOLS FOR BRIDGING THE GAP

OVERVIEW

Clear, consistent communication is the foundation of teams working well together to get the job done in support of the co-op's mission. According to a survey by the communication consulting and training group Interact, the majority (69%) of supervisors are often uncomfortable communicating with employees. Understanding what makes people tick and adjusting your personal style improves communication and avoids a lot of headaches and heartburn. Take this opportunity to assess your communication strengths and weaknesses, recognize your assumptions and practice techniques for improving communication skills in both business and personal communications.

WHERE:

Statewide Office, Great Falls, MT

WHEN:

May 24, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

• 5304.1 WORKING SKILLFULLY WITH CONFLICT TO CREATE MORE EASE, MUTUAL RESPECT & COLLABORATION

OVERVIEW

Conflict is something most people want to avoid, and yet it is a natural part of life. We've grown to see conflict as "bad" and learned to either give in or fight to win. When approached skillfully, with integrity, conflict can spark new, innovative thinking and can enhance our working relationships. The art of conflict transformation is about engaging with curiosity that facilitates "both-and" thinking and the possibility of win-win solutions. This skill-based training will support you in having authentic conversations that can transform conflict by addressing underlying needs. It is not about a "quick fix", the "right" words to say, or "techniquing" people in an effort to get them to change their behavior. If you want to learn life-long skills to increase your comfort in dealing with conflict and build more trust and better communication in relationships, this training is for you!

WHERE:

Online

WHEN:

June 1, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

WORK ORDER ACCOUNTING

OVERVIEW

This 1-1/2 day course 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 had been removed from the system and the accounting records.

WHERE:

Statewide Office, Great Falls, MT

WHEN:

April 19-20, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

CO-OP 101

OVERVIEW:

This course will showcase the strategic benefits of the cooperative business model, how and why to use the cooperative principles and values, the role of the board, and how to build co-op culture. From receptionist to CEOs, whether they are new to co-ops or have many years of experience, this course is designed for all employees.

WHERE:

Heritage Inn, Great Falls, MT

WHEN:

October 3, 2023 *In conjunction with the MECA Annual Meeting*

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$800 per participant for co-ops not enrolled in the prepaid plan

MEDIA TRAINING:

OVERVIEW:

Whether you're preparing for an interview with a local TV station, or you want to learn how to leverage the media to boost your co-op's credibility, this course is designed to help you understand media terminology, gain the skills needed to lead a conversation, craft your message to influence and help you learn to love the spotlight. The first half of the course will help you refine your message while the second half offers one-on-one interviews to practice your skills and receive valuable feedback. This training is geared toward supervisors and other co-op communicators.

WHERE:

Statewide Office, Great Falls, MT

WHEN:

August 2, 2023

ESTIMATED FEE:

This course is not included in the prepaid plan. The estimated fee is \$250 per participant.

COURSE LIMIT:

There is a cap of 30 participants in the morning session and a cap of 15 for the afternoon one-on-one session.

MEMBER SERVICES

YOUNG ADULT MEMBERS ENGAGEMENT PHASE 1

OVERVIEW:

As member expectations and communication preferences change at a rapid pace, evolving co-op products, services, practices and culture to address the shifting landscape is an important challenge facing today's electric co-ops. NRECA and Touchstone Energy® Cooperative are collaborating on a multi-phase Young Adult Member Engagement (YAME) Initiative to empower co-ops with tools and resources to navigate this shifting landscape. Phase 1 of the initiative focuses on engaging the next generation of members.

WHERE:

Great Northern Hotel, Helena, MT

WHEN:

January 5, 2023

ESTIMATED FEE:

No cost to co-ops enrolled in the prepaid plan, \$400 per participant for co-ops not enrolled in the prepaid plan

INDESIGN FOR NEWSLETTERS

OVERVIEW:

Learn basic and intermediate strategies and techniques in Adobe InDesign to help speed up your workflow and make your pages pop. This course will be instructed by Professor Melanie Wilderman of the University of Oklahoma.

WHEN:

Tentatively October 4, 2023

WHERE:

Heritage Inn, Great Falls, MT

ESTIMATED FEE:

This course is not included in the prepaid plan. The estimated fee is \$450

SAFETY/LOSS CONTROL

Please note S/LC courses are not part of the Prepaid Program

MAJOR CHANGES AND GENERAL OVERVIEW OF THE 2023 NATIONAL ELECTRICAL SAFETY CODE (NESC)

OVERVIEW:

This two-day course will cover in detail the major changes to the NESC 2023 edition and also provide a general overview of each part of the NESC. Applying the code to day-to-day work will be stressed by focusing on practical examples and applications. During this two-day class, participants will learn:

- Scope and purpose of the code
- Major changes and general overview of the substation rules
- Major changes and general overview of the overhead line rules
- Major changes and general overview of the underground line rules
- Major changes and general overview of the work rules

Upon successful completion of this course, the participant will be able to:

- Understand the organization, scope, purpose and general application of the National Electrical Safety Code
- Apply the major changes in the 2023 NESC for substations, overhead lines, underground lines and work rules
- Recognize how the code is integrated into design and construction standards and operating practices
- Identify and take action to correct code violations and safety hazards
- Design and build facilities that

- comply with code requirements
- Understand the actions needed to work safely
- During the second day, interact with class attendees and understand how to independently find rules in the codebook
- During the second day, participate in code discussion and apply the rules in the codebook to actual field construction situations

WHERE:

Statewide Office, Great Falls, MT

WHEN & WHERE:

January 24-25, 2023

ESTIMATED FEE:

\$750

2023 LINEMAN ESSENTIALS COURSE

OVERVIEW:

This popular 2-1/2 day course will feature various instructors who will cover a variety of topics including:

- Transformer Connections and Theory
- Meters and Metering

WHERE:

Statewide Office, Great Falls, MT

WHEN:

February 28 - March 2, 2023

ESTIMATED FEE:

\$350

SAFETY/LOSS CONTROL

CONTINUED

COLD WEATHER SURVIVAL COURSE AND ADVANCED FIRST AID TRAINING

OVERVIEW:

This will be a two-day course with day one focusing on winter survival training and day two consisting of the advanced first aid training course. The courses will be instructed by Safety One.

WINTER SURVIVAL

The winter survival training was developed to provide students with the skills necessary to survive in an unexpected emergency when rescue services are not a simple call away. This course is designed to broaden the emergency skills and knowledge of students who work in remote areas in cold weather environments. Attendees will solidify their understanding of basic principles of cold weather survival including: Hypothermia and frostbite awareness, proper clothing selection, fundamentals of shelter construction, fire-starting techniques and equipment, extended survival situations, overall OSHA compliance issues.

ADVANCED FIRST AID

The advanced first aid course will be lecture, hands-on, experiential workshops and scenarios. The following will be covered: Patient Assessment System, evacuation plans and emergency procedures, spinal cord injuries, shock, head injuries, wilderness wound management, athletic injuries, fracture management, dislocations, cold injuries, heat illness, altitude

illness, lightning, anaphylaxis and wilderness first-aid kits.

WHERE:

Statewide Office, Great Falls, MT

WHEN:

March 21 - 22, 2023

ESTIMATED FEE:

\$750

COURSE LIMIT:

This course is limited to 20 participants.

VOLTAGE REGULATOR TRAINING

The two-day voltage regulator school is an overview course covering CL-7 control, voltage regulator basics and other more advanced topics. There will be a hands-on portion to this training. Topics include the following: Voltage regulator theory and application, internal/external voltage regulator features, safe regulator bypassing and other safety topics, voltage regulator nameplates, CL-7 control settings and features, ProView NXG interface software basics, control hands-on exercises, control panel retrofitting, voltage regulator receiving, handling and maintenance, tap-changer maintenance and inspection, CL-7 control and voltage regulator schematics and troubleshooting.

WHERE:

Statewide Office, Great Falls, MT

WHEN:

April 26-27, 2023

ESTIMATED FEE:

\$400

GROUNDING TRAINING

OVERVIEW:

This is a hands-on experiential course in voltage, current, resistance using series, parallel, and combination circuits. A look at the historical aspects of grounding helps refresh workers to electrical concepts and their application to personal protective grounding. This course is useful for substation, transmission, and distribution workers. This course will be taught by Brady Hansen with Written In Red training. The following will be covered: Sources of energization, human body resistance to current flow, resistance of grounding cables, effects of current flow through the human body, voltage gradients, step, touch and transfer potential, establishing an equipotential zone, installation of cluster bars, five to stay alive, sacred circuit, inductions, worksite grounding vs. working between grounds, proper installation, care, and maintenance of ground cables, grounding vehicles and equipment in the work area, transferred potential rise and substations, protective grounding circuits and induction issues, use of multiple grounding cables per phase, purpose of a three phase short and ground, federal OSHA grounding requirements, culture and communication, bonding and grounding.

WHEN & WHERE:

May 9, 2023, Billings, MT

May 11, 2023, Victor, MT

ESTIMATED FEE:

\$300

MECA OPERATIONS CONFERENCE

OVERVIEW:

This 3-day event is a great learning and networking opportunity for operations personnel. Multiple trainings as well as vendors are featured.

WHERE:

Billings, MT

WHEN:

September 11-13, 2023

ESTIMATED FEE:

\$200



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