

AREA

2022 EDUCATION CATALOG



EVERY DAY

100% SAFE

EVERY LIFE

The Alabama Rural Electric Association of Cooperatives Education Program is provided for the benefit of all directors and employees of the member cooperatives of AREA. The courses and conferences offered through this program are designed specifically for the employees and directors of rural electric cooperatives. AREA has a commitment to provide its member systems with high quality, low cost educational and training opportunities.

There are four categories of education programs available:

- AREA Core Education Program offers AREA conferences and updates for cooperative employees. Enrollment in the AREA Core Program would allow a cooperative to send unlimited attendees to each of the conferences and updates under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected AREA courses and conferences.
- NRECA Package Plan Program offers NRECA courses toward director, manager and supervisor certification as well as all-employee courses. Enrollment in the Package Plan would allow a cooperative to send unlimited attendees to each course under this program. Cooperatives can elect to pay a one-time package price to allow unlimited participants from their cooperative to attend selected NRECA courses sponsored by AREA.
- Certificate Package Plan offers four certificate programs. The programs are Utility Accounting, Strengthening Leadership, Member Service and Human Resource. For one price, participants can send as many employees as needed at no additional cost for courses under this program.
- Pay-As-You-Go Training has a fee based on the cost of the training event, divided by the number of participants. These programs will be offered by AREA, and the cost will be determined by the expenses and level of participation. These courses will be strictly optional. Cooperatives can elect to pay a one-time package price to allow an unlimited number of employees to attend courses offered in the AREA Certificate.

This guide will provide you with a schedule of education programs, registration costs associated with each program, and the target group for each training program.

Enrollment and Cancellation Policy

Cooperatives will be notified of all course offerings well in advance of course dates and cooperatives are requested to register in a timely manner for planning and pricing purposes. Courses will be priced according to projected student enrollment and actual cost to provide the training. AREA reserves the right to modify charges due to resources and enrollment. AREA's goal is to provide quality education at a reasonable price. Optimum enrollment helps everybody.

Each training session will have a minimum enrollment requirement and AREA reserves the right to cancel any course if enrollment does not meet the minimum required to justify holding the course. Each course will have an established deadline for cancellations. Cooperatives will be charged for cancellations made after the

established deadline. Registered attendees who do not attend sessions (no shows) may be charged the full cost of the course.

Need more information? For more information about AREA sponsored events, please look for additional material emailed to each cooperative manager and training coordinator before each event, posted on areapower.coop. You may also call the AREA office (1-800-410-2732) for more specific information regarding the AREA Education Program.

Continuing Education Credits

Accounting Continuing Professional Education (CPE's)

AREA requests CPE's for accounting and auditing from the Alabama State Board of Public Accountancy (ASBPA) on a class by class basis. Credit is awarded based on the actual educational time spent in the program.

Opportunities for CPE's: Business Administration Conference, Utility Accounting courses, Accounting Update, etc.

Human Resource Professional Development Credits (PDC's)

AREA is recognized by the Society for Human Resource Management (SHRM) to offer SHRM-CP or SHRM-SCP professional development credits (PDCs). Credit is awarded based on the actual educational time spent in the program.

Opportunities for PDC's: Business Administration Conference, NRECA Supervisor and Manager Development Program (700 numbered courses), HR Update, etc.

Engineering Professional Development Hours (PDH's)

A number of classes offered through Hi-Line Engineering and TVPPA qualify for PDH's. Credit is awarded based on the actual educational time spent in the program and is provided by the training vendor.

Opportunities for PDH's: Staking School, Engineering Fundamentals, Certified Power Technology, etc.

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AREA Core Training and Development Programs

AREA's Core Education programs consist of specific employee training for several categories of employees. This core training may be purchased as an AREA employee training package or can be purchased on a pay-as-you-go basis. This committee recommends the following schedule of core training for 2022:

- Business Administration Conference
- Communications Conference
- E&O/Procurement Conference/Information Technology Conference
- Executive Assistants Conference
- AREA Director Orientation Series
- AREA Employee Orientation Series
- Updates (IT, Human Resource, Accounting, Safety, Member Services)
- Managers Meetings

This package plan price will allow unlimited attendees from each participating cooperative to attend each training session. Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

NRECA Package Plan

AREA also sponsors a series of seminars and training events through the "NRECA Package Plan" which are not included in the above-listed core employee programs. The NRECA Package Plan seminars are coordinated through NRECA's Management Services which offers a certificate in several areas including Management, Director, and All-Employee.

The Supervisor and Management Development Program is a flexible, co-op specific education program focused on strengthening the leadership skills, knowledge and abilities needed to hire, develop, and lead others, manage performance, communicate effectively, and make decisions. The goal of this program is to equip co-op supervisors and managers with tools and resources to successfully lead and engage high-performing teams in support of the four mission-critical areas of safety, member satisfaction, reliability, and cost control.

Employees have the freedom to build their own program by selecting the courses that best support their professional goals and development needs. For every five (5) credits they complete, they will earn an electronic certificate of accomplishment acknowledging the total number of credits they have completed. When they achieve the "20 Credit SMDP Certificate," a hard copy certificate and release (which can be used to publicly recognize your accomplishment in local media) will be mailed to the CEO.

The NRECA Package Plan seminars are sponsored by the cooperatives voluntarily participating in a fee-based program. The NRECA Package Plan fee is established each year by the Education Committee to cover the cost of scheduled programs and any related costs for the coming year, which will allow a participating cooperative to send an unlimited amount of attendees to each NRECA Package Plan course at no additional charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-participating cooperatives and out-of-state cooperatives may send employees or directors to NRECA Package Plan courses for \$640 per attendee per training day.

In 2022, the NRECA Package Plan will sponsor 14 courses: four (5) Board Leadership, five (6) Supervisor and Management Development Program courses and five (5) Credentialed Cooperative Director (CCD). New in 2022, AREA is offering five (5) pay-as-you-go courses in NRECA's Cooperative Career Essentials.

The Cooperative Career Essentials Program (CCEP) is a learning portfolio designed to provide the knowledge, skills, and abilities every co-op employee, regardless of role or tenure, needs to best serve their co-op and members.

Certificate Package Plan

The Education Committee recommends the continuation of the package plans for the certificate programs listed below. Each certificate program includes one-day or two-day courses that will be scheduled over the year.

Member Service Certificate Program (9 required courses)
Strengthening Leadership Certificate Program (8 required courses)
Utility Accounting Certificate Program (9 required courses)
Human Resource (HR) Certificate Program (9 required courses)
(Total of 35 training days are required to complete the 4 certificate programs)

Cooperative participants in these plans will be allowed unlimited days of training in any combination within these four (4) certificate programs. Non-participating AREA cooperatives will be charged \$440 per attendee per training day. Non-package plan participants will be charged \$515 per employee per training day. Substantial savings and stability are offered by this plan which allows improved planning and scheduling opportunities for all member systems. If a cooperative sends one person to each of the training days offered in 2022, it would almost cover the initial investment. Package plan costs are paid on an annual basis. The substantial savings occurs when multiple employees are sent to these courses.

Engineering & Operations/Procurement & Warehouse/Right-of-Way (ROW) Conferences

The Engineering & Operations/Procurement & Warehouse (formerly Materials Management) and Right-of-Way Conferences are offered by AREA for electric cooperative E&O, Procurement and Warehouse and Right-of-Way personnel. These Conferences are being planned and all information is to be determined.

Dates: April 6-7, 2022

Location: Montgomery Renaissance & Convention Center
201 Tallapoosa Street – Montgomery, AL 36104

Suggested Participants: Staff engineers, engineering managers and supervisors, line superintendents, operations superintendents, warehouse, purchasing staff and right-of-way personnel.

Registration Fee: AREA Core Education Package Plan Participating Cooperative (Unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Information Technology (IT) Conference

AREA is offering the IT Conference designed for cooperative IT personnel. The IT Conference is being planned and all information is to be determined.

Dates: April 6-7, 2022

Location: Montgomery Renaissance & Convention Center
201 Tallapoosa Street – Montgomery, AL 36104

Suggested Participants: Information Technology personnel.

Registration Fee: AREA Core Education Package Plan Participating
Cooperative (unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Business Administration Conference

This conference covers current topics of interest regarding administration and management of a rural electric cooperative. The Conference will begin at 1:00 p.m. on Wednesday afternoon and will conclude at noon on Friday.

A planning committee made up of cooperative business administrators, office managers, financial personnel and human resource administrators select the topics to be covered.

Date: August 17-19, 2022

Location: Perdido Beach Resort
Orange Beach, AL

Suggested Participants: Office managers, district managers, staff, department heads, human resource personnel, financial staff

Hotel Accommodations: Perdido Beach Resort
27200 Perdido Beach Blvd.
Orange Beach, AL 36561
251-981-9811

Registration Fee: AREA Core Education Package Plan Participating Cooperative (Unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

AREA Executive Assistants Conference

This annual conference covers current topics of interest to administrative personnel of the rural electric cooperatives. This comprehensive conference focuses on all aspects of the responsibilities of administrative personnel as well as lifestyle topics for the working employee. The Conference will begin at 1:00 p.m. on Wednesday afternoon and will conclude at noon on Friday.

A planning committee made up of cooperative secretaries and administrative personnel select the topics covered.

Date: November 30-December 2, 2022

Location: The Grand Hotel
Point Clear, AL

Suggested Participants: Administrative staff, such as secretaries, administrative assistants, financial and accounting staff, general administrative staff

Hotel Accommodations: The Grand Hotel
One Grand Blvd.
Point Clear, AL 36564
251-928-9201

Registration Fee: AREA Core Education Package Plan Participating Cooperative (Unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Communications Conference

The 2022 AREA Communications Conference – Date and location will be decided at a later date.

Suggested participants: Communications personnel

Date: TBD

Location: TBD

Hotel Accommodations: TBD

Registration Fee: AREA Core Education Package Plan Participating Cooperative (Unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Human Resource Forum/Quarterly Updates

In 2022, AREA will conduct quarterly updates. These updates will offer a unique opportunity to hear human resource personnel discuss issues related to employee relations and personnel. Speakers will interpret current laws affecting the electric power industry.

Dates: February 10, 2022
May 24, 2022
August 17-19, 2022 – Business Administration Conference
December 13, 2022

Location: AREA

Registration Fee: AREA Core Training Package Plan Participating Cooperative
(unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Accounting Forum/Update

AREA will conduct an Accounting Forum/Update during 2022. This is an annual forum/update which offers a unique opportunity to hear accounting professionals explain some of today's latest accounting and financial topics. Speakers from financial institutions and legal organizations will interpret current laws affecting the electric power industry.

Dates: February 17, 2022

Location: AREA

Registration Fee: AREA Core Training Package Plan Participating Cooperative (unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

IT Forum/Update

AREA will conduct an IT Forum/Update during 2022. This is an annual forum/update which offers a unique opportunity to hear technology and computer experts present the latest information affecting the electric power industry.

Dates: November 22, 2022

Location: AREA

Registration Fee: AREA Core Training Package Plan Participating Cooperative (unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

Member Services Forum/Update

AREA will conduct a Member Services Forum/Update during 2022. This is an annual forum/update which offers a unique opportunity to hear topics of interest to front line cooperative personnel. Speakers from all aspects of the industry present subjects on how to deal with the public and the unique aspects of cooperative members.

Dates: September 6, 2022

Location: Virtual

Registration Fee: AREA Core Training Package Plan Participating Cooperative (unlimited attendees)

Non-participating AREA cooperatives will be charged \$440 per attendee per training day. For non-package plan participants, participants will be charged \$640 per participant per day.

AREA Summer Conference

This annual three-day conference is held for the directors, trustees and managers of Alabama's rural electric cooperatives. The varied program covers areas of interest to cooperative's boards of directors and the conference is open to cooperative directors and managers. There will be an NRECA Board Leadership course offered on Sunday, July 10th (964.1 – Communicating the New Energy Landscape).

Date:	July 10-13, 2022
Location:	Perdido Beach Resort – Orange Beach, AL
Suggested Participants:	Cooperative directors, trustees and managers
Hotel Accommodations:	Perdido Beach Resort 27200 Perdido Beach Blvd. Orange Beach, AL 36561 251-981-9811
Registration Fee:	TBA

Manager's Meeting – Spring

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered in two days of meetings.

Date:	February 10-11, 2022
Location:	Ross Bridge Golf Resort & Spa
Suggested Participants:	Cooperative managers
Hotel Accommodations:	Ross Bridge Golf Resort & Spa 4000 Grand Avenue Hoover, AL 35226 205-916-7677

Manager's Meeting – Fall

Bi-annual conference for all cooperative managers. Various topics of current interest to the leaders of Alabama's rural electric cooperatives are covered.

Date: November 3-4, 2022

Location: Auburn/Marriott Resort/Grand National

Suggested Participants: Cooperative managers

Hotel Accommodations: Auburn/Marriott Resort/Grand National
3700 Robert Trent Jones Trail
Opelika, AL 36801

NRECA CEO Close-Up: January 9-12, 2022

Phoenix, AZ

NRECA DIRECTOR'S CONFERENCE: April 2-5, 2022

Austin, TX

NRECA ANNUAL MEETING: March 6-9, 2022

Nashville, TN

AREA ANNUAL MEETING: April 6-7, 2022

Montgomery Convention Center

Montgomery, Alabama

Annual Meeting and Trade Show activities will begin on Wednesday morning, April 6th, and will conclude with the Appreciation Luncheon on Thursday, April 7th.

NRECA LEGISLATIVE CONFERENCE: May 1-4, 2022

Washington, DC

NRECA REGION II-III MEETING: October 10-12, 2022

Hollywood, FL

NRECA PACKAGE PLAN COURSES FOR 2022

Credentialed Cooperative Director (CCD) (Course descriptions will follow.)

- | | |
|---------------|---|
| 2600.1 | Director Duties and Liabilities
March 23, 2022 – 8:30 a.m.-4:00 p.m. |
| 2620.1 | Board Roles and Relationships
April 13, 2022 – 8:30 a.m.-4:00 p.m. |
| 2630.1 | Strategic Planning
April 14, 2022– 8:30 a.m.-4:00 p.m. |
| 2610.1 | Understanding the Electric Business
August 17, 2022 – 8:30 a.m.-4:00 p.m. |
| 2640.1 | Financial Decision Making
September 20, 2022 – 8:30 a.m.-4:00 p.m. |

NRECA PACKAGE PLAN COURSES FOR 2022

Board Leadership Courses (Course descriptions will follow.)

- | | |
|--------------|---|
| 901.1 | Rules & Procedures for Effective Board Meetings
February 1, 2022 |
| 952.1 | Increasing Influence & Building Board Consensus
February 15, 2022 |
| 930.1 | Ethics & Governance: Implementing the New Accountability
March 22, 2022 |
| 964.1 | Communicating the New Energy Landscape
July 10, 2022 (Summer Conference @ Perdido Beach Resort) |
| 971.1 | Governance Challenges of Evolving Distribution Cooperative
August 16, 2022 |

NRECA PACKAGE PLAN COURSES FOR 2022

Supervisor and Manager Development Program (Course descriptions will follow.)

- | | |
|--------------|--|
| 710.1 | Stepping Into Your Supervisory Role: Learning to Lead
Date: March 29, 2022 |
| 716.1 | Time Management & Productivity Toolkit for Supervisors
March 30, 2022 |
| 719.1 | Building Trust in the Workplace
June 29, 2022 |
| 720.1 | Transforming Your Team From Dysfunction to Cohesion
August 1, 2022 |
| 721.1 | Productive Conflict for Supervisors
August 2, 2022 |
| 723.1 | Team Dynamics
August 3, 2022 |

NRECA PAY-AS-YOU-GO COURSES FOR 2022

Cooperative Career Essentials Program (CCEP) (Course descriptions will follow.)

New in 2022, AREA is offering education opportunities in NRECA's Cooperative Career Essentials Program (CCEP). CCEP is a learning portfolio designed to provide the knowledge, skills, and abilities every co-op employee, regardless of role or tenure, needs to best serve their co-op and members.

Within the next five years, 50% of electric cooperative CEOs and 25% of employees will be eligible to retire. The CCEP meets the needs of a changing workforce by addressing the core competencies in the Electric Cooperative Competency Model.

The core competencies addressed in the CCEP are:

- Business Acumen
- Interaction with Others
- Resourcefulness and Accountability

5301.1	Customer Service Essentials April 26, 2022
5306.05	Communicating to Influence: Gain Support That Gets Results June 28, 2022 (8:30 a.m.-11:30 a.m.)
5307.05	Dealing With Difficult People June 28, 2022 (1:00 p.m.-4:00 p.m.)
5401.1	Honoring Our Common Differences: Leadership for Inclusivity October 18, 2022
5201.1	Creating a Culture of Accountability December 13, 2022

2600.1

Director Duties and Liabilities (Instructor: Adam Schwartz)

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

Date: March 23, 2022

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

2620.1

Board Roles and Relationships (Instructor: Kevin Sump)

The board of directors is responsible for managing the affairs of the corporation. In fulfilling its duties, the board typically can only take official action via majority vote in a duly convened meeting. This course focuses on the legal requirements for holding board meetings and on the human factors and group processes that make such meetings productive and effective.

KEY TOPICS:

- Identifying the individuals and groups with whom the board must maintain effective working relationships
- Understanding, working with, and responding to members
- How public officials and opinion leaders impact the cooperative and the board's role in building and maintaining effective relationships
- Lessons and guidelines regarding key internal relationships: With the board chair, with the attorney, and within the cooperative.

Date: April 13, 2022

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

2630.1

Strategic Planning (Instructor: Kevin Sump)

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

Date: April 14, 2022

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

2610.1

Understanding the Electric Business (Instructor: Bryan Singletary)

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.

Date: August 17, 2022

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

2640.1

Financial Decision Making (Instructor: John Penry)

This course is designed to help directors understand the role of the board in financial planning, including identifying the basic documents used in financial planning and reporting, assessing the issues that drive financial decisions, balancing competing goals, and taking responsibility to monitor and evaluate results.

KEY TOPICS:

- Identifying the key financial decisions boards must make
- Recognizing three key financial documents and three key financial ratios
- Understanding the basics of allocating and retiring capital credits policy
- Understanding key elements of an Equity Management Policy
- Identifying ratemaking basics

Date: September 20, 2022

Location: AREA

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

901.1

Rules & Procedures for Effective Board Meetings (Instructor: Colette Collier-Trohan)

This course provides an overview of what directors need to know about parliamentary procedure to become more effective participants in board meetings. Participants will understand the purpose and use of proper procedure in business meetings and become familiar with the basic structure and content of Robert's Rules of Order.

KEY TOPICS:

- How parliamentary procedure helps ensure effective, democratic meetings
- The essential rules of debate
- The key elements of agendas and minutes
- Procedures for voting, elections and secret ballots

Date: February 1, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

952.1

Increasing Influence & Building Board Consensus (Instructor: David Ritz)

Electric cooperative boards face new challenges in finance, technology, and energy transition while navigating shifting population demographics. This course provides directors with the skills necessary to successfully meet these complex challenges. Through group discussion and case studies, participants will learn enhanced conflict resolution, negotiation techniques, how to navigate difficult power asymmetries, establishing influence, and the importance of team diversity in avoiding group think.

KEY TOPICS

- Navigating power asymmetries on a team and building your authority.
- Exploring demographic and cognitive diversity in teams and recruiting for diversity.
- Building consensus through interest-based negotiation.
- Recognize and avoid groupthink in the boardroom.

Date: February 15, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

930.1

Ethics & Governance: Implementing the New Accountability (Instructor: Adam Schwartz)

In this era of corporate accountability, boards and management are expected—and in some cases required—to implement standards, programs, and procedures addressing such issues as ethical behavior, document retention, whistle-blower protection, fraud risk assessment, and financial transparency. This course explains the background of these issues and presents practical strategies to help electric cooperatives design and develop plans and programs that address new governance expectations.

KEY TOPICS

- Practical issues in creating, implementing, and enforcing a code of ethics at your cooperative
- The board's oversight role in risk assessment, document retention, and whistle-blower protection
- Key governance documents and other tools that can be used at your cooperative

Date:	March 22, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

964.1

Communicating the New Energy Landscape (Instructor: Austin Slater)

The emergence of Distributed Energy Resources (DER) technologies is giving consumers more choices than ever before. Electric cooperatives are well positioned as consumer-owned organizations to be their member's "trusted partner" in navigating the opportunities, risks and benefits of solar and other emerging technologies. This course discusses the top DER technologies, policy issues and questions that co-ops must be prepared to discuss with their members.

KEY TOPICS

- Discussing changes in the market structure of the electric energy industry
- Anticipating member questions
- Integrating DER with the cooperative's strategic plan
- Examining key questions in the boardroom about DER

Date: July 10, 2022

Location: Perdido Beach Resort (Summer Conference)

Suggested Participants: Directors/trustees

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

971.1

Governance Challenges of Evolving Distribution Cooperative (Instructor: Bryan Singletary)

The distribution cooperative marketplace is changing faster today than at any time since our foundational period. Distribution cooperatives' relationship with their members are transforming due to changing member preferences, new business models, new technologies and third-party applications. This course focuses on how these changes call for different ways of thinking, data collection and analysis at the board level if boards are to fulfill their oversight responsibilities and strategic vision.

KEY TOPICS

- Recognize the drivers of the changing industry landscape writ large.
- Discuss how the evolving energy landscape impacts governance and the way a board performs its oversight function.
- Envision where they would like to see their co-op be in 5-7 years
- Identify specific data necessary to inform a recommended course of action.

Date:	August 16, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	Directors/trustees
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

Supervisor and Manager Development Program

NRECA updated their leadership training. In the past, they offered a Supervisory Certificate (300 numbered courses) and Management Essentials programs (600 numbered courses). They now are offering Supervisor and Manager Development Program (SMDP) (700 numbered courses). Courses taken in either of the old programs will count toward the new certification.

WHAT IS THE SUPERVISOR AND MANAGER DEVELOPMENT PROGRAM?

The Supervisor and Manager Development Program is a flexible, co-op specific education program focused on strengthening the leadership skills, knowledge and abilities needed to hire, develop and lead others, manage performance, communicate effectively and make decisions. The goal of this program is to equip co-op supervisors and managers with tools and resources to successfully lead and engage high-performing teams in support of the four mission-critical areas of safety, member satisfaction, reliability and cost control.

WHO SHOULD ATTEND?

This program is intended for co-op staff with leadership responsibilities ranging from individual contributors considering a supervisory role, to new and experienced supervisors and middle managers. Regardless of where you are in your co-op's supervisor and manager hierarchy, this program offers a learning plan just for you.

HOW THE PROGRAM WORKS

The Supervisor and Manager Development Program offers courses that address the knowledge and skills needed by co-op staff who supervise others, including:

- Hiring and developing others
- Managing individual and team performance
- Coaching and giving feedback
- Individual and team communication
- Workplace and employment law
- Leading and managing change

You have the freedom to build your own program by selecting the courses that best support your professional goals and development needs. For every 5 credits you complete, you will earn an electronic certificate of accomplishment acknowledging the total number of credits you have completed. When you achieve the "20 Credit SMDP Certificate," a hard copy certificate and press release (which can be used to publicly recognize your accomplishment in local media) will be mailed to your CEO.

If You Take	You Will Earn
5 Credits	5 Credit SMDP Certificate (Electronic)
10 Credits	10 Credit SMDP Certificate (Electronic)
15 Credits	15 Credit SMDP Certificate (Electronic)
20 Credits	20 Credit SMDP Certificate (Hard Copy) and press release for local media mailed to your CEO

TRANSITIONING TO THE SUPERVISOR AND MANAGER DEVELOPMENT PROGRAM

If you are working towards the Supervisory Certificate and/or the Management Essentials Certificate, the courses you have already taken in either the Supervisory Certificate or Management Essentials Certificate count towards the Supervisor and Manager Development Program. For example, those who have completed the nine half-day courses in the Supervisory Certificate will have 4.5 credits that count towards the Supervisor and Manager Development Program. When they take one of the Supervisor and Manager Development Program courses, they will receive an electronic certificate acknowledging their achievement of 5 credits.

Below is the current list of courses offered by AREA in 2022. We will continue to add to these offerings. NRECA will develop new courses every year and AREA will rotate available classes in the future.

- 710.1 Stepping Into Your Supervisory Role: Learning to Lead – March 29, 2022
- 716.1 Time Management & Productivity Toolkit for Supervisors – March 30, 2022
- 719.1 Building Trust in the Workplace – June 29, 2022
- 720.1 Transforming Your Team From Dysfunction to Cohesion – August 1, 2022
- 721.1 Productive Conflict for Supervisors – August 2, 2022
- 723.1 Team Dynamics – August 3, 2022

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$550 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

710.1

Stepping Into Your Supervisory Role: Learning to Lead (Instructor: Elizabeth Knudson)

Supervisors and managers have the obligation to treat all employees and job applicants consistently and equally as outlined under the law. Handling team member issues in the most convenient or the nicest way may not be the legal or right thing to do. Whether your co-op has a full-time human resources staff to help you or not, to successfully supervise co-op employees you need to understand the human resource function and your liability with regard to employment laws. Learn how you can avoid common employment law pitfalls at your cooperative while improving your management skills, enhancing your leadership abilities and encouraging a productive work environment at your cooperative.

LEARNING OBJECTIVES

- Recognize your Human Resources (HR) responsibilities and liabilities as a supervisor.
- Explain legal pitfalls for supervisors.
- Distinguish between HR and supervisors' responsibilities throughout the typical tenure of a co-op employee from when they're hired to when they leave the co-op.
- Explain the elements of loss control as it applies to employee safety and health, including the impact on the cooperative's bottom line.

Date: March 29, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

716.1

Time Management & Productivity Toolkit for Supervisors (Instructor: Elizabeth Knudson)

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.

LEARNING OBJECTIVES

- Recognize your responsibilities in recruiting, selecting, and retaining team members.
- Communicate goals and expectations to each team member.
- Coach and mentor your team members towards meeting their goals.
- Motivate your team members to continuously improve their performance.
- Develop your team members' knowledge and skills.
- Learn how to use delegation as a development tool.
- Hold your team members accountable for meeting goals and expectations.
- Determine when it's appropriate to use a formal discipline process up to, and including, termination.

Date: March 30, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

719.1

Building Trust in the Workplace (Instructor: Lisa Blanton)

As a team member, you mastered the technical skills of your job. If you're considering taking on a supervisory position or have become a supervisor, there are different skills, abilities and knowledge you need to be successful. The supervisor's influence on productivity, morale, and work quality should not be understated. Learn to navigate the transition into a supervisory role, clarify roles and responsibilities, align your team's work with your co-op's mission-critical areas, discuss the challenges of new supervisors and determine the best approaches to addressing them and create a personal long-term development plan.

LEARNING OBJECTIVES

- Understand your role and responsibilities as a supervisor
- Set expectations and goals for your team and its work to align with your co-op's mission
- Learn the different types of leadership styles, which style you tend to use and when you should use each one
- Recognize the personal behavioral patterns that impact your team (both positively and negatively) and steps you can take to minimize the negative behaviors
- Learn the three types of power and how to use them appropriately
- Model the behavior you expect from your team
- Create your personal development plan for making a successful transition from a staff member to supervisor

Date: June 29, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

720.1

Transforming Your Team From Dysfunction to Cohesion (Instructor: Lisa Blanton)

Too often, we make decisions based on "gut instinct" alone. However, effective decisions are deliberate, not the result of unconscious thoughts, beliefs or assumptions. In this course, participants determine the difference between decision making and problem solving, explore bias and take a deep dive into critical thinking. Participants learn effective creative thinking and discussion techniques and leave with a full toolkit to use in any situation that will help improve decision making, for themselves and with their team.

LEARNING OBJECTIVES

- Be aware of your daily decisions.
- Understand the impacts of your natural decision-making style.
- Recognize bias in decision making, even unconscious bias.
- Strengthen your critical and creative thinking skills.
- Identify good decision-making practices.
- Discover decision making processes and tools.
- Practice proactivity and prioritization.

Date:	August 1, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

721.1

Productive Conflict for Supervisors (Instructor: Lisa Blanton)

All employers are required to maintain a workplace free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to employees. What would your co-op be like if you mandated a workplace free of emotional harm that might cause serious mental anguish? Can your co-op commit to honoring this type of workplace? In this course, supervisors and managers learn how to restore and elevate emotional safety and trust in their co-op by starting with themselves.

The foundational concept in this course is Emotional Intelligence, the ability to recognize your behaviors, moods, impulses, and to manage them best according to the situation. Emotional intelligence also involves your perception of others, what motivates them and how they work. To lead and maintain an emotionally safe environment, learn how to work with high emotional intelligence and to manage your own impulses. This will impact how you communicate with others effectively, demonstrate empathy and inspire others even in the face of adversity.

LEARNING OBJECTIVES

- Explain what makes a workplace "emotionally unsafe" and use tips and tools to turn this situation around.
- Recognize the "explanations" we provide to excuse harmful, coercive or dismissive behavior the agreements that must be made to avoid this.
- Define and practice self-management, self-awareness, self-regulation, self-motivation, and empathy.
- Understand, use and manage your emotions and encourage this in others.
- Verbally and nonverbally communicate with others as a role model for leading an emotionally safe workplace.

Date:	August 2, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	Supervisors and middle managers
Registration Fee:	NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

723.1

Team Dynamics (Instructor: Lisa Blanton)

Teams are the backbone of electric cooperatives. High-performing teams ensure employee safety, provide superior member service, keep costs down and ultimately provide reliable electricity to your members. Being an effective leader of a team requires the ability to leverage a wide range of personalities, skills and abilities. As a supervisor, you must be able to analyze and capitalize on team strengths, work with diverse styles and create an environment that builds collaboration. This course will teach you how to create and lead your team, identify and address team strengths and dysfunction

LEARNING OBJECTIVES

- Set expectations and goals for your team and its work to align with your co-op's mission.
- Explain the developmental stages that all teams go through and discuss techniques for maximizing team performance in each stage.
- Recognize your team member type, its strengths and pitfalls, and the impact each team member type has on the team
- Assess your team's culture and the impact it has on the team's effectiveness.
- Recognize the role that trust has in team effectiveness and practice techniques for building trust among your team members.
- Establish a process of continuous improvement and evaluation for your team's activities.

Date: August 3, 2022

Location: AREA Headquarters
Montgomery, Alabama

Suggested Participants: Supervisors and middle managers

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

5301.1

Customer Service Essentials (Instructor: Desirae Haynes)

In this course, you will gain foundational knowledge, leverage proven techniques and apply best practices that will help you increase consistency and professionalism needed to create positive impressions with every member interaction.

With Customer Service Essentials you will learn how to communicate with members in a relatable, authentic and professional way – in person, over the phone and via email.

KEY TOPICS:

- Handling difficult customers
- Customer etiquette
- Positive communication
- Personal responsibility/ownership mentality

Date:	April 26, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	CCEP courses are intended for every cooperative employee, regardless of job role or tenure, who wants to enhance their knowledge and skills.
Registration Fee:	AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

5306.05

Communicating to Influence: Gain Support That Gets Results (Instructor: Lisa Blanton)

The ability to influence others to act is a critical but difficult skill to master. How can you inspire action when the only tool you have is communication? No matter your current position or role, you can gain buy-in and influence opinions through communication. Join this half-day course to learn how, making your contributions, skills and value impossible to ignore.

KEY TOPICS:

- Communication Styles
- Social and Self-Awareness
- Professional Presence
- Message Management
- Connecting with Others
- Trust and Rapport Building

Date:	June 28, 2022 (8:30 a.m.-11:30 a.m.)
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	CCEP courses are intended for every cooperative employee, regardless of job role or tenure, who wants to enhance their knowledge and skills.
Registration Fee:	AREA cooperatives will be charged \$270 per attendee per training day. Non-AREA members will be charged \$335 per attendee per training day.

5307.05

Dealing with Difficult People (Instructor: Lisa Blanton)

There are some people who just push your buttons. You have determined that there is no way anyone can deal with them because some people are just difficult – or are they? Often, our immediate response is to shrink or sulk, become defensive or attack, but there are smarter moves to make when dealing with difficult people.

This program will help participants realize the similarities and differences between themselves and others and how this creates a perception of “difficulty.” Tips and tools will be presented to help you understand how to be effective in communicating with anyone – especially the button pushers!

KEY TOPICS:

- Situational Awareness
- Personalities and Behavioral Styles
- Relationship Management
- Cognitive Biases
- Workplace Safety and Harassment

Date:	June 28, 2022 (1:00 p.m.-4:00 p.m.)
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	CCEP courses are intended for every cooperative employee, regardless of job role or tenure, who wants to enhance their knowledge and skills.
Registration Fee:	AREA cooperatives will be charged \$270 per attendee per training day. Non-AREA members will be charged \$335 per attendee per training day.

5401.1

Honoring Our Common Differences: Leadership for Inclusivity (Instructor: Kathy Germann)

Inclusivity is the practice of radical hospitality, where all people experience uncompromising respect and dignity. Inclusive organizations value and actively encourage multiple experiences and perspectives, creating a positive, collaborative environment in which people feel safe to be themselves and can contribute their best work to the organization.

It is essential to examine our own practices in the context of organizations and a society where the “isms” are deeply rooted. Individual and organizational actions need to be grounded in a clear understanding of diversity, equity and inclusion (DEI), the means by which we engage with the work must be reflective of inclusive practices, and actions need to become embedded in organizational practices.

KEY TOPICS:

- Identify key behaviors that support an inclusive workplace culture
- Examine underlying assumptions that create the difference between an organization’s espoused values and its actual practices.
- Discover the key components to a strategic and sustainable DEI initiative.
- Examine the perceptions of “risk” and amplify your courage to take meaningful action to support inclusivity.

Date:	October 18, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	HR professionals, specialists, VPs, representatives, specialists, managers and directors, CEOs, senior leaders and department heads.
Registration Fee:	AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

5201.1

Creating a Culture of Accountability (Instructor: Cynthia Wentland)

This class will give you the language, framework and skills to create an environment that fosters personal and team accountability. An often misunderstood term, we will explore what accountability is and what it isn't. If you want more ownership and initiative, this course will show you how to strengthen these competencies in your culture and your employees. Shift those around you from a blame model to a model that supports action and risk taking for success.

KEY TOPICS:

- Definitions of key terms
- Practice for creating strong agreements
- Tool to assess behavioral accountability
- Process for delegation
- Discussion flow for holding others accountable

Date:	December 13, 2022
Location:	AREA Headquarters Montgomery, Alabama
Suggested Participants:	CCEP courses are intended for every cooperative employee, regardless of job role or tenure, who wants to enhance their knowledge and skills.
Registration Fee:	AREA cooperatives will be charged \$515 per attendee per training day. Non-AREA members will be charged \$640 per attendee per training day.

AREA Member Service Representative Certificate

In order to enhance the stature of your company and the competence of its workforce, AREA will be offering this professional certificate-based program. The program consists of a carefully selected core of courses, which address the foundation skills and knowledge needed by Member Service Representatives in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are needed to receive the Member Service Representative Certificate. In 2022, all courses will be virtual and two date options will be available for you to choose from. These virtual offerings will be presented quarterly. Dates and course descriptions follow.

The following courses are being offered this year in the MSR curriculum. A total of nine courses in the Member Service Curriculum must be completed in order to receive the MSR Certificate.

Dates:

Embracing Life's Challenges: The Expected & Unexpected (Member109) – 1 day/1 credit (Virtual) – *Choose from January 11 or January 12, 2022*

Mastering the Business of Workplace Etiquette (Member110) – 1 day/1 credit (Virtual) – *Choose from April 26 or April 27, 2022*

No More Eye-rolling: Dealing with Difficult People (Member111) – 1 day/1 credit – *Choose from July 6 or July 7, 2022*

Minimizing Worry to Maximize Your Life (Member112) – 1 day/1 credit (Virtual) – *Choose from October 25 or October 26, 2022*

Locations: Virtual

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Senior Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$440 for members and \$515 for non-members per employee per training day. Please contact AREA for registration information.

AREA Member Service Representative Certificate

January 11 or January 12, 2022

Embracing Life's Challenges: The Expected & the Unexpected

(Member109) – 1 day/1 credit (Virtual)

Life throws you a curve ball – now what? Take charge by embracing the challenge and incorporating the setback into your daily life. Adversity in life is inevitable whether the circumstances are death, illness, divorce, job loss, financial or deployment. This presentation will provide encouragement and resources necessary to “reboot” by using thought provoking ideas and examples to guide the audience to ultimately embrace the hardship and face the future one day at a time.

April 26 or April 27, 2022

Mastering the Business of Workplace Etiquette (Member110) – 1 day/1 credit (Virtual)

From basic manners to cultural differences and more, it is very difficult to succeed without a certain awareness of etiquette in the workplace and what we don't know can hurt us. During this lively session, we will identify common pitfalls and show you how to avoid them. We will also review strategies to help you shine and leave a lasting impression.

July 6 or July 7, 2022

No More Eye-Rolling: Dealing with Difficult People (Member111)–1 day/1 credit (Virtual)

We all have difficult people in our lives. Challenging personalities can make the workplace and our personal lives more stressful and draining. In this seminar, we will review and discuss strategies to deal more effectively with difficult people. We will discuss why we find some people difficult and others not at all. And we will discuss a plan to keep ourselves protected from challenging personalities going forward.

Everyone will come away with at least one take-away idea to better manage even the most challenging people.

October 25 or October 26, 2022

Minimizing Worry to Maximize Your Life (Member112)–1 day/1 credit (Virtual)

Are you a worry-wart? Nineteen million Americans are chronic worriers and 38 percent report worrying every day. We all worry at times, but if you constantly stress over everything in your life you may be developing a chronic worry habit that can lead to physical and mental health difficulties including stress-related illnesses, generalized anxiety disorder and depression. In this session, we will assist you in analyzing the root cause of worry, and strategies to break the cycle of worry.

Strengthening Leadership Certificate

In order to enhance the stature of your company and the competence of its workforce, AREA will be offering these professional certificate-based programs. Strengthening Leadership programs consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by Cooperative Leaders in accordance with the needs of their specific work environments and responsibilities. A total of eight courses are needed in order to receive the Strengthening Leadership Certificate. Course descriptions will follow.

Dates:

May 12, 2022 – Leading is Not Managing & Managing is Not Leading (Leader113) – 1 day/1 credit

June 2, 2022 – Filling Your Management Toolbox: Understanding Compliance (Leader114) – 1 day/1 credit

August 18, 2022 – The Impact of Black Swan Event on Leading Employees (Leader111) – 1 day/1 credit

August 19, 2022 – Facilitation Driven Training (Leader112) – 1 day/1 credit

Locations: AREA Headquarters
 Montgomery, Alabama

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Senior Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$440 for members and \$515 for non-members per employee per training day. Please contact AREA for registration information.

Strengthening Leadership Certificate

May 12, 2022–Leading is Not Managing and Managing is Not Leading (Leader113)–1 day/1 credit

Leadership is a concept that has been written about and discussed frequently and in-depth for decades. Management is a concept that has been written about and discussed frequently and in-depth for decades. Good leaders may or may not be good managers. Good managers may or may not be good leaders. In this day – long (on-site) session, we will examine these two concepts through formal presentation of applicable information and materials, as well as through individual and group exercises and discussions. Most importantly, concepts and ideas will be translated into practical application for the participant in their role at their cooperative. The goal of the session is for each participant to discover unique opportunities for personal development, benefitting them today and in the future.

June 2, 2022 – Filling Your Management Toolbox: Understanding Compliance (Leader114) – 1 day/1 credit

As a manager and supervisor, you wear many hats and use many tools to get the job done. But, navigating the compliance minefield can be tricky. And even more challenging, each of your employees is different and many times need to be treated differently. In this course, we will cover some of the most common federal laws that govern employer and employee interactions. In addition, we will identify the core people skills that you need to be an effective manager/supervisor.

August 18, 2022 – The Impact of Black Swan Event on Leading Employees (Leader111) – 1 day/1 credit

Who would have thought Willie Wiredhand would have ever adorned face masks and hand sanitizer? Or the preferred form of annual meetings in 2020 would be drive-thru? Black Swan events are characterized by their extreme rarity, severe impact, and the widespread insistence they were obvious in hindsight. Sound familiar? How is your cooperative being challenged by the pandemic? How has it impacted your co-op's strategic planning process and the supervisory role? How has it challenged your employee to do things previously thought not possible? How has the pandemic impacted your co-op's relationship with your membership?

August 19, 2022 – Facilitation Driven Training (Leader112) – 1 day/1 credit

Training is the action of teaching a person a specific skill or type of behavior. Facilitation is the act of helping other people to deal with a process or reach an agreement or solution without getting directly involved in the process, discussion, etc. Presentation is an activity in which someone shows, describes, or explains something to a group of people. Helping participants share their knowledge, experiences, understand one another, build the cohesiveness of ideas and take ownership of the process, programs and procedures we need to move forward.

Utility Accounting Certificate

In order to enhance the stature of your company and the competence of its workforce, AREA will be offering these professional certificate-based programs. Utility Accounting programs consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by accounting professionals in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are required to receive the Utility Accounting Certificate. Along with receiving credit for AREA's Utility Accounting Certificate, you will be working toward TVPPA's Certified Utility Accountant.

NOTE: TVPPA's Certified Utility Accountant (CUA) program is designed to provide accounting personnel with the knowledge and resources necessary to effectively and efficiently perform their jobs in the unique utility industry. The CUA program consists of a core curriculum of accounting which range from basic to advanced level classes. Course descriptions will follow.

Dates:

February 16, 2022 – The ABC's of Electrical Systems (Util113) – 1 day/1 credit

March 23, 2022 – Utility Accounts Classification & Principles (Util114) – 1 day/1 credit

May 4, 2022 – Legal Update for the Accounting Professional (Util112) – 1 day/1 credit

June 22, 2022 – Workorder, Inventory and Plant (Util115) – 1 day/1 credit

July 12-13, 2022 – Introduction to Pricing & Rate Design (Util111)–2 days/2 credits

October 19, 2022 – Budgeting, Finance & Accounting for Accountants (Util110) – 1 day/1 credit

Locations: AREA Headquarters
Montgomery, Alabama

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Senior Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$440 for members and \$515 for non-members per employee per training day. Please contact AREA for registration information.

Utility Accounting Certificate

February 16, 2022–The ABC’s of Electrical Systems (Util113)–1 day/1 credit

This course provides a basic survey of electric utility operations, from generation at the power plant to distribution to the end-use customer. Topics covered include methods of generation, high voltage transmission, distribution methods, electrical terminology, and usage measurement through metering and billing. Emphasis is placed on how to improve business transactions for the customer that you will be handling. This is a basic overview course targeted only for non-technical employee or board members. This is a NASBA approved class. The instructional delivery method is “group-live.” You will receive 7 CPE credits in the communications field of study. The program level is basic. There are not any prerequisites for this course.

March 23, 2022 – Utility Accounts Classification & Principles (Util114) – 1 day/1 credit

This course will train you on classifying transactions/activities within the TVA/FERC account system. It will also give insight into the “big picture” of the business and how each small job is related and benefits the end result. Students are given the opportunity to record journal entries and prepare basic financial statements. After completion of this course, you will gain a better understanding of the Federal Energy Regulatory Commission (FERC) and their Uniform System of Accounts. This is a NASBA approved class. The instructional delivery method is “group-live.” You will receive 14 CPE credits in the accounting field of study. The program level is intermediate. There are not any prerequisites for this course.

May 4, 2022 – Legal Update for the Accounting Professional (Util112) – 1 day/1 credit

Legal Update is a one-day class providing a more detailed look at legal issues that accounting professionals face at electric utilities. The class will focus on the latest changes in the law including updates on wage and hour litigation, the preservation of documents and other evidence in liability lawsuits, and employment law. The class will also focus on the essential elements contained in good contracts and how to read a contract. This is a NASBA approved class. The instructional delivery method is “group-live.” You will receive 7 CPE credits in the accounting field of study. In accordance with the standards of the National Registry of CPE Sponsors, CPE Credits have been granted based on a 50-minute hour. The program level is basic. There are no prerequisites for this course.

June 22, 2022 – Workorder, Inventory & Plant (Util115) – 1 day/1 credit

This class will introduce you to the work order system and how it operates in a utility. This course is encouraged for all utility employees in order for them to gain a better understanding of co-workers' responsibilities and a work overview of the entire process. You will get the opportunity to go through a manual work order closing step-by-step, showing actual participation of closing the work order from request in order to reinforce lessons learned. Students must have completed Utility Accounting Principles Classification to enroll. This is a NASBA approved class. The instructional delivery method is "group-live." You will receive 7 CPE credits in the accounting field of study. In accordance with the standards of the National Registry of CPE Sponsors, CPE Credits have been granted based on a 50-minute hour. The program level is advanced.

July 12-13, 2022 – Introduction to Pricing & Rate Design (Util111) – 2 days/2 credits

This course lays the foundation for understanding the fundamental principles of rate design and pricing, now and going forward. We start by examining fundamentals of the generation system and how it works, types of generation and costs, and how units are dispatched. We then look at how these costs are categorized and assigned to demand, energy, and other costs for pricing purposes.

Next, we look into how rates are designed to recover these costs while meeting a number of pricing goals and objectives. This includes an examination of goals and objectives, determining costs and revenue requirements, costing by season and time-of-use, coming up with billing determinants and designing rates. We then examine and discuss actual wholesale and retail rates.

October 19, 2022 – Budgeting, Finance & Accounting for Accountants (Util110) – 1 day/1 credit

This course covers the accounting and financial functions of a utility system. Participants study basic accounting practices and procedures, including balance sheets, income and operating statements, plant accounting, performance ratios, the Federal Energy Regulatory Commission. This is a NASBA approved class. The instructional delivery method is "group-live." You will receive 14 CPE credits in the finance field of study. The program level is advanced. There are not any prerequisites for this course.

Human Resource Certificate

In order to enhance the stature of your company and the competence of its workforce, AREA will be offering these professional based programs for Human Resource personnel. These individual courses consist of a carefully selected core of courses, which address the foundation skills and knowledge needed by HR professionals in accordance with the needs of their specific work environments and responsibilities. A total of nine courses are required to receive the Human Resource Certificate. Along with receiving credit for AREA's HR Certificate, you will be working toward TVPPA's Utility HR Certificate.

NOTE: TVPPA's Utility Human Resource Certificate (UHR) is made up of nine core classes. Participants are given 4 years to complete all the requirements for the TVPPA certificate program. Course descriptions will follow.

Dates:

February 22, 2022 – The Courageous Follower: A New View of Leader-Follower Relationships (Resource109) – 1 day/1 credit

February 23, 2022 – Operational Excellence (Resource110) – 1 day/1 credit

March 15-16, 2022 – Introduction to HR Management (Resource111) – 2 days/2 credits

August 10-11, 2022 – Organizational Liability: Risk Management (Resource112) – 1 day/1 credit

September 13-14, 2022 – Building & Retaining a High-Performance Workforce (Resource113) – 1 day/1 credit

Locations: AREA Headquarters
 Montgomery, Alabama

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Senior Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$440 for members and \$515 for non-members per employee per training day. Please contact AREA for registration information.

Human Resource Training

February 22, 2022 – The Courageous Follower: A New View of Leader-Follower Relationships (Resource109) – 1 day/1 credit

Much emphasis has been placed on the study and learning concepts of leadership. Numerous books and materials exist on the study of leadership. However, little emphasis has been placed on the study of the courageous follower. In this session, participants will learn theory style of followership, the tenets of good followership, the requirements and expectations of the followers in an organization and discover that leaders and followers serve a common purpose, pursued within shared values.

February 23, 2022 – Operational Excellence (Resource110) – 1 day/1 credit

Operational excellence is simply a philosophy that embraces problem-solving and leadership as the key to continuous improvement. People and organizations are unsure of how to approach the subject of operational excellence. It is a difficult term and most people find the topic to be too ambiguous or too broad to talk about. In this seminar, participants will come to comprehend operational excellence is not a set of activities that you perform. It is a mindset that should be present within you and your employees. Upon conclusion of this session participants will comprehend the principles, actionable steps and methods to achieve operational excellence.

March 15-16, 2022 – Introduction to HR Management (Resource111)–2 days/2 credits

This two-day course will cover an overview of the definition and roles of strategic partner, administrative expert, employee champion and change agent in the utility industry. The class will explore how to prepare for and perform the functions of the day-to-day operations that you might encounter while exploring a human resource occupation. Each participant will complete an assessment and gap analysis to develop a curriculum plan based on his/her current needs.

August 10-11, 2022 – Organizational Liability: Risk Management (Resource112) – 2 days/2 credits

During this two-day course, you will discuss how responsibilities of human resource professionals cross into many very important areas of the organization. One of the areas in which human resource staff must be prepared is risk management and how it will play a role in your personal utility. Topics such as safety, OSHA compliance requirements and record keeping, liabilities, security, drug testing, workplace violence and terrorism, as well as issues such as worker's compensation will be covered. Real world examples and strategies for risk management will be reviewed for you to gain insight on how others have handled various situations.

September 13-14, 2022 – Building & Retaining a High-Performance Workforce (Resource113) – 2 days/2 credits

This two-day workshop will help build your skills in the areas of employee recruitment, hiring, staffing and retention, including entrance and exit interview techniques. Strategies for developing job descriptions and analyzing candidate skills against job requirements will be reviewed for all major job categories. Strategies on developing a work environment conducive to retaining top performers will be discussed.

Utility Warehousing Series

AREA will be offering all four of the Utility Warehousing Series in 2022. This is not part of the certificate package plan. The schedule for this training is:

Introduction to Utility Warehousing-Course 1 (WH500) – May 24, 2022

Receiving, Shipping and Safety-Course 2 (WH501) – May 25, 2022

Inventory Operations & Materials Management-Course 3 (WH502) – May 26, 2022

Inventory Control, Automation, Returns-Course 4 (WH503) – May 27, 2022

Locations: Baldwin EMC
 Summerdale, Alabama

Registration Fee: \$490 (member) per course
 \$565 (non-member) per course

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Utility Warehousing Series

May 24, 2022 – Introduction to Utility Warehousing – Course #1 (WH500) @ Baldwin EMC

This first one-day course is designed to provide individuals with a thorough overview of the logistics and warehousing functions. The course will also address the physical and documentation aspects of the processes. Included is a more specific review of the storage, materials handling and automation. Also incorporated are overviews of effective personally dealing with every day operations and other stakeholders.

May 25, 2022 – Receiving, Shipping and Safety – Course #2 (WH501) @ Baldwin EMC

This second one-day course is designed to provide participants with a working knowledge of the warehouse receiving, shipping, and warehouse safety. The course will address the physical and documentation aspects of the processes. In addition, a case study exercise is included to stress warehouse improvement

KEY TOPICS:

- Receiving Operations
- Shipping Operations
- Safety and Risk Management
- A Warehousing Case Study
- Recommendations, Presentations

May 26, 2022 – Inventory Operations and Materials Management – Course #3 (WH502) @ Baldwin EMC

This third one-day course is designed to provide participants with a working knowledge of the warehouse Inventory Operations and Materials Management. The course will address the physical and documentation aspects of the processes. In addition, a tour of a warehousing facility is included to see hands-on application of industry benchmark operations.

KEY TOPICS:

- Inventory Operations, including types of stock and inventory codes and locations
- Inventory Management, including inventory control, replenishment, inventory demand, forecasting
- Tour of a benchmark warehouse

***May 27, 2022 – Inventory Control, Automation, Returns, and Supervision –
Course #4 (WH503) @ Baldwin EMC***

This fourth one-day course is designed to provide participants with a working knowledge of the warehouse Inventory Control, Returns and Automation. The course will address the physical and documentation aspects of the processes. In addition, the course also includes a session on understanding and relating to warehouse management and supervision requirements.

KEY TOPICS:

- Inventory (the verb) including audits and cycle counts and remediation
- Warehouse Automation, including management systems, industrial vending, bar coding and RFID
- Return Materials, including the process, returns triage, material disposition and business implications
- Personal Leadership, Supervision and Customers

Advanced Lineworker Training (TVPPA)

ADVANCED LINEWORKER COURSE DESCRIPTIONS:

AREA, in conjunction with TVPPA, offers Advanced Lineworker Training to experienced electric cooperative lineworkers. This program is taught through presentations, demonstrations, group problem-solving exercises and hands-on activities, to include understanding electrical fundamentals, transformer connections and learning electrical distribution symbols, abbreviations and technical terms. This Certificate course is divided into 5 phases and all phases will be offered in 2017. TVPPA's Advanced Lineworker Certificate training program provides advanced skill training for journey-level lineworkers. Upon completion of the program, a lineworker should be prepared to handle troubleshooting competently throughout a utility's distribution system.

Phase 1

Through presentations, group problem-solving exercise and hands-on activities, lineworkers gain increased knowledge and understanding in electricity fundamentals and transformer connections. Participants learn electrical distribution technical terms, symbols, abbreviations and device identification, and how to troubleshoot problems with transformers and transformer connections – using miniature transformers with actual voltages.

Phase 2

This course helps lineworkers troubleshoot problems throughout a utility's distribution system. Practical exercises using actual diagrams and drawings are conducted throughout the three days. Participants learn to identify problems that could occur in a substation on a trouble call and the characteristics of electrical substation equipment that interrupt or establish electrical circuits and change the voltage, frequency and other characteristics of the substation.

Phase 3

A session on advanced transformers covers three-phase connections, including trouble-shooting within transformer banks. Participants receive hands-on training in switching an electronic recloser; learn how a recloser operates in emergency situations; and learn the characteristics/operation of fuses and sectionalizers. Participants gain an understanding of transformer bank construction, troubleshooting and emergency transformer bank problem solving and how voltage phasers can analyze transformer bank problems more effectively.

Phase 4

In Phase 4, a section on industrial transformer connections explains Delta and Wye connections. In the metering problem-solving section, attendees receive a working knowledge of meters, including installation, testing and problem troubleshooting. The remaining module deals with substation switching and the various types of bus configurations. Participants will learn to identify and understand the advantages and disadvantages of each.

Phase 5

This module discusses the features of 'live front' and 'dead front' pad-mounted underground transformers. Correct switching unit operation is stressed to ensure safety and service continuity, and a comprehensive review of underground system components emphasizes proper installation and operating methods. Lineworkers learn the proper manufacturer-recommended techniques to prepare high voltage insulated cable for splicing and terminating.

NEW IN 2022: Regulator Training has been added to Advanced Lineworker (Phase 2). – See next page for topics covered.

Dates:	Advanced Lineworker Training (Phase 1) – May 3-5, 2022 Advanced Lineworker Training (Phase 2) – May 31-June 3, 2022 Advanced Lineworker Training (Phase 3) – July 19-21, 2022 Advanced Lineworker Training (Phase 4) – August 2-4, 2022 Advanced Lineworker Training (Phase 5) – October 4-6, 2022
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Location:	AREA Training Site
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Registration Fee:	\$935 (member) per phase \$1,160 (non-member) per phase
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These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Regulator Training (added to Advanced Lineworker-Phase 2):

1. What regulators are
2. Why we use regulators
3. Voltage drop review and calculations
4. PSC overview of 5% voltage rule
5. Sizing regulators
6. How regulators work
7. Bandwidth
8. Time for out of band
9. Setting regulator controls for band and time
10. Oil testing
11. 3d simulator for installing regulators and operating regulator using both microprocessor type controller and older mechanical controller

Foreman's Academy (TVPPA)

FOREMAN'S ACADEMY (TVPPA) COURSE DESCRIPTION:

AREA, in conjunction with TVPPA, offers the Foreman Academy curriculum. Designed with input from a committee made up of member representatives, this course of study is intended to provide line crew foremen with knowledge and skills outside the scope of fundamental linework. This will allow them to be more effective leaders and supervisors as well as help them understand their role and responsibilities of their job within the utility. The Foreman Academy will consist of one week of classes covering three categories: leadership skills, safety and technical skills and management skills. Participants will receive a certificate showing completion of each week-long series. For overall completion of the Foreman Academy program, participants must complete three tracks or three years' worth of study. An over-all completion certificate will be issued after completion of all three tracks. This multi-level program will allow for progression and continuing education.

Prior to receiving the Foreman Academy completion certificate, the participant must complete Work Zone Traffic Control (WZTC) online. Work Zone Traffic Control, part of the curriculum for completion of the Foreman Academy, is a highly interactive, online course. It walks the student through fundamental WZTC practices, signs, channelizing devices and flagger operations. Students have an opportunity to apply knowledge learned through practice activities such as demonstrating proper spacing of channelizing devices. To receive credit for the course, students must score 70 or higher on the comprehensive final quiz, which requires demonstration of competence in all critical learning objectives.

TRACK 1

Leadership Skills

- *Attitude and Responsibility – Setting an Example for Your Crew*
 - Attaining a safe work environment
 - Teaching measures
 - Team efforts
 - Increasing job knowledge
 - Total cooperation
 - Understanding each job
 - Development of safe work habits
 - Enjoying the job

Safety & Technical Skills (Leadership in Safety)

- *Conducting Job Briefings – liability issues*
- *OSHA 1910.269 – why safety is important*
- *Safety Audits*
- *Job Hazard Analysis*

- *Accident Investigations*
 - Management Skills***
 - *Employment Law*
 - *Conquering Paperwork*
-

TRACK 2

Leadership and Management Skills

- *Team Building*
- *Understanding and Conducting Performance Appraisals*
- *Generations at Work*

Safety and Technical Skills (2 days)

- *OSHA 10-Hour (General Industry)*
 - *Dollars and Sense of Safety Management*
-

TRACK 3

Safety and Technical Skills

- *Engineering Staking*
- *Accident Investigation and Emergency Response*

Leadership and Management Skills

- *Career Transitions and Challenges*
 - *Communication*
 - *Conflict Mediation*
 - *Time Management*
 - *Planning for the Future*
-

Dates: Foreman's Academy (Track 1) – June 6-9, 2022
 Foreman's Academy (Track 2) – July 18-21, 2022
 Foreman's Academy (Track 3) – November 14-17, 2022

Location: AREA Training Site

Registration Fee: \$1,140 (member) per track
 \$1,265 (non-member) per track

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

OSHA 30-Hour

The 30-Hour General Industry OSHA Outreach Training is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention. Instructional time must be a minimum of 30 hours.

Dates: August 8-12, 2022

Location: AREA Training Site

Registration Fee: \$875 (member)
\$1,025 (non-member)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

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Apprentice Lineworker Training

APPRENTICE LINEWORKER TRAINING COURSE DESCRIPTION:

TVPPA LINEMAN APPRENTICESHIP STUDY

BOOK ONE – BASIC LINEMAN SKILLS

Lesson

1. Electricity: A Necessity for Modern Life
2. Basic Tools and Equipment for Line Work
3. Line Work Communications
4. Working Safely
5. Ropes, Knots, Splices and Gear
6. Basic Electricity
7. Simple Ways of Making Electricity
8. Mathematics Review
9. More Mathematics
10. Introduction to DC Fundamentals

BOOK TWO – MATHEMATICS & AC REVIEW

Lesson

1. Electricity: Generation and Transmission
2. Mathematics Formula Review
3. Trigonometry and Vectors
4. Alternating Current and Circuits With Resistance
5. Electric Current
6. Inductance in AC Circuits
7. Capacitors in AC Circuits
8. Series Circuits Resistance Inductive Reactance
9. Protective Grounding
10. The Use of Hot Line Tools

BOOK THREE – INTERMEDIATE LINEMAN SKILLS & AC FUNDAMENTALS

Lesson

1. Mathematics Formula Review
2. Safety Review
3. Electricity Distribution
4. AC Parallel Circuits
5. Three Phase Systems
6. AC Instruments and Meters
7. Measuring Electricity
8. Distribution and Transmission Poles
9. Stringing and Sagging Operations
10. Transformers

BOOK FOUR – ADVANCED LINEMAN SKILLS

Lesson

1. Safety Review
2. Line Conductors and Connections
3. Underground Distribution Systems
4. Maintenance of Transmission Lines
5. Transformer Connections and Special Applications
6. System Operations
7. System Protection
8. Work Procedures
9. Insulators
10. Substations and Operations

Study Modules

- Book 1 – Basic Lineman Skills
- Book 2 – Mathematics & AC Review
- Book 3 – Intermediate Lineman Skills & AC Fundamentals
- Book 4 – Advanced Lineman Skills

Skills Labs

- Pre-Apprentice Assessment
- Fundamentals Lab 1
- Construction Lab 2
- Operations Lab 3
- Underground Lab 4
- Troubleshooting Lab 5

Final Exam

PRE-APPRENTICE ASSESSMENT

The TVPPA Pre-Apprentice Assessment workshop is a 5.5 day class designed to help determine whether an employee or potential employee is suited for the demanding role of lineworker apprentice. Candidates are assessed on their ability to learn the various aspects of linework, especially climbing. Individual sessions focus on the hazards of electricity, grounding and rigging.

Participants stay physically and mentally challenged for the duration of the course and are placed “on call” at night. In addition to classroom discussion and hands-on exercises, students are assigned homework and tested extensively.

- Safety
- PPE and tool inspection
- Climbing – including fall restraint instruction, hitch hiking, changing positions, circling the pole
 - °Students climb 40 and up to 90 foot poles
- Positioning (while climbing)
- Pole top rescue
- Rigging
- Hand-lines
- Knot tying
- Work site safety inspection
- Fitting and care of climbing tools and inspection
- Pole inspection and worksite hazards
- Pole top rescue at 10’ level
- Climbing techniques
- Hand line use and makeup for storage
- Rigging to include hang single cross arm at the 10’ level
- Installing Line Conductors

Managers receive documentation of performance for each day of the workshop with instructor comments and evaluation of the student’s potential to perform linework under stress, their capacity to learn and how well they follow orders.

FUNDAMENTALS LAB 1

- Safety
- PPE inspection
- Testing the line to be energized
- Equal-Potential Grounding, single and three phase
- Rigging
- Pole top rescue
- Aluminum and copper ties
- Minimum approach distances
- OSHA 1910.269
- Work Area Protection

CONSTRUCTION LAB 2

- Safety
- Job briefings
- Pole top rescue on a 40' pole
- Overhead construction
- Rigging and hang double cross arm on a 40' pole
- Install aluminum and copper hand ties
- Install eye-splice in 3-strand rope
- Bucket Truck Rescue
- Guys and anchors
- Minimum approach distances
- Grounding
- Sagging
- Testing the line to be energized
- Insulating cover up

OPERATIONS LAB 3

- Safety
- Job Briefings
- Single phase theory
- Single Phase Transformer Connections
- Banking Single Phase Transformers Theory
- Three Phase Transformer Connections
- Aerial lift pre-flight inspection/bucket safety
- Bucket truck rescue

UNDERGROUND LAB 4

- Safety
- Underground System Design. Radial, Loop and Dual Feeds
- Underground cable design, preparation/installation
- Locating/cable fault finding for underground cable
- Makeup and installation of: terminations/connectors such as elbows, elbow lightning arrestors and terminators. Pot-heads and splices and bushing well insert
- Makeup and installation of URD equipment to include: Transformers, Live and Dead Front, Switching cabinets, junction boxes
- Grounding of underground cable and pad mounted transformers
- URD operations and construction
- Identification of Live and dead-front URD pad-mounted transformers
- URD troubleshooting
- URD tagging/switching
- Testing
- Installation
- Fusing

TROUBLESHOOTING LAB 5

- Safety
- PPE
- Hot line tools
- Protective devices
- OSHA-NFPA standards
- Testing line voltage
- Substation
- Breakers
- Regulators
- Capacitors
- Troubleshooting techniques

FINAL EXAM

The 2.5 day exam consists of a 110 question written test and a series of physical skills lab demonstrations. The written test includes questions covering objectives in Units 1-4 of the Lineman Apprenticeship Program. The skills lab demonstrations include objectives from Labs 1-5 and will vary for each final exam. Demonstration requirements will not be revealed for each exam until students are on the field. Scoring of the overall exam is weighted 40% for the written test and 60% for the skills lab demonstrations.

WORKZONE TRAFFIC (new format in 2022)

This training will be added to the Lab 1 (2022 class); Lab 2 (2021 class); and Lab 5 (2020 class)

This Flagger Course is certified by the ATSSA (American Traffic Safety Services Association) and this training is recognized by ALDOT, as ATSSA is a recognized provider in the state. This is a one-half day course which will be included at the end of the Labs listed above. Topics covered in this training include: introduction to traffic safety and the flagging profession, flagging standards and guidelines (MUTCD and State), flagger qualifications, high-visibility safety apparel, proper flagging procedures, special situations involving flaggers, communication between flaggers, emergency procedures, an exam and review of exam. Upon successful completion of the course and exam, participants will receive their ATSSA certification cards.

DIGGER DERRICK TRAINING

To train apprentices in the basic, safe, and proper operation of aerial devices, digger-derricks and rigging devices. The training consists of three segments:

- Aerial Devices
- Digger Derricks
- Rigging Devices

1ST YEAR

Classroom Dates (1st Year – students beginning 2022):

- Apprentice Lineman (Book 1) – May 9-13, 2022
- Apprentice Lineman (Book 1) – May 16-20, 2022
- Apprentice Lineman (Book 2) – June 6-10, 2022
- Apprentice Lineman (Book 2) – June 13-17, 2022

Lab Dates (1st Year – students beginning 2022):

- Pre-Assessment Lab – March 13-18, 2022
- Pre-Assessment Lab – April 10-15, 2022
- Fundamentals Lab 1 – July 11-15, 2022
- Fundamentals Lab 1 – August 15-19, 2022

Digger Derrick Training (1st Year – students beginning 2022):

- Digger Derrick Training – November 1-3, 2022
- Digger Derrick Training – November 15-17, 2022

2ND YEAR

Classroom Dates (2nd year – students who began in 2021):

Apprentice Lineman (Book 3) – February 7-11, 2022

Apprentice Lineman (Book 3) – February 14-18, 2022

Lab Dates (2nd year – students who began in 2021):

Construction Lab 2 – March 7-11, 2022

Construction Lab 2 – April 18-22, 2022

Operations Lab 3 – October 3-7, 2022

Operations Lab 3 – October 10-14, 2022

3RD YEAR

Classroom Dates (3rd year – students who began in 2020):

Apprentice Lineman (Book 4) – March 7-11, 2022

Apprentice Lineman (Book 4) – March 14-18, 2022

Lab Dates: (3rd year – students who began in 2020):

Underground Lab 4 – September 12-16, 2022

Underground Lab 4 – September 19-23, 2022

Troubleshooting Lab 5 – October 31-November 4, 2022

Troubleshooting Lab 5 – October 17-21, 2022

Top-Out Exam – December 5-7, 2022

Top-Out Exam – December 7-9, 2022

Location: AREA Training Site

CLASSES:			
Book 1	\$815 (member)	← 1 st Year →	\$965 (non-member)
Book 2	\$815 (member)	← 1 st Year →	\$965 (non-member)
Book 3	\$815 (member)	← 2 nd Year →	\$965 (non-member)
Book 4	\$815 (member)	← 3 rd Year →	\$965 (non-member)
LABS:			
Pre-Assessment -- \$1,865 (member); \$2,015 (non-member) – 1 st Year			
Digger Derrick -- \$865 (member); \$1,010 (non-member) – 1 st Year			
Fundamentals Lab 1 -- \$895 (member); \$1,040 (non-member) – 1 st Year			
Construction Lab 2 -- \$895 (member); \$1,040 (non-member) – 2 nd Year			
Operations Lab 3 -- \$895 (member); \$1,040 (non-member) – 2 nd Year			
Underground Lab 4 -- \$895 (member); \$1,040 (non-member) – 3 rd Year			
Troubleshooting Lab 5 -- \$895 (member); \$1,040 (non-member) – 3 rd Year			
Top-Out Exam -- \$840 (member); \$965 (non-member) – 3 rd Year			

NOTE: Prices may change due to classroom size.

These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

Substation Maintenance for Linemen (Lab 1)

Day One

Substation Safety

Introduction to Substations

- The Grid
- Electrical Drawings
- Three Line Diagrams

Presentation by Transmission Companies (*PowerSouth, Alabama Power, TVA Representative*)

These Presentations will include:

- Area Served
- Grid Coverage
- System Map
- Where do responsibilities start and stop
- What parts of the substation do they maintain
- Tasks with which they might ask the distributor to assist.

Day Two

- Substation Safety
- High Voltage Circuit Breakers
- Transformers
- Substation Voltage Regulators
- Substation Controls
- Substation Visit

Day Three

- Substation Safety
- Substation Relays
- High Density Substations
- Substation Switching and Safety Procedures
- Standard Substation Device Numbers and Symbols
- Substation Visit

Substation Maintenance for Linemen (Lab 2)

Day One

- Substation Safety
- Reliability
- Fuses
- Sectionalizers
- Substation Visit

Day Two

- Substation Safety
- Reclosers
- Reclosers vs Breakers
- Regulators
- Substation Visit

Day Three

- Substation Safety
- Recloser – Fuse Link Coordination
- Relay – Recloser Coordination
- Recloser – Recloser Coordination
- Substation Visit

Substation Maintenance for Linemen (Lab 3)

Day One

- Substation Safety
- Introduction to Troubleshooting Substations
- Operational Levels of an Electrical Utility System
- Transmission Lines
- Equipment Numbering
- Substation Visit

Day Two

- Substation Safety
- Distribution
- Introduction to Electrical Drawings
- Single Line Diagrams
- Three Line Diagrams
- Substation Visit

Day Three

- Substation Safety
- Checklist for Troubleshooting Substations
- Substation Equipment Switching and Isolation
- Troubleshooting
- Substation Visit

Date: Substation Maintenance (Lab 1) – May 4-6, 2022
 Substation Maintenance (Lab 2) – August 30-September 1, 2022
 Substation Maintenance (Lab 3) – December 14-16, 2022

Substation Maintenance for Linemen (Books)

In order to complete the Substation certificate program, participants will need to complete all three labs as well as both of the books. The substation books have been re-evaluated and re-worked and the program can be completed in 2021, so that participants can complete their Substation certificate.

Substation (Book 1) – June 7-8, 2022
Substation (Book 2) – November 8-9, 2022

Location: AREA

Registration Fee: \$890 (members) per lab
 \$1,035 (non-members) per lab

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Hotline School (TVPPA) – 5-day

This 5-day course uses hands-on training as well as classroom education, incorporating AREA safety manual procedures. Training is provided on cover-up, gloving, moving energized conductors using bucket trucks. Comprehensive training is provided using a crew setting with actual hands-on workers and observers.

Date: April 11-15, 2022

Location: AREA

Registration Fee: \$915 (members)
\$1,040 (non-members)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Staking Technician Training & Certification

Hi-Line Engineering's certified staking technician training program is designed to educate and equip the staking technician to design safe, reliable and efficient electrical distribution facilities. The comprehensive training program endeavors to explain the science and art of distribution line design. The apprentice can learn the basics and the experienced professional can add to his or her scope of knowledge. Many ideas will be presented that can be built upon by both engineers and designers to provide a customized set of staking parameters for a utility. The course of study leads to certification as a qualified staking technician. The certification will be awarded after the student successfully completes the outlined curriculum and written tests. This is a three-phase program, with the National Electrical Safety Code (NESC) Update included in Phase 2. NOTE: The NESC portion is covered on Day 1 and Day 2 of Staking School (Phase 2).

Staking School Course Description:

1. BASIC SURVEYING (Covered in Phase 1)

This course will teach the student the basic and advanced methods of line route surveying. He or she will learn how to make accurate distance measurements, turn and bisect line angles and measure changes in elevation. The student will be taught how to conduct a complete point survey using a total station. A basic overview of GPS and its application to line design and staking is included in the domain. To complete the study, the student will learn how to transfer both paper and electronic field data to hand drawings or computer aided drafting programs. The outline for this course of study is as follows:

- a. Fundamental principles*
- b. Measurements*
- c. Elevation profile and object height*
- d. Plan and profile drawings*
- e. Special techniques*
- f. Total station*
- g. Geographical positioning systems (GPS)*

2. POLE-LINE STRUCTURE DESIGN AND LAYOUT (Covered in Phase 1)

Here the student learns how to design overhead electrical distribution structures. The course is organized into a set of building blocks, each one building upon the other. The building blocks are conductors, poles, pole-top assemblies and guys/anchors. Tables and graphs are provided for the student to look up design values for immediate application in the field. He or she will also learn to make basic calculations to determine strength and maximum allowable spans for wind and ice loading, plus total guy load due to tension and wind. This course of study is outlined below.

- a. Conductors*
- b. Poles*
- c. Pole-top assemblies*
- d. Guys and anchors*

UNDERGROUND DESIGN AND SUBDIVISION LAYOUT (Covered in Phase 3)

In addition to designing overhead lines, the staking technician must also design underground facilities. This course will explain the components of underground distribution systems along with their application and limitations. The student will learn how to lay out subdivisions, specify pad-mounted equipment and design sectionalizing systems. This course will also cover conduit systems and the correct methods for calculating pulling tensions relative to conduit bends and cable runs.

- a. *Underground cable*
- b. *Components*
- c. *Pad-mounted switchgear*
- d. *Over-voltage protection*
- e. *Cable pulling in conduit systems*
- f. *Designing underground systems*

3. STAKING SHEETS (Covered in Phase 1)

Clear and detailed staking sheets are the product of design and structure layout. The student will learn how to provide the necessary information to ensure that the material requisition, construction and accounting flows smoothly and accurately. He or she will also learn how to estimate construction costs based on book pricing. The course work is outlined below:

- a. *Types of staking sheets*
- b. *Preparation of a clear and detailed staking sheet*
- c. *Basic work order procedure*
- d. *Computerized staking sheets*
- e. *Final staking sheets*

4. OBTAINING PERMITS (Covered in Phase 2)

Today, property owners are more reluctant to give right-of-way easements for overhead or underground power lines. Consequently, more use is being made of existing public rights-of-ways. To do this, permits must be obtained from the governing agency. They are usually detailed and onerous. This domain teaches the student what information is required in a permit, how to set up an efficient permitting process, how to establish good personnel contacts to ease the process and how to prepare permit documents and drawings. The governmental agencies discussed in the course are listed in the course outline.

- a. *General*
- b. *Departments of Transportation (state, county and municipal)*
- c. *US Corps of Engineers*
- d. *Transmission lines*
- e. *Miscellaneous permits*

5. CONSTRUCTION CONTRACT ADMINISTRATION (Covered in Phase 3)

A well-written construction contract and properly drawn set of plans and specifications will go a long way toward getting the lowest bid prices and ease of administration. Accurate accounting of the materials and close monitoring of the contractor's progress are essential to completing a project on time and on budget. The student will learn how the construction contract affects every aspect of the project and how to administer the contract terms and conditions for a successful outcome.

- a. *RUS construction contracts*
- b. *Plans and Specifications*
- c. *Staking for a construction contract*

- d. *Materials control*
- e. *Contractor observation*
- f. *Contract closeout*

6. ***JOINT USE STAKING AND MAKE-READY SURVEYS (Covered in Phase 1)***

The communications industry is forever scrambling for pole rental space on distribution structures to attach telephone, CATV and fiber optic cables. With right-of-way becoming harder to obtain, electrical utilities, both distribution and transmission, are combining circuits on one pole line to maximize efficiency and reduce costs. This course will teach the student how to handle joint use attachments. He or she will learn how to perform make-ready surveys, measure clearances, determine strength requirements, prepare construction estimates, make final inspections and understand the requirements of joint use contracts.

- a. *Types of joint use*
- b. *Determining strength requirements for joint use*
- c. *Aerial attachments*
- d. *NESC joint use requirements for separation of joint use utilities*
- e. *Joint use contracts*
- f. *Inspection of joint use attachments*
- g. *Performing make-ready surveys*

7. ***SIZING TRANSFORMERS AND CONDUCTORS (Covered in Phase 3)***

This course will focus on basic electric theory and the methodology to correctly size transformers and service conductors for standard residential and small commercial loads. The student will learn how to perform basic calculations for current, voltage, power and voltage drop. He or she will also study basic circuit theory and its application in an electric distribution system. The course will discuss transformer connections and their application to specific electrical loads.

- a. *Basic electric theory*
- b. *Transformers*
- c. *Transformer sizing*
- d. *Service voltage drop*
- e. *Computer programs*

Staking Technician Training & Certification

Dates: Phase 3 – March 29-April 1, 2022
 Phase 1 – October 11-14, 2022

Location: AREA Training Site

Registration Fee: \$1,070 (members)
 \$1,365 (non-members)

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Basic Electric Distribution Systems Explained

This course is perfect for anyone new to the utility industry or office employees who desire a broader knowledge of field operations of utility. Students will learn the basics of working with and around power lines including general safety rules and guidelines. The class introduces students to basic power line equipment with hands-on demonstrations of how the equipment functions. The course will also provide an overview of patrolling the power lines during outages and how to identify various types of outages such as equipment failure, animal interference, and tree/vegetation interference.

Who Should Attend:

- Anyone New to the Utility Industry
- Accounting Personnel
- Member Services Personnel
- Engineering Personnel
- Dispatch

Date: September 7-8, 2022

Location: AREA

Registration Fee: \$550 for members
\$650 for non-members

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Forest Applications Training – Three Day – Felling, Limbing, Bucking, Storm Clean-up (Participants in this program should have a complete knowledge of the chainsaw operator's manual).

Participants – 10-12 maximum

Class Time – 18 hours

DAY 1

- *Personal Protective Equipment*
- *Chainsaw safety features*
- *Reactive Forces and the Bore Cut*
- *The Hinge*
- *The Face Notch*
- *The Cutter Tooth*
- *Information before felling*
- *Scoring to steer retention of topics*

DAY 2

- *RDT Maintenance*
- *The Cutter Tooth*
- *Run Check/Carburetor adjustment*
- *Hands-on practice of round chain filing and or chisel bit*
- *Introduction to Spring Poles*
- *Height Measuring*
- *Wedging and Binds*
- *Introduction to Wedging*
- *Side lean and target accuracy*

DAY 3

- *Discussion of Pressures and Binds*
- *Springpoles*
- *Windthrown Trees/Hangers*
- *Site Information/Assessment*
- *Hazard Removals and Recognition*
- *Wedging use for Pressures and Binds*
- *Delimbing, Topping and Bucking techniques*
- *Review of Notching and Hinge*
- *Debris removal and Ergonomics*
- *Throw line and Rope Discussions*

Date: February 28-March 2, 2022 (Sand Mountain EC)
November 28-30, 2022 (Pea River EC)

Suggested Participants: Participants in this program should have a complete knowledge of the chainsaw operator's manual.

Registration Fee: \$510 per person, per class
\$660 for non-members

This is a pay-as-you-go training offered through AREA.
Please contact AREA for registration information.

On The Line Training – Advanced Chain Saw Training

Participants – 12 per instructor

Class Time – 10-12 hours

This class is designed to help linemen and ROW employees understand how to recognize hazards, plan and apply techniques to remove trees from power lines following storms. They will also learn techniques to utilize ground tools and chain saw operations to mitigate line hang-ups.

Each class will be a day and a half. A prerequisite for the class is to have completed the 3-day Forest Application training offered at AREA.

Date: March 3-4, 2022 (Sand Mountain EC)
December 1-2, 2022 (Pea River EC)

Suggested Participants: Participants who have completed Forest Applications Training

Registration Fee: \$310 (members) per person
\$460 (non-members) per person

This is a pay-as-you-go training offered through AREA.
Please contact AREA for registration information.

Education Resource

AREA staff will be a resource for training at individual cooperatives. In many cases co-ops have very specific training needs that require customization. AREA employees will make every effort to supply the on-site education themselves or find an appropriate trainer to meet the specific requirements.

Date: Upon request

Location: Individual cooperative office sites

Registration Fee: Cost will depend on actual expenses.

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Transformer Banking Training

AREA will offer transformer-banking training to any system upon request. We will utilize our transformer trailer training aid for realistic hands-on training.

Date: Upon request

Location: Individual cooperative office sites

Registration Fee: Cost will depend on actual expenses.

This is a pay-as-you-go training offered through AREA.
Please contact AREA for registration information.

Education Forum

AREA will conduct an Education Forum during 2022. This is an annual discussion forum which provides an opportunity for cooperative personnel to discuss upcoming educational opportunities through AREA in the coming year.

Dates: May 10, 2022

Location: AREA

Registration Fee: Cost will depend on actual expenses.

This is a pay-as-you-go training offered through AREA. Please contact AREA for registration information.

Regulatory Compliance & Safety Update/Forum

AREA will conduct a Regulatory Compliance Update/Forum during 2021. This is an annual update and discussion forum which offers a unique opportunity to hear regulatory and safety agency personnel explain some of today's most complex electric power utility industry safety regulations. Speakers from state/federal regulatory and industry experts will interpret current laws affecting the electric power industry.

Dates: TBA

Location: AREA

Hotel Information: TBA

AREA Statewide Orientation

AREA Statewide Orientation is offered by AREA for electric cooperative personnel and directors on an annual basis. This series provides an opportunity to educate and update programs and services offered by their statewide association. Additionally, updates will be provided by key business partners and support organizations to ensure participants are informed of changes to services offered to their cooperatives. Finally, this series provides AREA Staff the opportunity to share and discuss ways their statewide association may be able to support the challenges and opportunities faced by Alabama Cooperatives.

Dates: December 15, 2022

Location: AREA

SAFETY AND COMPLIANCE

AREA provides quality training and safety programs for the employees of member cooperatives as well as technical assistance. The Safety program is a primary benefit of Alabama Cooperatives which can be obtained by being a member of AREA. Although the budgeting and participation in the AREA Safety program is separate from other AREA services, an Alabama cooperative must be a member or Affiliate Member of AREA to participate in this program.

EMPHASIS ON SAFETY AWARENESS

AREA staff works to place emphasis on all safety programs, thereby focusing cooperative efforts on reducing all accidents as well as facilitating a discussion and analysis of near misses. As part of this emphasis, AREA staff encourages participation in the Rural Electric Safety Achievement Program (RESAP), improves compliance with each cooperative's safety manual and other initiatives are used to increase safety awareness for Alabama's electric cooperatives. The "100% Safe" logo and slogan is utilized and incorporated into programs statewide as well as being used by Alabama cooperatives.

AREA continues to coordinate and staff regularly scheduled meetings at each participating cooperative targeted at ten (10) meetings annually. Length of meetings varies according to each individual meeting topic. AREA assists cooperatives with resources to supply additional training above the base program, if requested. Services provided by AREA above the agreed upon base program, are billed to the cooperative at the cost of the service. If cooperatives would like to schedule additional meetings, or need specialized training, AREA staff will assist in the coordination. Special needs training needs to be scheduled at least two months (60 days) in advance in order to allow time to prepare meeting materials. AREA encourages the cooperatives to utilize the instructors for additional training while they are on-site. AREA staff also develops and implements on-site audits to help determine improvements and progress made by member systems.

These loss control meetings are also available at separate locations for a participating cooperative if the cooperative determines the need for an additional loss control meeting at a district or branch office. Loss control meetings must be arranged through AREA prior to the beginning of the year to be included in the loss control meeting schedule.

AREA staff coordinates a statewide Safety & Compliance Update/Forum each year to keep abreast of the issues and to assist in planning topics of interest to the cooperatives. In addition to these, bi-annual discussions, a roundtable for safety coordinators is scheduled at the E&O Conference for the purpose of planning programs and/or discussing matters of statewide interest.

An OSHA, DOT, FMCSR and EPA training list is provided to all cooperatives in the fall. This will allow each system to schedule their training for the next year. The list includes, but is not limited to, topic name, regulatory standard and training source. Whether conducted by AREA, the individual cooperative or an outside consultant, the training source will be dictated through AREA by each individual cooperative in an effort to maximize training results.

The committee recommends that the Safety programs be made available for out-of-state cooperative participation, but the primary focus is on providing services to our current members.

SPEAK UP LISTEN UP

Speak Up Listen Up is a program that was developed by Caterpillar and adopted by NRECA to help cooperatives work together to create a true culture of safety. It will assist cooperatives to continually evaluate and improve safety performance to create a safer workplace.

AREA staff will offer this training to every cooperative at their location who request it. The training is designed to be a one-day event. AREA staff has been trained to administer this training at little or no cost to the cooperatives.

RURAL ELECTRIC SAFETY ACHIEVEMENT PROGRAM (RESAP)

AREA staff continues to participate in the NRECA Rural Electric Safety Achievement Program. They assist participating cooperatives in the process, organize and conduct the inspections, and assist with the Safety Improvement Plans. AREA staff is also actively participating in the meetings with NRECA to continue to improve the program and make sure our cooperatives have a chance to voice their opinions of the process. We will continue to update you and our role as we learn more about the updated program.

Commit to Zero Contacts!

HOTEL SUGGESTIONS

(Montgomery, Alabama and Surrounding Areas)

HOTELS LOCATED OFF EXIT 11 – EASTCHASE (near AREA offices)	
To receive special rates, please let them know you are with “areapower.”	
Candlewood Suites 9151 Boyd Cooper Parkway Montgomery, AL 36117 Phone – 334-277-0677	Homewood Suites at EastChase 7800 EastChase Parkway Montgomery, AL 36117 Phone – 334-277-9383
Holiday Inn Express 9250 Boyd-Cooper Parkway 334-271-5516	Hampton Inn 7651 EastChase Parkway 334-277-1818
TownPlace Suites by Marriott 2845 EastChase Lane 334-239-7110	Fairfield Inn & Suites 8970 EastChase Parkway 334-260-8650
HOTELS LOCATED OFF EXIT 6	
INTERSTATE 85 NORTH AND THE EASTERN BOULEVARD	
(approx. 5-10 minutes from AREA & approx. 15 minutes from downtown Montgomery)	
Drury Inn 1124 Eastern Boulevard 334-277-2400	Sonesta Suites 1200 Hilmar Court 334-270-3300
Hampton Inn 1401 Eastern Boulevard 334-277-2400	Comfort Suites 5924 Monticello Drive 334-272-1013
Courtyard 5555 Carmichael Road 800-321-2211 or 334-272-5533	Baymont Inn & Suites 5225 Carmichael Road 800-301-0200 or 334-277-6000
Fairfield Inn 5601 Carmichael Road 334-270-0007	Best Inns of America 5135 Carmichael Road 334-270-9199
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620
Holiday Inn East 1185 Eastern Boulevard 800-465-4329 or 334-272-0370	LaQuinta Inn 1280 Eastern Boulevard 800-531-5900 or 334-271-1620

Ramada Inn East 1355 Eastern Boulevard 800-228-2828 or 334-277-2200	Residence Inn by Marriott 1200 Hillmar Court 800-331-3131 or 334-270-3300
Studio Plus 5115 Carmichael Road 888-788-3346 or 334-273-0075	Springhill Suites 5041 Carmichael Road 334-409-9999
Towne Place Suites by Marriott 5047 Carmichael Road 334-396-5505	Wingate Inn 2060 Eastern Boulevard (behind Up the Creek) 334-277-7880
MID-MONTGOMERY	
Hilton Garden Inn 424 Interstate Park Drive 334-272-2225	Located at I-85 and Perry Hill Road (Exit 4)
PRATTVILLE, ALABAMA Off I-65 (North of Montgomery)	
Country Inns & Suites/Prattville 334-495-3000	Approx. 10 minutes to Civic Center
Hampton Inn/Prattville 2585 Cobbs Hill Place 334-285-6767	Approx. 10 minutes to Civic Center