



2022 Professional Development and Education Courses

COOPERATIVE ESSENTIALS & SKILLS DEVELOPMENT

DATE		CODE
Feb-1	Managing Multiple Tasks, Priorities, and Deadlines	173.G1
Feb-16	Getting the Most Out of Adobe Acrobat Pro	167.G1
Mar-8	Quality Presentations – Public Speaking and PowerPoint Development	181.G1
May-10	Soft Skills that Matter and Emotional Intelligence	171.G1
Aug-2	Effective Communications and Writing in Business	172.G1
Aug-23	Understanding How Your Utility Works – Basics of Generation, Transmission and Distribution	151.G1
TBD	New Electric Cooperative Employee Orientation	150.G1

➤ MICROSOFT ESSENTIALS WEBINAR SERIES

Jan-10	New Year Digital Refresh– File Folders, Email Rules, and Time Saving Hacks	160.G8V
Jan-12	Introduction to Microsoft Teams	160.G3V
Jan-18	Microsoft Excel Essentials	164.G2V
Jan-25	Microsoft Excel Calculations and Charts	164.G5V
Feb-1	Find Stuff Fast	160.G4V
Feb-4	Microsoft Excel Database/List Management	164.G4V
Feb-8	Lean Outlook – Simplify and Get more Done	164.G1V
Feb-14	Fast Start to OneNote	160.G5V
Feb-23	Microsoft Excel Conditional Formatting	160.G6V
Mar-10	Word for Contracts, Procedures, and Manuals	164.G3V
Mar-18	Troubleshooting Problem Word Documents	160.G2V
Mar-25	Microsoft PowerPoint Essentials	164.G6V
Nov-9	End of Year Digital Cleanup	160.G7V

SERVING COOPERATIVE MEMBERS AND CUSTOMER SERVICE SKILLS

Feb-8	Customer Service Communications Skills	251.G1
Mar-15	Serving Members Using Excellent Telephone Skills	252.G1
Apr-12	Serving Successfully in Emotional, Difficult Situations	253.G1
May-17	Helping Members Conserve and Answering High Bill Concerns	254.G1
Jun-14	Understanding Credit, Collections and Disconnections	255.G1

Aug-9	Diversity and Inclusion in Serving Co-Workers and Members	257.G1
Sep-13	The CSR's Role in Outages and Other Crises - It's What and How You Communicate	256.G1

COOPERATIVE COMMUNICATIONS

Feb-15	Fundamentals of Adobe InDesign	294.G1
Feb-22	Plan to Engage: How to Engineer a Member Engagement Plan	361.G1
Mar-1	Building Relationships with the Local Media and Crafting a Quality Press Release	297.G1
Mar-14	Adobe InDesign Workshop – Taking your Project to the Next Level	295.G1
Mar-29	Cooperative Videos: Strategy Development, Scriptwriting & Improving On-Camera Video Presence	293.G1
Sep-20	Maximizing your Smartphone Photography	291.G1
Sep-21	Fundamentals of Photo Editing—Apps, Tips, and Best Practices	296.G1
Oct-4	DSLR Photography Workshop	292.G1

ENERGY SERVICES

Jan-25	Conducting Commercial Energy Audits	276.G1
Apr-19	Heating and Cooling Load Calculations	277.G1

COOPERATIVE FINANCE AND ACCOUNTING

Jan-27-28	Understanding Work Order Accounting Workshop	283.G1
May-16	Understanding Basic Accounting and Financial Statements for an Electric Distribution Cooperative	281.G1
Jun-21	Advanced Financial Statements From 7 and Form 990	481.G1

➤ CFO AND SENIOR ACCOUNTANT WEBINAR SERIES

Mar-2	Depreciation - Basics and Beyond	480.G3V
Apr-13	FERC Accounting	480.G4V
May-11	Collecting Revenue Needed to Support the Utility	480.G5V
June-8	Balance Sheet Management	480.G6V
Aug-10	Process Improvement	480.G7V
Sept-14	Actual to Proposed Subsidiary Business Plans	480.G8V
Oct-12	Work Plan Management – Through the Financial Lens	480.G9V
Nov-16	Board Reporting – Must Have's and Metrics	480.G1V
Dec-14	Communicating Finances Throughout the Utility	480.G2V

MATERIALS MANAGEMENT CERTIFICATE PROGRAM

Mar-21	Introduction to Utility Warehousing	265.G1
Mar-22	Receiving, Shipping, & Safety	266.G1
Aug-24	Inventory and Materials Management	267.G1
Aug-25	Inventory Control, Automation, Returns, and Supervision	268.G1

COOPERATIVE CULTURE AND ORGANIZATION

Jan-18	Communicating Effectively in a Diverse Workplace	273.G1
Apr-26	Tapping Into the Fuel That Drives Leadership Success	355.G1
Aug-9	Paving the Way to Success for Emerging Professionals	372.G1

UNIVERSITY OF GEORGIA LEADERSHIP CERTIFICATES

Mar-9-10 Apr-12-13 May-17-18 Jun-7-8 Jul-13-14	UGA EMC Management Development Program – Athens, Georgia	655.G1
Apr-19-20 May-3-4 Jun-13	UGA EMC Succeeding as a Supervisor Program—Smarr, Georgia	555.G1
TBD	UGA EMC Management Development Program – Smarr, GA	655.G2

NRECA DIRECTOR EDUCATION

TBD	Developing Effective Board Decision Making	951.N1
TBD	Governance Challenges of an Evolving Distribution Cooperative	971.N1
TBD	Cooperative Communications and Public Opinion	914.N1
TBD	Board Roles and Relationships	2620.N1
TBD	Director Duties and Liabilities	2600.N1

MORE INFORMATION

Course details and online registration is accessible by clicking course titles above. All courses have a class minimum of participants necessary to move forward (minimum varies by class). Keeping this in mind, we kindly ask that you register participants as early as possible. For any questions or registration assistance, contact Lauren Dodson at (770) 270-6964 or lauren.dodson@georgiaemc.com.