



FECA

Florida Electric Cooperatives Association, Inc.

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Date: July 24, 2018

To: General Managers
Personnel Directors

From: Edie Beiner

Subject: NRECA Supervisory Institute
September 24-28, 2018

We have a co-op wanting to send 11 people to the week-long Supervisory Institute so we have found we can schedule the week of September 24-28 here in Florida with employees earning a certificate at the conclusion of the week. This is the only open date for instructor Bryan Singletary so we have tentatively held these dates but need to confirm right away if we want to hold this meeting. 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. **It is important that we receive a response with the names of your attendees no later than August 13 as I can only hold this space for a short time.** Details will be determined after we schedule the meeting but the meeting would begin Monday morning, September 24, and conclude by noon on Friday, September 28, 2018.

Cooperatives will be billed after the conclusion of the training. The *approximate* cost will be \$1,250 per person with at least eighteen (18) people attending. This meeting is partly subsidized by Federated so it is important to have enough participants. 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@feca.com or mail it to the address listed above.

NRECA SUPERVISORY TRAINING INSTITUTE

Please enroll the following employees from our cooperative for the week-long NRECA Supervisory Training Institute for the dates of September 24-28, 2018, at a Central location such as Ocala, Tampa, or Orlando.

Name of Employees

E-mail address

Cooperative Representative

Cooperative

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