



AREA

2023 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 – 15 business days prior to the event. 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.

2023 CLASS LIST (PRICING)			
		Current Year Pricing	
		Member	Non-Member
Core Training Certificate	Business Administration Conference	\$ 1,380	\$ 2,010
	Communications Conference	\$ 920	\$ 1,340
	E&O Conference	\$ 920	\$ 1,340
	Procurement Conference	\$ 920	\$ 1,340
	IT Conference	\$ 920	\$ 1,340
	Executive Assistants Conference	\$ 1,380	\$ 2,010
	Orientation	\$ -	\$ -
	IT Update	\$ 460	\$ 670
	HR Update	\$ 460	\$ 670
	Accounting Update	\$ 460	\$ 670
	Safety Update	\$ 460	\$ 670
	Member Service Update	\$ 460	\$ 670
Pay-As-You-Go	HR Quarterly Updates	\$ 460	\$ 670
	Summer Conference		
NRECA Package Plan	2600.1	\$ 540	\$ 675
NRECA Package Plan	2610.1	\$ 540	\$ 675
NRECA Package Plan	959.1	\$ 540	\$ 675
NRECA Package Plan	937.1	\$ 540	\$ 675
NRECA Package Plan	958.1	\$ 540	\$ 675
NRECA Package Plan	961.1	\$ 540	\$ 675
NRECA Package Plan	944.1	\$ 540	\$ 675
NRECA Package Plan	718.1	\$ 540	\$ 675
NRECA Package Plan	711.1	\$ 540	\$ 675
NRECA Package Plan	713.1	\$ 540	\$ 675
NRECA Package Plan	714.1	\$ 540	\$ 675
NRECA Pay-As-You-Go	5305.1	\$ 540	\$ 675
NRECA Pay-As-You-Go	5110.1	\$ 540	\$ 675
NRECA Pay-As-You-Go	5304.1	\$ 540	\$ 675
Certificate Package Plan	Member114 (Bruce Damrow)	\$ 450	\$ 550
Certificate Package Plan	Member115 (Bruce Damrow)	\$ 450	\$ 550
Certificate Package Plan	Member116 (Debra Ballard)	\$ 450	\$ 550
Certificate Package Plan	Member 117 (Debra Ballard)	\$ 450	\$ 550
Certificate Package Plan	Util116 (TVPPA)	\$ 450	\$ 550
Certificate Package Plan	Util117 (TVPPA)	\$ 450	\$ 550
Certificate Package Plan	Util118 (Terry Mitchell)	\$ 450	\$ 550
Certificate Package Plan	Util119 (Rod Ballard)	\$ 450	\$ 550
Certificate Package Plan	Leader115 (Bruce Damrow)	\$ 450	\$ 550
Certificate Package Plan	Leader116 (Bruce Damrow)	\$ 450	\$ 550

Certificate Package Plan	Leader117 (Bruce Damrow)	\$ 450	\$ 550
Certificate Package Plan	Leader118 (Bryan Singletary)	\$ 450	\$ 550
Certificate Package Plan	Resource114 (Bryan Singletary)	\$ 450	\$ 550
Certificate Package Plan	Resource115 (TVPPA)	\$ 530	\$ 630
Certificate Package Plan	Resource116 (TVPPA)	\$ 530	\$ 630
Certificate Package Plan	Resource117 (TVPPA)	\$ 530	\$ 630
TVPPA Technical	Advanced Lineworker (1, 3, 4, 5)	\$ 940	\$ 1,170
TVPPA Technical	Advanced Lineworker (2)- Regulator	\$ 1160	\$ 1420
TVPPA Technical	Foreman Academy (1, 2, 3)	\$ 1,160	\$ 1,290
TVPPA Technical	Substation Lab (1, 2, 3)	\$ 895	\$ 1,045
TVPPA Technical	Substation Books (1, 2)	\$ 660	\$ 790
TVPPA Technical	Hotline School	\$ 925	\$ 1,055
TVPPA Technical	Digger Derrick for Non-Apprentice	\$ 865	\$ 1,010
TVPPA Technical	Flagger for Non-Apprentice	\$ 300	\$ 375
TVPPA Apprentice Lineman	Books (1, 2, 3, 4)	\$ 820	\$ 975
TVPPA Apprentice Lineman	Pre-Assessment Lab	\$ 1,870	\$ 2,025
TVPPA Apprentice Lineman	Digger Derrick	\$ 865	\$ 1010
TVPPA Apprentice Lineman	Flagger Training	\$ 75	\$ 100
TVPPA Apprentice Lineman	Labs (1, 2, 3, 4, 5)	\$ 920	\$ 1,070
TVPPA Apprentice Lineman	Top-Out Exam	\$ 840	\$ 990
Additional Pay-As-You-Go	Conflict Mediation (TVPPA)	\$ 580	\$ 680
Additional Pay-As-You-Go	Fundamental Supervisory Skills (TVPPA)	\$ 750	\$ 900
Additional Pay-As-You-Go	Workplace Violence (TVPPA)	\$ 750	\$ 900
Additional Pay-As-You-Go	Physical Security Measures (TVPPA)	\$ 750	\$ 900
Additional Pay-As-You-Go	De-Escalation Tactics (TVPPA)	\$ 580	\$ 680
Additional Pay-As-You-Go	Regulator Training (Emerald Transformer)	\$ 450	\$ 550
Hi-Line Pay-As-You-Go	Staking (Phase 2)	\$ 1,070	\$ 1,365
Hi-Line Pay-As-You-Go	Staking (Phase 3)	\$ 1,070	\$ 1,365
Hi-Line Pay-As-You-Go	Basic Electricity	\$ 550	\$ 650
Hi-Line Pay-As-You-Go	2023 NESC Update	\$ 700	\$ 850
H-Line Pay-As-You-Go	Use of 2023 NESC	\$ 1,375	\$ 1,675
Forest Applications	Forest Application Training	\$ 510	\$ 660
Forest Applications	Advanced Chainsaw	\$ 310	\$ 460
SLTC	Crane Certification	\$ 1,300	\$ 1,450
SLTC	Skid Steer	\$ 650	\$ 785

Continuing Education Credits

Accounting Continuing Professional Education (CPE's)

AREA requests CPEs 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. The recommendation is the following schedule of core training for 2023:

- Business Administration Conference
- Communications Conference
- E&O/Procurement Conference/Information Technology Conference
- Executive Assistants Conference
- AREA 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 \$460 per attendee per training day. For non-package plan participants, participants will be charged \$670 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 \$540 per attendee per training day. Non-participating cooperatives and out-of-state cooperatives may send employees or directors to NRECA Package Plan courses for \$675 per attendee per training day.

In 2023, the NRECA Package Plan will sponsor 11 courses: five (5) Board Leadership, four (4) Supervisor and Management Development Program courses and two (2) Credentialed Cooperative Director (CCD).

New in 2022, AREA began offering courses in the Cooperative Career Essentials Program (CCEP). In 2023, AREA is offering three (3) CCEP pay-as-you-go courses. 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 \$450 per attendee per training day. Non-package plan participants will be charged \$550 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 2023, 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 Conference

The Engineering & Operations Conference is offered by AREA for electric cooperative E&O, Procurement and Warehouse and Right-of-Way personnel. This Conference is being planned and all information is to be determined.

Dates: April 5-6, 2023

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 \$920 per attendee. For non-package plan participants, participants will be charged \$1,340 per participant.

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 5-6, 2023

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 \$920.
For non-package plan participants, participants will be
charged \$1,340 per participant.

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 30-September 1, 2023

Location: The Grand Hotel
Point Clear, AL

Suggested Participants: Office managers, district managers, staff, department heads, human resource personnel, financial 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 \$1,380. For non-package plan participants, participants will be charged \$2,010 per participant.

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 8-10, 2023
Location:	The Lodge at Gulf State Park Gulf Shores, AL
Suggested Participants:	Administrative staff, such as secretaries, administrative assistants, financial and accounting staff, general administrative staff
Hotel Accommodations:	The Lodge at Gulf State Park 21196 East Beach Blvd. Gulf Shores, AL 36542 251-540-4000
Registration Fee:	AREA Core Education Package Plan Participating Cooperative (Unlimited attendees) Non-participating AREA cooperatives will be charged \$1,380 per attendee. For non-package plan participants, participants will be charged \$2,010 per participant.

Regional Marketing/Member Services Conference

The 2023 Communications Conference (Regional Marketing/Member Services Conference). This conference, which is held every four years, will take the place of AREA's Communications Conference as it has in the past.

Suggested participants: Communications personnel

Date: April 19-21, 2023

Location: Chattanooga, TN

Hotel Accommodations: The Westin Chattanooga
801 Pine Street
Chattanooga, TN 37402
423-531-4653

Dates:

- 1st quarter – February 21, 2023 (Legal Update-Jeff Thompson)
- 2nd quarter – April 11, 2023 (FMLA & Managing Special Leaves of Absence-Brian Butler)
- 3rd quarter – August 30-September 1, 2023 (Business Administration Conference)
- 4th quarter – November 29, 2023 (Establishing Goals, Rules & Guidelines-Brian Butler)

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

Non-participating AREA cooperatives will be charged \$460 per attendee per training day. For non-package plan participants, participants will be charged \$670 per participant per day.

Accounting Update

AREA will conduct an Accounting Update during 2023. This is an annual 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 14, 2023

Location: AREA

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

Non-participating AREA cooperatives will be charged \$460 per attendee per training day. For non-package plan participants, participants will be charged \$670 per participant per day.

IT Update

AREA will conduct an IT Update during 2023. This is an annual update which offers a unique opportunity to hear technology and computer experts present the latest information affecting the electric power industry.

Dates: November 6, 2023

Location: AREA

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

Non-participating AREA cooperatives will be charged \$460 per attendee per training day. For non-package plan participants, participants will be charged \$670 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 16th (937.1 – Applying Emotional Intelligence in the Boardroom).

Date:	July 16-19, 2023
Location:	The Grand Hotel – Point Clear, AL
Suggested Participants:	Cooperative directors, trustees and managers
Hotel Accommodations:	The Grand Hotel One Grand Blvd. Point Clear, AL 36564
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: TBA

Location: TBA

Suggested Participants: Cooperative managers

Hotel Accommodations: TBA

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:	TBA
Location:	TBA
Suggested Participants:	Cooperative managers
Hotel Accommodations:	TBA

NRECA CEO Close-Up: January 8-10, 2023

Marco Island, FL

NRECA DIRECTOR'S CONFERENCE: February 4-7, 2023

Kansas City, MO

NRECA ANNUAL MEETING: March 3-8, 2023

Nashville, TN

AREA ANNUAL MEETING: April 5-6, 2023

Montgomery Convention Center

Montgomery, Alabama

Annual Meeting and Trade Show activities will begin on Wednesday morning, April 4th, and will conclude with the Appreciation Luncheon on Thursday, April 6th.

NRECA LEGISLATIVE CONFERENCE: April 16-19, 2023

Washington, DC

NRECA REGION II-III MEETING: October 11-13, 2023

Louisville, KY

NRECA PACKAGE PLAN COURSES FOR 2023

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

2600.1 Director Duties and Liabilities

February 21, 2023 – 8:30 a.m.-4:00 p.m.

2610.1 Understanding the Electric Business

February 22, 2023 – 8:30 a.m.-4:00 p.m.

NRECA PACKAGE PLAN COURSES FOR 2023

Board Leadership Courses (Course descriptions will follow.)

- 959.1 Boardroom Challenges: Connecting Theory to Action**
February 28, 2023
- 937.1 Applying Emotional Intelligence in the Boardroom**
July 16, 2023 (Gulf Shores, AL – Summer Conference)
- 958.1 Succession Planning: Developing the Purpose-Driven Organization**
August 8, 2023
- 961.1 The Evolution of Electric Cooperative Power Supply**
August 9, 2023
- 944.1 Giving & Receiving Effective Feedback**
October 19, 2023

NRECA PACKAGE PLAN COURSES FOR 2023

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

- | | |
|--------------|--|
| 718.1 | Personal Communication Styles: Who You Are and How You Impact Others
June 20, 2023 |
| 711.1 | Everyone Communicates; Few Connect; Tools for Bridging the Gap
December 12, 2023 |
| 713.1 | Engaging & Developing High-Performing Employees: Bringing Out Their Best
December 13, 2023 |
| 714.1 | Change Is Hard: Guiding Your Team Through Complex Times
December 14, 2023 |

NRECA PAY-AS-YOU-GO COURSES FOR 2023

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

New in 2022, AREA began 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

-
- | | |
|---------------|--|
| 5205.1 | Making Safety YOUR Business: Every Person, Every Action, Every Day)
March 1, 2023 |
| 5110.1 | Fundamentals of Business Writing (Independent learning online)
June 1, 2023-June 30, 2023 (at your own pace) |
| 5304.1 | Working Skillfully with Conflict to Create More Ease, Mutual Respect & Collaboration -- online
September 6 & 7, 2023 (8:30 a.m.-12:00 noon each day) |

2600.1

Director Duties and Liabilities (Instructor: Bryan Singletary)

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: February 21, 2023

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 \$540 per attendee per training day. Non-AREA members will be charged \$675 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: February 22, 2023

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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

959.1

Boardroom Challenges: Connecting Theory to Action

Governance challenges come in all shapes and sizes. This course provides directors with the opportunity to connect the theory of good governance to the action of practical problem solving. Directors will have the opportunity to address contemporary boardroom challenges by applying the skills learned in previous courses to electric co-op focused case studies requiring problem definition, negotiation techniques, and consensus building.

While it is not required that directors complete 951.1 Developing Effective Boardroom Decision-Making and 952.1 Increasing Influence and Building Board Consensus before enrolling in this course, the skills learned in these courses will be helpful in completing 959.1 Boardroom Challenges: Connecting Theory to Action.

KEY TOPICS:

- Detect and define governance issues that emerge in electric cooperative boardrooms.
- Apply the theory of good governance with the action of practical decision-making.

Date: February 28, 2023

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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

937.1

Applying Emotional Intelligence in the Boardroom (Instructor: Vern Tubbs)

Emotional intelligence is a skill. And like any other skill, individuals can get better at it with training and practice. This course focuses on the four core competencies of emotional intelligence: self-awareness, self-management, social awareness/empathy, and relationship management. Directors will learn how to develop and implement these competencies to enhance their ability to interact with fellow directors and their CEO. By increasing their awareness of social and emotional behaviors directors will learn how to adapt and manage their responses to real world boardroom situations.

KEY TOPICS:

- Defining four competencies that comprise emotional intelligence
- Develop the skills of self-awareness, self-management, empathy, and relationship management
- Apply EI behaviors to boardroom interactions

Date:	July 16, 2023 (Summer Conference)
Location:	The Grand Hotel Point Clear, AL
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

958.1

Succession Planning: Developing the Purpose-Driven Organization (Instructor: Kevin Sump)

Board, CEO and staff succession planning are essential to ensuring tomorrow's purpose-driven organization. Personnel change is inevitable in every organization. Often, such change can be challenging, especially when vacancies occur in leadership positions. This course focuses on the board's responsibility and role in ensuring that the cooperative has a succession plan in place for the CEO and its overall leadership. Also discussed is the board's role in ensuring that the CEO has a process in place to ensure ongoing development of the organization's workforce potential and a plan to ensure leadership continuity and quality.

KEY TOPICS:

- Succession planning and development.
- The board's fiduciary responsibility for assuring a qualified and capable workforce.
- Competencies expected in today's executive leadership positions.
- Changes in CEO leadership.

Date:	August 8, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

961.1

The Evolution of Electric Cooperative Power Supply (Instructor: Kevin Sump)

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

KEY TOPICS

- Key milestones and significant regulatory actions impacting the evolution of electric cooperative power supply.
- Traditional and organized markets.
- The value of diversity within the power supply portfolio, in both fuel and technologies.
- Characteristics, measures and properties of power supply.
- The advantages of the consumer centric utility

Date:	August 9, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

944.1

Giving & Receiving Effective Feedback (Instructor: Mike Marsch)

Giving and receiving feedback is a necessary part of any functional relationship. Yet, many lack the confidence and skill to both deliver and receive it successfully. Electric co-op boards must give feedback to the CEO if the relationship with its only employee is to be effective and productive. Directors giving and receiving feedback from one another in boardroom discussions is a critical element for effective boardroom dialogue. This course will provide valuable skills and instructor-guided practice opportunities to sharpen the skills needed to successfully give and receive both types of feedback.

KEY TOPICS

- Recognize the importance of giving and receiving feedback effectively.
- Given a scenario, conduct and evaluate effective feedback practices.
- Demonstrate techniques for delivering feedback to CEOs of different generations or gender.
- Given a member-on-the-street scenario, practice receiving and responding to feedback about your co-op.

Date:	October 19, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

Supervisor and Manager Development Program

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 2023. We will continue to add to these offerings. NRECA will develop new courses every year and AREA will rotate available classes in the future.

- 718.1 Personal Communication Styles: Who You Are and How You Impact Others – June 20, 2023
- 711.1 Everyone Communicates; Few Connect; Tools for Bridging the Gap – December 12, 2023
- 713.1 Engaging & Developing High-Performing Employees: Bringing Out Their Best – December 13, 2023
- 714.1 Change Is Hard: Guiding Your Team Through Complex Times – December 14, 2023

Registration Fee: NRECA Package Plan participants can send as many participants as they want at no charge. Non-participating AREA cooperatives will be charged \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

718.1

Personal Communication Styles: Who You Are and How You Impact Others

Seventy-five percent of people use time differently, make decisions differently, display emotions differently and prefer to relate to others in ways that are different from you. These differences in personal style complicate your role as a supervisor as you lead your team toward your co-op's goals. Bringing together everyone's personalities and preferences to form a cohesive, productive team takes work, but the payoff can be huge. This course gives supervisors and managers tips, tools and understanding regarding how to bring out the best in each employee.

LEARNING OBJECTIVES

- Discover how personal communication styles affect management style, including decision making and problem solving.
- Identify others' personal communication styles using behavioral cues.
- Recognize strengths and challenges when directing and delegating.
- Discover how personal communications styles influence how people are motivated.
- Provide resources, environments and opportunities that support long-term professional growth.
- Influence and communicate effectively by adapting to the personal communication style needs and preferences of others.

Date:	June 20, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

711.1

Everyone Communicates; Few Connect; Tools for Bridging the Gap (Instructor: Elizabeth Knudson)

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

LEARNING OBJECTIVES

- Understand your communication style and recognize the styles of your team members and boss; appreciate how differences in communication styles impact how a message is received.
- Learn active listening skills and how to use them effectively.
- Learn a 3-step formula to give feedback to your team members and other colleagues.
- Understand the impact that body language and tone of voice have on interpersonal communication.
- Describe the impact that stereotyping, personal filters, triggers and assumptions have on interpersonal communication and how to deal with these unconscious components of communication.

Date:	December 12, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

713.1

Engaging & Developing High-Performing Employees; Bringing Out Their Best (Instructor: Beth 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:	December 13, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

714.1

Change Is Hard: Guiding Your Team Through Complex Times (Instructor: Beth Knudson)

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

LEARNING OBJECTIVES

- Understand the supervisor's roles and responsibilities related to changes at co-ops.
- Learn the typical causes of change and types of change and tools to effectively manage change.
- Model the attitudes and behaviors needed for a successful change initiative.
- Address barriers to change.
- Effectively use the "4 Ps" of change communications:
 - **Purpose:** why we must do this.
 - **Picture:** what it will look and feel like when we reach our goal.
 - **Plan:** step-by-step, how we will get there.
 - **Part:** what you can (and need to) do to help us move forward.

Date: December 14, 2023

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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

5205.1

Making Safety YOUR Business: Every Person, Every Action, Every Day

Regardless of your job title or how long you’ve worked at the co-op, safety is your business. This course goes beyond legal duties and regulatory compliance to examine how safety success can be achieved through purposeful design, practical actions, and personal commitment. Participants will examine best practices for safety success, including using and communicating safety metrics, in relation to their co-op’s safety strategy.

Date:	March 1, 2023
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

5110.1

Fundamentals of Business Writing (Online: Self-Paced)

Business writing skills are the "current" for information flow and productivity in the workplace. Being able to write a clear, professional business text saves time, gets results and helps establish an individual's credibility with their boss, colleagues, and business associates. Through a combination of instructor-facilitated sessions and individual assignments, this course is designed to help individuals improve their business writing skills. Participants will learn a process that makes it easier to write business communication and gain techniques that can be put into practice immediately.

LEARNING OBJECTIVES:

The goals of this course are to help individuals learn a process that makes it easier to write business messages and take their writing skills to the next level. Participants will:

- Explain why it's important to write well.
- Write documents that target a specific business objective.
- Write clearly and correctly.
- Organize and format documents so that the main message and supporting details are easy to identify and understand.
- Identify and avoid the most common business writing mistakes.
- Express ideas in ways that get attention and respect from others.
- Use email effectively by recognizing when to use it, how to use it and how to demonstrate email etiquette and protocol.

Date:	June 1, 2023-June 30, 2023
Location:	Online: Self-Paced
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 per attendee per training day.

5304.1

Working Skillfully with Conflict to Create More Ease, Mutual Respect & Collaboration (Instructor: Kathy Germann)

Do you ever find yourself interacting with a colleague where you could sense the possibility of sparks flying and were uncertain how to handle it? Conflict is something most people want to avoid, and yet it is a natural part of life. We've grown to see conflict as "bad" and learned to either give in or fight to win. When approached skillfully, with integrity, conflict can spark new, innovative thinking and can enhance our working relationships.

Resolving conflict is a critical interpersonal skill that, with practice, can diffuse difficult situations at work. The art of conflict transformation is about engaging with curiosity that facilitates "both-and" thinking and the possibility of win-win solutions. This skill-based training will support you in having authentic conversations that can transform conflict by addressing underlying needs. It is not about a "quick fix", the "right" words to say, or "techniquing" people in an effort to get them to change their behavior. If you want to learn life-long skills to increase your comfort in dealing with conflict and build more trust and better communication in relationships, this training is for you!

Date:	September 6-7, 2023 (9:00 a.m.-12:15 p.m. class continues both days)
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 \$540 per attendee per training day. Non-AREA members will be charged \$675 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 2023, all courses will be in-person and virtual and two date options will be available for you to choose from. 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:

January 24, 2023 – Supporting & Building a Respectful Workplace (Member114) – 1 day/1 credit

January 25, 2023 – Changing Attitudes & Behaviors of Organizational Norms (Member115) – 1 day/1 credit

September 21 or 22, 2023 – Member Service Communication (Member116) – 1 day/1 credit – Choose from September 22 or September 23 (offering twice)

October 25 or 26, 2023 – Using Empathy to Help Emotional Members & Coworkers (Member117) – 1 day/1 credit (Virtual) – Choose from October 25 or October 26 (offering twice)

Locations: AREA

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Strengthening Leadership and HR certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$450 for members and \$550 for non-members per employee per training day. Please contact AREA for registration information.

AREA Member Service Representative Certificate

January 24, 2023 – Supporting & Building a Respectful Workplace (Member114) – 1 day/1 credit

A respectful workplace is one where all employees are treated fairly, difference is acknowledged & valued, communication is open & civil, conflict is addressed early & there is a culture of empowerment & cooperation. In this seminar we will address all the situational aspects involved in creating this type of workplace. (Minimum attendance: 8)

January 25, 2023 – Changing Attitudes & Behaviors of Organizational Norms (Member115) -- 1 day/1 credit

This session is designed for participants to review past problematic human relation areas in their organization & identify ongoing norms that exist which are counterproductive to organizational efficiency & effectiveness. Further, these actions by the organization may result in customer/client/member's having a less than desirable view of the organization. The objective of this session is for participants to begin a plan of action that will facilitate a change in the organization's associates' behavior. (Minimum attendance: 8)

September 21 or 22, 2023 (choose one) – Member Service Communication (Member116)–1 day/1 credit

Communicating effectively with members can sometimes be like walking on eggshells due to the sensitive nature of some business transactions, such as overdue payments or perceived billing errors. This course provides an introduction/review of effective member communication and member evaluation of service delivery. Focus is given to the most frequent communication gaffes committed by utility personnel, and how to alter a member's negative interpretation by positive phrasing. Participants will determine what members want, create dramatically positive experiences, analyze the communication cycle and use skills to successfully complete the cycle and, therefore, provide excellent service to all members. (Minimum attendance: 8)

October 25 or October 26, 2023 (choose one) – Using Empathy to Help Emotional Members & Coworkers (Member117)–1 day/1 credit (Virtual)

This program is designed to help employees effectively manage intense emotional member and coworker interactions through the use of empathy. Topics covered include an exploration of the dynamics of emotional behavior and how to use voice and word-choice techniques to help defuse tension or hostility. Employees will be encouraged to view conflict from a different point of view. Attendees will leave with a four-step proven method for controlling their own emotions so that they can lead emotionally distraught – even abusive–members to a more reasonable state-of-mind. They'll also understand the importance of serving using empathy and that empathy is, in fact, the most important trait that a member service representative can develop, keep & use. (Minimum attendance: 8)

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:

February 7, 2023 – Leading With An Attitude (Leader115) – 1 day/1 credit

February 8, 2023 – Transitioning From Worker to Work Leader (Leader116) – 1 day/1 credit

February 9, 2023 – Creating Resilient Employees in a Thriving Environment (Leader117) – 1 day/1 credit

February 24, 2023 – The New Cooperative Workforce (Leader118) – 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, Strengthening Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$450 for members and \$550 for non-members per employee per training day. Please contact AREA for registration information.

Strengthening Leadership Certificate

February 7, 2023–Leading With An Attitude (Leader115)–1 day/1 credit

In this seminar, participants will discover and discuss how attitude and behavior of the leadership impact organizational performance. The participants will look at the traits that are tried and proven over time to be effective for leaders and the attitudes that will impact the leader and thus the organization. Participants will unlock their specific style of leadership through surveys and discussion. Further, the session will focus on attitude and how those attributes are implied or intended.

February 8, 2023 – Transitioning From Worker to Work Leader (Leader116) – 1 day/1 credit

Transitioning from the worker to the work leader encompasses additional skills. This session is designed to provide participants with an understanding of the dynamics of workplace relationships and strategies for how to better manage those, and improve relationships through an effective delegation of duties, tasks, and responsibilities. Participants will gain insight into the connection between relationships and how motivation through delegation will assist you in reconciling both. We will focus on dealing with employees who allow changed relationships to negatively impact their performance and disrupt the work environment. Techniques of counseling and discipline will also be covered. In addition, the session will provide participants, through group discussions and small group activities, with a variety of alternatives, techniques, and action plans for effectively counseling employees and for handling chronic difficult situations.

February 9, 2023 – Creating Resilient Employees in a Thriving Environment (Leader117) – 1 day/1 credit

As organizations continue to compete for customers and/or their business and satisfaction with the services they provide, certain areas of concern can create a work environment that is challenging and possibly physically and mentally tasking. In this seminar, participants will learn those challenges and develop a plan both individually and organizationally that will create employees more resilient to these pitfalls.

February 24, 2023 – The New Cooperative Workforce (Leader118) – 1 day/1 credit Description -- TBA

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, 2023 – Time Management (Util116) – 1 day/1 credit

June 13, 2023 – Internal Controls & Fraud Protection (Util117) – 1 day/1 credit

June 14, 2023 – Budgeting & Forecasting (Util119) – 1 day/1 credit

TBA – Utility Taxation (Util118) – 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, Strengthening Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$450 for members and \$550 for non-members per employee per training day. Please contact AREA for registration information.

Utility Accounting Certificate

February 16, 2023–Time Management (Util116)–1 day/1 credit

Master time and you master the bottom line—whether that bottom line is financial margin or accomplishments not measured by money saved but time well spent. Everyone’s relationship with time is different. In this class, you will assess your own challenges and discover multiple methods for conquering time issues and choose the right ones for you. This is a NASBA approved class. The instructional delivery method is “group-live.” You will receive 14 CPE credits in the Personal Development 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. There are no prerequisites for this course. (Minimum attendance: 8)

June 13, 2023 – Internal Controls & Fraud Protection (Util117) – 1 day/1 credit

This course covers the accounting and financial functions of a utility system. Participants study why employees commit Fraud, Reporting Requirements, and the importance of COSO. The second half of the day will cover applications related to Internal Controls. “The Big Three” will be discussed extensively. Other topics include Inventory Loss Prevention, Financial Statement Fraud, and Ethics. Participants will work with others to review and solve Fraud Specific Case Studies from local power companies. 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. There are no prerequisites for this course. (Minimum attendance: 8)

June 14, 2023 – Budgeting & Forecasting (Util119) – 1 day/1 credit

Course Description – TBA (Minimum attendance: 11)

TBA – Utility Taxation (Util118) – 1 day/1 credit

Course Description – TBA (Minimum attendance: 11)

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 23, 2023 - Assertive Communication (Resource114) - 1 day/1 credit

March 28-29, 2023 - Personnel Law (Resource115) - 2 days/2 credits

August 15, 2023 - Personnel Issues Update (Resource116) - 1 day/1 credit

November 14-15, 2023 - Strategic Planning & Organizational Development (Resource117) - 2 days/2 credits

Locations: AREA Headquarters
Montgomery, Alabama

Registration Fee: Certificate package program participants may use unlimited training days in the Member Service, Accounting, Strengthening Leadership and Human Resource certificate programs. All others can attend courses in a pay-as-you-go status through AREA at a cost of \$450 for members and \$550 for non-members per employee per training day. Please contact AREA for registration information.

Human Resource Training

Assertive Communication (Resource114) - 1 day/1 credit

Description -- TBA

March 28-29, 2023 - Personnel Law (Resource115) - 2 days/2 credits

This 2-day course addresses significant employment law issues including such vital areas as policies, procedures, principles, and management practices. You will learn a step-by-step approach on how to prevent costly work disruptions, employee unrest, and government inquiries. Topics covered include record keeping requirements, discrimination law, and a 1-2-3 approach to understanding lawful practices under state and federal requirements. You will also receive legal information regarding age, race, gender, pregnancy, equal pay, drugs in the workplace, workers' compensation, employee privacy, performance appraisals, discipline, and equity in employee recognition systems, diversity and overtime rules.

August 15, 2023 - Personnel Issues Update (Resource116)-1 day/1 credit

This 1-day workshop is designed to familiarize you with the changes in employment law, which will impact HR operations and will include strategies to address current issues including new rulings and implementation of changes to existing policies and procedures.

November 14-15, 2023 - Strategic Planning & Organizational Development (Resource117) - 2 days/2 credits

Changing management, leadership development & ensuring that you are aligning the HR department with the overall goals of the organization will be outlined. During this 2-day class, you will learn how to examine and apply strategies for measuring the outcomes of the organization at four levels. The HR professional will determine an individualized approach for their organization for tracking results and the ROI (Return on Investment).

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 2023. 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.

---Regulator Training (included in Advanced Lineworker-Phase 2):

1. What regulators are and why we use regulators
2. Voltage drop review & calculations
3. PSC overview of 5% voltage rule
4. Sizing regulators & how regulators work
5. Bandwidth & time for out of band
6. Setting regulator controls for band and time
7. Oil testing

3d simulator for installing regulators and operating regulator using both microprocessor type controller and older mechanical controller

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.

Dates:	Advanced Lineworker Training (Phase 1) – May 2-4, 2023 Advanced Lineworker Training (Phase 2) – May 30-June 1, 2023 Advanced Lineworker Training (Phase 3) – July 18-20, 2023 Advanced Lineworker Training (Phase 4) – August 1-3, 2023 Advanced Lineworker Training (Phase 5) – October 3-5, 2023
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Location:	AREA Training Site
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Registration Fee:	PHASES 1, 3, 4, 5 \$940 (member) per phase \$1,170 (non-member) per phase
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	PHASE 2 with regulator training \$1,160 (member) \$1,420 (non-member)
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These pay-as-you-go courses are offered through AREA. Please contact AREA for registration information.

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 5-8, 2023
 Foreman's Academy (Track 2) – July 17-20, 2023
 Foreman's Academy (Track 3) – November 13-16, 2023

Location: AREA Training Site

Registration Fee: \$1,160 (member) per track
 \$1,290 (non-member) per track

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

TVPPA Pay-As-You-Go

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 (began in 2022)

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 2023):

- Apprentice Lineman (Book 1) – June 5-9, 2023
- Apprentice Lineman (Book 1) – July 17-21, 2023
- Apprentice Lineman (Book 2) – July 10-14, 2023
- Apprentice Lineman (Book 2) – August 14-18, 2023

Lab Dates (1st Year – students beginning 2023):

- Pre-Assessment Lab – March 12-17, 2023
- Pre-Assessment Lab – April 23-28, 2023
- Fundamentals Lab 1 – May 8-12, 2023
- Fundamentals Lab 1 – May 15-19, 2023

Digger Derrick Training (1st Year – students beginning 2023):

- Digger Derrick Training – October 31-November 2, 2023
- Digger Derrick Training – November 14-16, 2023

2ND YEAR

Classroom Dates (2nd year – students who began in 2022):

Apprentice Lineman (Book 3) – February 6-10, 2023

Apprentice Lineman (Book 3) – February 13-17, 2023

Lab Dates (2nd year – students who began in 2022):

Construction Lab 2 – March 6-10, 2023

Construction Lab 2 – April 17-21, 2023

Operations Lab 3 – October 2-6, 2023

Operations Lab 3 – October 9-13, 2023

3RD YEAR

Classroom Dates (3rd year – students who began in 2021):

Apprentice Lineman (Book 4) – March 6-10, 2023

Apprentice Lineman (Book 4) – March 13-17, 2023

Lab Dates: (3rd year – students who began in 2021):

Underground Lab 4 – September 11-15, 2023

Underground Lab 4 – September 18-22, 2023

Troubleshooting Lab 5 – October 16-20, 2023

Troubleshooting Lab 5 – October 30-November 3, 2023

Top-Out Exam – December 4-6, 2023

Top-Out Exam – December 6-8, 2023

Location: AREA Training Site

CLASSES:			
Book 1	\$820 (member)	←1 st Year→	\$975 (non-member)
Book 2	\$820 (member)	←1 st Year→	\$975 (non-member)
Book 3	\$820 (member)	←2 nd Year→	\$975 (non-member)
Book 4	\$820 (member)	←3 rd Year→	\$975 (non-member)
LABS:			
Pre-Assessment -- \$1,870 (member); \$2,025 (non-member) – 1 st Year			
Digger Derrick -- \$865 (member); \$1,010 (non-member) – 1 st Year			
Fundamentals Lab 1 -- \$920 (member); \$1,070 (non-member) – 1 st Year			
Flagger Training (1/2 day) -- \$75 (member); \$100 (non-member) – 1 st Year			
Construction Lab 2 -- \$920 (member); \$1,070 (non-member) – 2 nd Year			
Operations Lab 3 -- \$920 (member); \$1,070 (non-member) – 2 nd Year			
Underground Lab 4 -- \$920 (member); \$1,070 (non-member) – 3 rd Year			
Troubleshooting Lab 5 -- \$920 (member); \$1,070 (non-member) – 3 rd Year			
Top-Out Exam -- \$840 (member); \$990 (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)

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 3-5, 2023
 Substation Maintenance (Lab 2) – August 30-September 1, 2023
 Substation Maintenance (Lab 3) – December 13-15, 2023

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 were re-evaluated and re-worked, and the program can be completed and participants can receive their completion certificate.

 Substation (Book 1) – June 6-7, 2023
 Substation (Book 2) – November 7-8, 2023

Location: AREA

Registration Fee: \$895 (members) per lab
 \$1,045 (non-members) per lab
 \$660 (members) for books
 \$790 (non-members) for books

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

Pay-As-You-Go

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. In 2023, we are offering two sessions of this class. Class size is limited to 12.

Date: April 10-14, 2023
October 16-20, 2023

Location: AREA

Registration Fee: \$925 (members)
\$1,055 (non-members)

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

Digger Derrick for Non-Apprentice Trainees

This class is designed for those who have completed apprentice lineman training before digger derrick was required or others not currently training as an apprentice lineman. Theirs is covered in their coursework.

This digger derrick training will teach 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

Dates: June 13-15, 2023

Location: AREA Training Site

Registration Fee: \$865 (member)
\$1,010 (non-member)

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

Flagger Training for Non-Apprentice Trainees

This class is designed for those who have completed apprentice lineman training before in-house workzone traffic was required or others not currently training as an apprentice lineman. Theirs is covered in their coursework. (Please note: This training is open to those who took workzone online).

This flagger course is certified by the ATSSA (American Traffic Safety Services Association) and is recognized by ALDOT, as ATSSA is a recognized provider in the state. This is a one-half day course which will be broken up into a morning and an afternoon session. 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.

Dates: June 12, 2023

Location: AREA Training Site

Registration Fee: \$300 (member)
\$375 (non-member)

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

Conflict Mediation

According to the American Management Association (AMA), supervisors/managers spend about 24% of their time addressing conflict issues in the workplace. Conflict can be both positive and negative; unaddressed conflict frequently escalates, resulting in additional loss of productivity. Proper diagnosis and evaluation of conflict can result in a 25% reduction in time required to reach resolution. This course teaches participants to recognize and assess workplace conflicts. Skills practiced during this class include those to proactively address conflict, select and apply an appropriate mediation style to achieve resolution

This class is part of TVPPA's Certified Power Executive certificate course. AREA will host one class per year in this strategy. This certificate program is a unique program of professional certification specifically designed for management of public power distribution systems. It is designed to provide managers a better understanding of their duties and their role in the utility industry. The target group for this program is mid-to upper-level managers who have fundamental supervisory skills and are ready to proceed to the next level of leadership proficiency.

Dates:	June 21, 2023
Location:	AREA Training Site
Registration Fee:	\$580 (member) \$680 (non-member)

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

Fundamental Supervisory Skills

This 2-day workshop consists of two modules. Managing People stresses the importance of individual self-esteem in the workplace and shows how to give clear instructions, achieve consensus, and encourage others to commit to common goals. Communicating With People demonstrates active listening techniques, effective communication, and ways to recognize another person's understanding of the issues. Instructional methods include presentation, videos, group discussion, and skill building exercises. Students are required to complete a DISC profile before class.

This course is part of TVPPA's Certified Power Supervisor curriculum and is designed for public power distribution system supervisory personnel. This course of study focuses on how to reduce employee grievances, customer complaints, absenteeism, job-related accidents and turnover. Certified Power Supervisor program is made up of 9 core classes and participants have 4 years to complete all the necessary classes. AREA will host one this year and will add classes each year to complete the certificate program.

Dates: October 17-18, 2023

Location: AREA Training Site

Registration Fee: \$750 (member)
 \$900 (non-member)

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

Utility Security Professional Certificate

Individuals responsible for securing utility assets in the face of today's threats must have the professional knowledge and expertise to identify physical exposures and weaknesses and subsequently be able to implement response plans to mitigate the likelihood of internal or external attacks, breaches or security, criminal acts of violence or crimes against utility properties. TVPPA developed the Utility Security Professional (USP) to address the growing need from our members to provide the training and knowledge to those individuals who are tasked with protecting their utility. This course is instructed by subject matter experts in law enforcement, physical security, emergency management and utility security. When completed, participants will be exposed to training in the areas of vulnerability and threat assessments, active shooter and workplace violence, critical decision making, de-escalation tactics and negotiation skills, emergency preparedness, responding to and recovering from a critical event, business continuity, physical security measures and other security related topics that will prepare utilities of any size on how to better handle the changes in today's criminal society that threaten our ability to serve our customers. Annual CEU (continuing education units) courses will be required to maintain the certification and will assure that as trends and threats change, the USP will be able to adapt accordingly.

Dates:	March 21-22, 2023–Workplace Violence & Active Shooter Preparedness July 5-6, 2023–Physical Security Measures (Securing Your Facility) November 7, 2023–De-Escalation Tactics and Negotiation Skills
Location:	AREA Training Site
Registration Fee:	March 21-22, 2023 -- \$750 (member); \$900 (non-member) July 5-6, 2023 -- \$750 (member); \$900 (non-member) November 7, 2023 -- \$580 (member); \$680 (non-member)

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

March 21-22, 2023 - Workplace Violence & Active Shooter Preparedness

In this training program, TVPPA will provide you with ideas about the ways you can apply the methods discussed to better prepare your business or operation for the active shooter incidents. This presentation is based in large part on the principles described in *Active Shooter: Preparing for and Responding to a Growing Threat* (Doss & Shepherd, 2015). We'll finish with a brief knowledge challenge to help review the content of this training program. This is not a course about tactics or techniques. Rather, this program of instruction is intended to provide you with the tools you need to make better advance preparations for the possibility of a workplace violence episode or active shooter attack.

Please remember, this program is intended for YOU. You will gain the greatest benefit from it by participating in the classroom discussion and by keeping an open mind and taking the time to carefully consider the ideas presented.

July 5-6, 2023 - Physical Security Measures (Securing Your Facility)

This 16-hour course will identify the various types of facilities that utilities are tasked with securing, as well as providing the student with the exposure to various methods used in securing those facilities so that they will be able to identify what course of action would benefit their individual utility best. This course will provide various types of methods ranging in costs so that budgetary concerns are considered when constructing a security plan.

November 7, 2023 - De-Escalation Tactics and Negotiation Skills

This training will focus on de-escalating high stress situations where the outcome will be beneficial for the operations and safety of the Utility workers. This will focus on body language, looking for signs of aggression, how to speak to someone without escalating an already tense situation into a violent encounter. We will also talk about the benefits of having a working relationship with local law enforcement agencies to help in certain conditions.

Regulator Training

AREA, in conjunction with Emerald Transformer, has scheduled Regulator Training at AREA in 2023. Topics covered will include: What regulators are, why we use regulators, voltage drop review and calculations, PSC overview of 5% voltage rule, sizing regulators, how regulators work, bandwidth, time for out of band, setting regulator controls for band and time, oil testing, and 3D simulator for installing regulators and operating regulator using both microprocessor type controller and older mechanical controller.

- Dates: March 14, 2023
- Location: AREA Training Site
- Registration Fee: \$450 (member)
\$550 (non-member)

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

3. 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

4. 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

5. 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

6. 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

7. 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

8. 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 2 – March 28-31, 2023
Phase 3 – October 10-13, 2023

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 19-20, 2023

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.

2023 National Electrical Safety Code Update

This course will focus only on the changes to the NESC and will assume that participants have a working knowledge of the NESC. The changes will be addressed in terms of possible required changes to design standards and work rules for electric utilities. The class focuses on the major changes to the NESC for distribution applications. Engineers, staking technicians, foremen, and construction contractors will benefit from this one-day course.

Application & Use of the 2023 National Electrical Safety Code

The 2023 National Electrical Safety Code was released August 1, 2022. With many proposed changes or additions to the NESC, most directly affecting distribution systems, learning these changes is imperative for personnel responsible for the safe design, construction & operations of an electric utility system. This seminar focuses on the **application** of the 2023 NESC, with particular emphasis on the changes to the existing rules & new rules. Attendees will learn the meaning of the safety code rules as well as how to apply the rules in everyday design. Engineers, staking technicians, foremen, and construction contractors will benefit from this course.

Date:	NESC Code Update (1 day) – February 28, 2023 Application & Use of NESC (2 ½ days) – March 1-3, 2023
Location:	AREA
Registration Fee:	NESC Code Update -- \$700 for members; \$850 for non-members Application of NESC-\$1,375 for members; \$1,675 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:	June 19-21, 2023 (Location: TBA) November 27-29, 2023 (Location: TBA)
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:	June 22-23, 2023 (Location: TBA) November 30-December 1, 2023 (Location: TBA)
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.

Crane Certification

Participants – 12 per instructor

For crane operators to be NCCER certified through SLTC Global, they must pass both a written test and a practical exam. The Crane Certification is designed to take approximately 36-40 hours or five days to complete. The written test portion consists of 60 questions covering both general knowledge and load chart calculations. The material for these exams will be presented and reviewed in 24-26 classroom hours covering 3-3 ½ days, using the remaining time of day 4 to review the candidates' knowledge and preparedness. The fifth day is test day. Candidates will complete both written and practical exams on this day. The practical exam or hands-on operation portion covers the fundamentals of crane operation with emphasis on how to control a load, pre-operational inspection, set-up, safety devices, and hand signals.

Date: January 30-February 3, 2023

Registration Fee: \$1,300 (members) per person
\$1,450 (non-members) per person

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

Skid Steer Training

This is a new program Southeastern Lineman Training Center has developed and we are waiting for the course description -- TBA

Date: September 6-7, 2023

Registration Fee: \$650 (members) per person
\$785 (non-members) per person

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

Computer Training

AREA staff will be a resource for computer 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.

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.

Pay-As-You-Go

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 Update

AREA will conduct an Education Update during 2023. 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, 2023

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

AREA will conduct a Regulatory Compliance Update during 2023. 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 Orientation

AREA 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 5, 2023

Location: AREA

Fiber Utility Training

This is a new program currently under development. AREA is gathering training requirements for Fiber Utility Technicians. Specific training requests should be directed to AREA to source providers for these needs, based upon demand.

Dates: As Requested

Registration Fee: TBA

This is a pay-as-you-go training offered through AREA. Please contact AREA with training requirements.

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, 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), which works to improve compliance with each cooperative's safety manual. RESAP 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 to allow time to prepare meeting materials.

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.

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.

COMMITMENT TO ZERO CONTACTS: PHASE 2

In 2018, the first phase of the Commitment to Zero Contacts initiative was introduced. It was designed to provide co-op CEOs, senior leaders and field personnel with ideas and resources to help reduce the chance of serious injuries and fatalities (SIFs) due to electrical contact and enhance co-op safety efforts.

SIFs trends have improved some, but they continue with regular persistence, requiring us to commit to taking a “hard look in the mirror” to understand the REAL state of our work practices and performance. A more hands-on approach to pursuing zero contacts has been developed to better understand actual work practices, create local ownership and to create a plan to minimize future risk as needed.

How it Works

Operational department leaders and their teams work together to assess co-op operational and safety practices incorporating employee input, facilitation, and two-way discussion. The approach includes: 13-question survey, facilitated planning session, summary report, plan implementation, monitoring and follow-up.

What's Next?

Commitment to Zero Contacts Phase 2 is currently being piloted at co-ops across the country. Interested co-ops can contact any AREA Statewide Safety Staff member for more information and to begin the process.

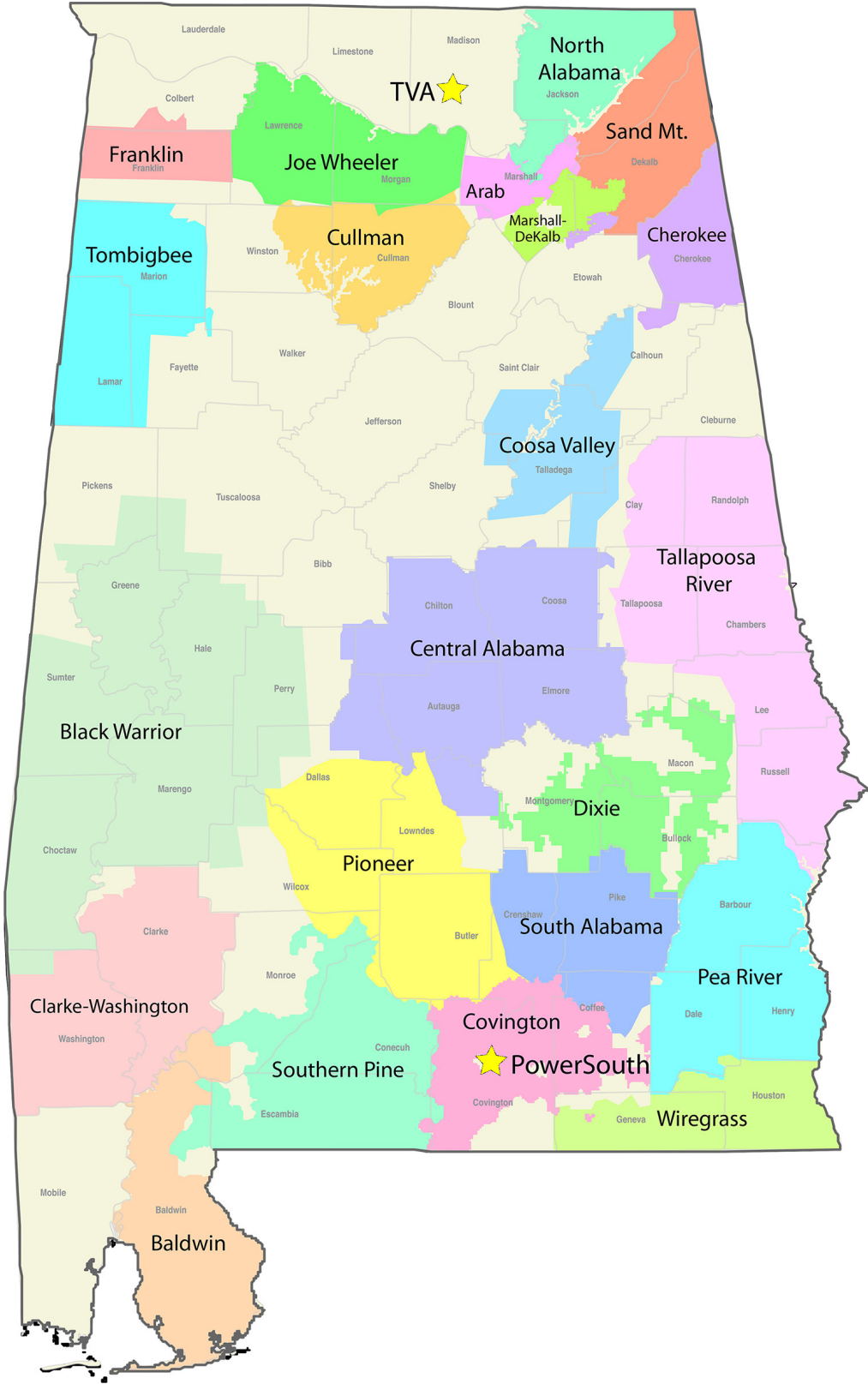
Commit to Zero Contacts!

HOTEL SUGGESTIONS (Montgomery, Alabama and Surrounding Areas)

HOTELS LOCATED OFF EXIT 11 - EASTCHASE (near AREA offices) To receive special rates, please let highlighted yellow 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
TownePlace 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

2023
EDUCATION
CATALOG



AREA

EVERY DAY
100% SAFE
EVERY LIFE