



kansasmunicipal**utilities**

Southern Regional Training Group



2008 Schedule

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kansas municipal utilities

The KMU Southern Regional Training Group is a joint effort by sixteen Kansas municipal utilities to provide, through the association, comprehensive job training and safety services to their utility and city employees and managers. 2008 members of the Southern Regional Training Group are:

- Arkansas City
- Coffeyville
- Herington
- Neodesha
- Augusta
- Fort Scott
- Hillsboro
- Pratt
- Burlington
- Fredonia
- Iola
- Wellington
- Chanute
- Garnett
- Mulvane
- Winfield

2008 Training Agenda

In 2008, monthly employee safety meetings will focus on OSHA safety fundamentals as described in J. J. Keller's Official OSHA Construction Safety Handbook. Each utility employee that attends the monthly training will receive a copy of the handbook to keep. Monthly topics are listed below.

<i>January:</i>	<i>Personal Protective Equipment</i>
<i>February:</i>	<i>Protection from Insect/Animal Bites</i>
<i>March:</i>	<i>Materials Handling and Storage</i>
<i>April:</i>	<i>Tool Safety</i>
<i>May:</i>	<i>Emergency Response</i>
<i>June:</i>	<i>Jobsite Exposures</i>
<i>July:</i>	<i>Fall Protection</i>
<i>August:</i>	<i>Confined Space Entry</i>
<i>September:</i>	<i>Ladders and Stairways</i>
<i>October:</i>	<i>Sexual Harassment</i>
<i>November:</i>	<i>Customer Service</i>
<i>December:</i>	<i>Lockout/Tagout</i>

2008 Schedule

January 2008 - Personal Protective Equipment

Jan. 7 (Monday) - **Herington**, 9 a.m.
Jan. 8 (Tuesday) - **Wellington**, 9 a.m.
Jan. 9 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
Jan. 10 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
Jan. 14 (Monday) - **Fort Scott**, 9 a.m.
Jan. 15 (Tuesday) - **Burlington**, 9 a.m. (*Topic: Customer Service*)
Jan. 16 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
Jan. 17 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
Jan. 18 (Friday) - **Garnett**, 9 a.m.
Jan. 22 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
Jan. 23 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
Jan. 25 (Friday) - **Hillsboro**, 8:30 a.m.
Jan. 28 (Monday) - **Iola**, 9 a.m. & 1 p.m.
Jan. 29 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
Jan. 31 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

February 2008 - Protection from Insect/Animal Bites

Feb. 4 (Monday) - **Herington**, 9 a.m.
Feb. 5 (Tuesday) - **Wellington**, 9 a.m.
Feb. 6 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
Feb. 7 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
Feb. 11 (Monday) - **Fort Scott**, 9 a.m.
Feb. 12 (Tuesday) - **Burlington**, 9 a.m.
Feb. 13 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
Feb. 14 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
Feb. 15 (Friday) - **Garnett**, 9 a.m.
Feb. 19 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
Feb. 20 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
Feb. 22 (Friday) - **Hillsboro**, 8:30 a.m.
Feb. 25 (Monday) - **Iola**, 9 a.m. & 1 p.m.
Feb. 26 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
Feb. 28 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

March 2008 - Materials Handling and Storage & Management Training

March 3 (Monday) - **Herington**, 9 a.m.
March 4 (Tuesday) - **Wellington**, 9 a.m.
March 5 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
March 6 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
March 11 (Tuesday) - **Burlington**, 9 a.m.
March 12 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
March 13 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
March 14 (Friday) - **Garnett**, 9 a.m.
March 17 (Monday) - **Fort Scott**, 9 a.m.
March 18 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
March 19 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
March 21 (Friday) - **Hillsboro**, 8:30 a.m.
March 24 (Monday) - **Iola**, 9 a.m. & 1 p.m.
March 25 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
March 27 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

2008 Schedule (continued)

April 2008 - Tool Safety

- April 1 (Tuesday) - **Wellington**, 9 a.m.
- April 2 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- April 3 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- April 7 (Monday) - **Herington**, 9 a.m.
- April 8 (Tuesday) - **Burlington**, 9 a.m.
- April 9 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- April 10 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- April 11 (Friday) - **Garnett**, 9 a.m.
- April 21 (Monday) - **Fort Scott**, 9 a.m.
- April 22 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- April 23 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- April 24 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- April 25 (Friday) - **Hillsboro**, 8:30 a.m.
- April 28 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- April 29 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.

May 2008 - Emergency Response

- May 1 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- May 2 (Friday) - **Garnett**, 9 a.m.
- May 5 (Monday) - **Herington**, 9 a.m.
- May 6 (Tuesday) - **Wellington**, 9 a.m.
- May 7 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- May 8 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- May 12 (Monday) - **Burlington**, 9 a.m.
- May 13 (Tuesday) - **Fredonia**, 9 a.m. & 1 p.m.
- May 19 (Monday) - **Fort Scott**, 9 a.m.
- May 20 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- May 21 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- May 23 (Friday) - **Hillsboro**, 8:30 a.m.
- May 27 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- May 28 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- May 29 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

June 2008 - Jobsite Exposures & Management Training

- June 2 (Monday) - **Herington**, 9 a.m.
- June 3 (Tuesday) - **Wellington**, 9 a.m.
- June 4 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- June 5 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- June 10 (Tuesday) - **Burlington**, 9 a.m.
- June 11 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- June 12 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- June 13 (Friday) - **Garnett**, 9 a.m.
- June 16 (Monday) - **Fort Scott**, 9 a.m.
- June 17 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- June 18 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- June 20 (Friday) - **Hillsboro**, 8:30 a.m.
- June 23 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- June 24 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- June 26 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

2008 Schedule (continued)

July 2008 - Fall Protection

- July 7 (Monday) - **Herington**, 9 a.m.
- July 8 (Tuesday) - **Wellington**, 9 a.m.
- July 9 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- July 10 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- July 15 (Tuesday) - **Burlington**, 9 a.m.
- July 16 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- July 17 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- July 18 (Friday) - **Garnett**, 9 a.m.
- July 21 (Monday) - **Fort Scott**, 9 a.m.
- July 22 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- July 23 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- July 25 (Friday) - **Hillsboro**, 8:30 a.m.
- July 28 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- July 29 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- July 31 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

August 2008 - Confined Space Entry

- Aug. 4 (Monday) - **Herington**, 9 a.m.
- Aug. 5 (Tuesday) - **Wellington**, 9 a.m.
- Aug. 6 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- Aug. 7 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Aug. 12 (Tuesday) - **Burlington**, 9 a.m.
- Aug. 13 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- Aug. 14 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- Aug. 15 (Friday) - **Garnett**, 9 a.m.
- Aug. 18 (Monday) - **Fort Scott**, 9 a.m.
- Aug. 19 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- Aug. 20 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Aug. 22 (Friday) - **Hillsboro**, 8:30 a.m.
- Aug. 25 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- Aug. 26 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Aug. 28 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

September 2008 - Ladders and Stairways & Management Training

- Sept. 2 (Tuesday) - **Wellington**, 9 a.m.
- Sept. 3 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- Sept. 4 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Sept. 8 (Monday) - **Herington**, 9 a.m.
- Sept. 9 (Tuesday) - **Burlington**, 9 a.m.
- Sept. 10 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- Sept. 11 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- Sept. 12 (Friday) - **Garnett**, 9 a.m.
- Sept. 15 (Monday) - **Fort Scott**, 9 a.m.
- Sept. 16 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- Sept. 17 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Sept. 19 (Friday) - **Hillsboro**, 8:30 a.m.
- Sept. 22 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- Sept. 23 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Sept. 25 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

2008 Schedule (continued)

October 2008 - Sexual Harassment

- Oct. 6 (Monday) - **Herington**, 9 a.m.
- Oct. 7 (Tuesday) - **Wellington**, 9 a.m.
- Oct. 8 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- Oct. 9 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Oct. 14 (Tuesday) - **Burlington**, 9 a.m.
- Oct. 15 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- Oct. 16 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- Oct. 17 (Friday) - **Garnett**, 9 a.m.
- Oct. 20 (Monday) - **Fort Scott**, 9 a.m.
- Oct. 21 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- Oct. 22 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Oct. 24 (Friday) - **Hillsboro**, 8:30 a.m.
- Oct. 27 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- Oct. 28 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Oct. 30 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.

November 2008 - Customer Service

- Nov. 3 (Monday) - **Herington**, 9 a.m.
- Nov. 4 (Tuesday) - **Wellington**, 9 a.m.
- Nov. 5 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- Nov. 6 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Nov. 10 (Monday) - **Fort Scott**, 9 a.m.
- Nov. 12 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- Nov. 13 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- Nov. 14 (Friday) - **Garnett**, 9 a.m.
- Nov. 17 (Monday) - **Burlington**, 9 a.m.
- Nov. 18 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- Nov. 19 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Nov. 20 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Nov. 21 (Friday) - **Hillsboro**, 8:30 a.m.
- Nov. 24 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- Nov. 25 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.

December 2008 - Lockout/Tagout & Management Training

- Dec. 1 (Monday) - **Herington**, 9 a.m.
- Dec. 2 (Tuesday) - **Wellington**, 9 a.m.
- Dec. 3 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 9:30 a.m.
- Dec. 4 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Dec. 9 (Tuesday) - **Burlington**, 9 a.m. & 1 p.m.
- Dec. 10 (Wednesday) - **Fredonia**, 9 a.m. & 1 p.m.
- Dec. 11 (Thursday) - **Neodesha**, 9 a.m. & 1 p.m.
- Dec. 12 (Friday) - **Garnett**, 9 a.m.
- Dec. 15 (Monday) - **Fort Scott**, 9 a.m.
- Dec. 16 (Tuesday) - **Pratt**, 9 a.m. & 1 p.m.
- Dec. 17 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Dec. 18 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Dec. 19 (Friday) - **Hillsboro**, 8:30 a.m.
- Dec. 22 (Monday) - **Iola**, 9 a.m. & 1 p.m.
- Dec. 23 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.

Management Training Classes

2008 management-related classes will be taught in March, June, September and December by KMU Job Training & Safety Director Bryan Chance. Management training will directly follow the morning safety session.

Communication

Communication is a process that allows for the exchange of information by means of several methods. Communication requires all parties to understand and exchange a common language. This requires feedback. The word communication is also used in the context where little or no feedback is expected, such as in broadcasting, or in situations where the feedback may be delayed, as the sender and receiver use different methods, technologies, timing and means for feedback.

Communication will be the central management topic for the 2008 training calendar. There will be four different modules discussing communication. Each session will be one hour long. Topics include:

March: Understanding the Basics of Communication

June: Verbal and Nonverbal Communication

September: Written Communication

December: Electronic Communication

For additional information, please call:



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