



FECA

Florida Electric Cooperatives Association, Inc.

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June 23, 2014

To: General Managers
Personnel Directors

From: Edie Beiner

Subject: NRECA Supervisory Institute

We have had a co-op request to hold the NRECA Supervisory Training Institute in Florida which would be held during the last half of this year. Before we can move forward in scheduling this course, we must determine if there is enough interest in Florida as the price for this specific training is very high. A course description is attached. The cost of this week long course would be partially paid for by funds that Statewide receives from Federated, providing we have a class size of 15 attendees. The cost would be about \$850 per person with 20 attendees and about \$1,300 per person with 15 attendees. For your information, NRECA is offering this course in, for \$2,175 per person in Nashville, TN, 10/6-10, 2014 . Hotel and travel costs are not included.

Please indicate your interest below. Presently the following weeks are available. Please check all available options for you.

_____ Week of October 27 (class would begin Monday and end Friday by 12:00 noon)

_____ Week of November 17 ((class would begin Monday and end Friday by 12:00 noon)

_____ We are interested in attending the week-long Supervisory Institute in Tallahassee, FL, and would send _____ employees.

_____ We are interested in attending the week-long Supervisory Institute in a central location (Ocala or Orlando, FL) and would send _____ employees.

_____ Our cooperative will send employees to either location (Tallahassee or centrally located)

_____ We are not interested in the supervisory training at this time.

Name

Cooperative

Please return via fax to Edie Beiner at (850) 656-5485 no later than **July 7, 2014**, as instructor dates would need to be secured as soon as possible.



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Cooperative Supervisory

Supervisory Certificate "An Introduction to Management"

Designed for co-op employees new to supervisory or manager roles, NRECA's Supervisory Certificate series teaches you the fundamentals for success in your role. Courses are crafted to provide information and tools to develop basic, effective supervisory skills. You must complete all nine interactive, co-op specific half-day courses to earn the supervisory certificate.

At Co-op U, you can take all nine ½ day required courses in one week or choose the course needed you complete your certificate.

Course Description

([See extended descriptions](#))

380.05 Getting Started as a Supervisor

This course will help a newly promoted supervisor get started: understand the co-op business, clarify roles and responsibilities, gain acceptance and create a long-term development plan. You'll learn the practical skills necessary to make your transition into management a success.

381.05 Personal Time Management

This course will help you to analyze how you currently use your time and teach you to identify time wasters. By implementing a time management system, you'll discover how to better organize information in the co-op workplace. Determine which time management tool works best for you and begin the planning process for your next work week.

382.05 A Supervisor's Role in Managing Change

Participants will take a look at the causes and types of changes in the co-op workplace. In addition to addressing your role in cooperation with management, this course discusses a four-step process for managing change. You'll take away a plan for a change you'll see affecting your employees over the next year.

383.05 Improving Your Effectiveness Through Communications

During this course, you'll discover your individual style of communication, identifying factors that impede or enhance your effectiveness as a supervisor. Internal, external and written communication will be discussed, including how to organize your message to ensure the content is easy to understand.

384.05 Resolving Conflict Through Negotiation

Conflict with or among employees is likely to arise for all co-op supervisors at some point in their careers. Negotiation is a proven strategy for coming to mutually acceptable agreements in conflict situations. In this course, you'll learn a three-step process to help eliminate potential hostility through effective negotiation.

385.05 Motivating Employees

Motivation can lift your employees' level of performance, increase job satisfaction and promote teamwork. This course will explore the co-op supervisor's role, value and rewards in motivation. You'll review a self-evaluation tool to help identify your motivational strengths and weaknesses.

386.05 The Supervisor and Human Resources

To successfully manage co-op employees, you need to understand the human resource function and your liability with regard to employment laws. This course focuses on the co-op supervisor's role in compensation and benefits, training and development, employee and labor relations and interviewing.

387.05 Tools for Effective Performance Management

Performance management involves daily activities to help the employee and supervisor create and meet development goals for both the individual and co-op. Effective performance management involves coaching, evaluation and discipline. This course discusses the best way to conduct a performance appraisal and how to use disciplinary action.

388.05 Occupational Health and Safety for Supervisors

All co-op supervisors have responsibility for the safety and health of their employees while on the job. It is necessary to be up-to-date on OSHA's training requirements and standards to keep your co-op employees safe. You'll learn the health and safety rules and regulations for which you are responsible.

Register Now

When: October 6 - 10, 2014

Where: Nashville, TN

[Register Online](#)
[View my co-op's registrants](#)