



FECA

Florida Electric Cooperatives Association, Inc.

® 2916 Apalachee Parkway
Tallahassee, Florida 32301
(850) 877-6166
FAX: (850) 656-5485

Date: October 3, 2014

To: General Managers
Personnel Directors

From: Edie Beiner

Subject: NRECA Supervisory Institute
November 17-21, 2014

We are scheduling the week-long NRECA Supervisory Training Institute November 17-21, 2014, with employees earning a certificate at the conclusion of the week. This program is designed for cooperative employees who have or are working toward a supervisory role. The class schedule is attached for your information, along with course descriptions and an enrollment form. Bryan Singletary will instruct the course. It is important that we receive the names of your attendees as soon as possible so that we can coordinate information with NRECA.

Currently, we have four cooperatives sending 16 people and slots are being held for the following: CHELCO-1 Clay Electric-4; Escambia River-1; Talquin Electric-7, and Tri-County-3.

The training will be held at the SpringHill Suites by Marriott just off of Apalachee Parkway, across the street from the La Quinta and very close to FECA's offices. The address is 1300 Executive Center Drive, Tallahassee, FL, 32301. The hotel provides a full breakfast each day for those staying at the hotel. Breakfast is included in the room rate as well as complimentary wired and wireless internet access in all guest rooms. A room block is secured from Sunday, November 16th through Thursday, November 20th. The meeting will conclude by noon on Friday. To make your room reservations, please call (850) 325-1103 and ask for the FECA group room block to receive the \$109.00 single/double/king rate. Please be sure to make your reservations before the **cutoff date of Sunday, November 2.**

Cooperatives will be billed after the conclusion of the training. The *approximate* cost will be \$1,200 per person with at least fifteen (15) people attending. Part of this meeting is subsidized by Federated. NRECA offers this meeting at a cost of \$2,175 per person. The final price may go up or down, depending on the actual number of enrollees.

Please complete the attached enrollment form and return it via fax to Edie Beiner at (850) 656-5485. You can also return it via e-mail to ebeiner@fecacom or mail it to the address listed above.

NRECA SUPERVISORY TRAINING INSTITUTE
Tallahassee, FL

Please enroll the following employees from our cooperative for the week-long NRECA Supervisory Training Institute the week of November 17-21, 2014.

Name	E-mail address
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Cooperative Representative

Cooperative

Please return the form via fax to Edie at (850) 656-5485, or e-mail at ebeiner@fecac.com.



COOPERATIVE.COM

Welcome Edie Beiner | [My Profile](#) | [My Benefits](#) | [Help](#) | [Logout](#)

Enter search item or keyword

[About Us](#) | [Member Center](#) | [Conferences & Education](#) | [Government Affairs](#) | [News](#) | [Library](#) | [Interest Areas](#)
[Cooperative.com](#) > [Conferences & Education](#) > [Education](#) > [Cooperative University](#) > [Cooperative Supervisory](#)
[Cooperative University](#)[Schedule & Fees](#)[Travel & Accommodations](#)[Cooperative Supervisory](#)[Management Essentials](#)[Supply Management](#)[Information Technology](#)[Certified Key Accounts](#)[Certified Cooperative Communicator's Exam](#)

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

■ [View my co-op's registrants](#)