



**kansas**municipal**utilities**

# Northern Regional Training Group



## 2009 Schedule

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The KMU Northern Regional Training Group is a joint effort by eighteen Kansas municipal utilities to provide, through the association, comprehensive job training and safety services to their utility and city employees and managers. 2009 members of the Northern Regional Training Group are:

- Belleville
- Beloit
- Clay Center
- Colby
- Gardner
- Goodland
- Herington
- Hillsboro
- Hoisington
- Holton
- Larned
- Norton
- Oberlin
- Russell
- Sabetha
- St. Marys
- Wamego
- Washington

## 2009 Training Agenda

The monthly training topics for the 2009 calendar are as follows:

- January:** Personal Protective Equipment
- February:** Electrical Safety: Basic
- March:** Drug & Alcohol Employee Awareness
- April:** First Aid: Basic
- May:** Work Zone Safety / Traffic Control
- June:** Heat Stress & Exhaustion
- July:** Ergonomics / Back Safety
- August:** Choice of topic: Sexual Harassment  
Customer Service  
Bloodborne Pathogens
- September:** Emergency Preparedness
- October:** Hazard Communication: Right to Know
- November:** Winter Driving Review
- December:** Slips, Trips & Falls

# 2009 Schedule

## January 2009 - Personal Protective Equipment

- Jan. 6 (Tuesday) - **St. Marys**, 9 a.m.
- Jan. 7 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Jan. 8 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Jan. 9 (Friday) - **Clay Center**, 9 a.m.
- Jan. 13 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Jan. 14 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Jan. 15 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Jan. 16 (Friday) - **Gardner**, 7 a.m.
- Jan. 19 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Jan. 20 (Tuesday) - **Oberlin**, 9 a.m.
- Jan. 21 (Wednesday) - **Colby**, 8 a.m.
- Jan. 22 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Jan. 23 (Friday) - **Norton**, 9 a.m.
- Jan. 27 (Tuesday) - **Larned**, 9 a.m.
- Jan. 28 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Jan. 29 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

## February 2009 - Electrical Safety: Basic

- Feb. 3 (Tuesday) - **St. Marys**, 9 a.m.
- Feb. 4 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Feb. 5 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Feb. 6 (Friday) - **Clay Center**, 9 a.m.
- Feb. 10 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Feb. 11 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Feb. 12 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Feb. 13 (Friday) - **Gardner**, 7 a.m.
- Feb. 16 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Feb. 17 (Tuesday) - **Oberlin**, 9 a.m.
- Feb. 18 (Wednesday) - **Colby**, 8 a.m.
- Feb. 19 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Feb. 20 (Friday) - **Norton**, 9 a.m.
- Feb. 24 (Tuesday) - **Larned**, 9 a.m.
- Feb. 25 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Feb. 26 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

## March 2009 - Drug & Alcohol Employee Awareness

- Mar. 3 (Tuesday) - **St. Marys**, 9 a.m.
- Mar. 4 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Mar. 5 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Mar. 6 (Friday) - **Clay Center**, 9 a.m.
- Mar. 10 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Mar. 11 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington** - 3 p.m.
- Mar. 12 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Mar. 13 (Friday) - **Gardner**, 7 a.m.
- Mar. 16 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Mar. 17 (Tuesday) - **Oberlin**, 9 a.m.
- Mar. 18 (Wednesday) - **Colby**, 8 a.m.
- Mar. 19 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Mar. 20 (Friday) - **Norton**, 9 a.m.
- Mar. 24 (Tuesday) - **Larned**, 9 a.m.
- Mar. 25 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Mar. 26 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

# 2009 Schedule (continued)

## April 2009 - First Aid: Basic

- April 7 (Tuesday) - **St. Marys**, 9 a.m.
- April 8 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- April 9 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- April 10 (Friday) - **Clay Center**, 9 a.m.
- April 14 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- April 15 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- April 16 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- April 17 (Friday) - **Gardner**, 7 a.m.
- April 20 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- April 21 (Tuesday) - **Oberlin**, 9 a.m.
- April 22 (Wednesday) - **Colby**, 8 a.m.
- April 23 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- April 24 (Friday) - **Norton**, 9 a.m.
- April 28 (Tuesday) - **Larned**, 9 a.m.
- April 29 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- April 30 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

## May 2009 - Work Zone Safety / Traffic Control

- May 4 (Monday) - **St. Marys**, 9 a.m.
- May 5 (Tuesday) - **Belleville**, 8 a.m.; **Washington** 1 p.m.
- May 11 (Monday) - **Sabetha**, 9 a.m. & 1 p.m.
- May 12 (Tuesday) - **Hillsboro**, 8:30 a.m.; **Herington** 3 p.m.
- May 13 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- May 14 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- May 15 (Friday) - **Gardner**, 7 a.m.
- May 18 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- May 19 (Tuesday) - **Oberlin**, 9 a.m.
- May 20 (Wednesday) - **Colby**, 8 a.m.
- May 21 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- May 22 (Friday) - **Norton**, 9 a.m.
- May 26 (Tuesday) - **Larned**, 9 a.m.
- May 27 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- May 28 (Thursday) - **Russell**, 9 a.m. & 1 p.m.
- May 29 (Friday) - **Clay Center**, 9 a.m.

## June 2009 - Heat Stress & Exhaustion

- June 2 (Tuesday) - **St. Marys**, 9 a.m.
- June 3 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- June 4 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- June 5 (Friday) - **Clay Center**, 9 a.m.
- June 9 (Tuesday) - **Belleville**, 7 a.m.; **Washington**, 1 p.m.
- June 10 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- June 11 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- June 12 (Friday) - **Gardner**, 7 a.m.
- June 15 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- June 16 (Tuesday) - **Oberlin**, 9 a.m.
- June 17 (Wednesday) - **Colby**, 8 a.m.
- June 18 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- June 19 (Friday) - **Norton**, 9 a.m.
- June 23 (Tuesday) - **Larned**, 9 a.m.
- June 24 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- June 25 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

# 2009 Schedule (continued)

## July 2009 - Ergonomics / Back Safety

- July 7 (Tuesday) - **St. Marys**, 9 a.m.
- July 8 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- July 9 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- July 10 (Friday) - **Clay Center**, 9 a.m.
- July 14 (Tuesday) - **Belleville**, 7 a.m.; **Washington**, 1 p.m.
- July 15 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington** 3 p.m.
- July 16 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- July 17 (Friday) - **Gardner**, 7 a.m.
- July 20 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- July 21 (Tuesday) - **Oberlin**, 9 a.m.
- July 22 (Wednesday) - **Colby**, 8 a.m.
- July 23 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- July 24 (Friday) - **Norton**, 9 a.m.
- July 28 (Tuesday) - **Larned**, 9 a.m.
- July 29 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- July 30 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

## August 2009 - Choice of Topic:

### (Sexual Harassment, Customer Service or Bloodborne Pathogens)

- Aug. 4 (Tuesday) - **St. Marys**, 9 a.m.
- Aug. 5 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Aug. 6 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Aug. 7 (Friday) - **Clay Center**, 9 a.m.
- Aug. 11 (Tuesday) - **Belleville**, 7 a.m.; **Washington**, 1 p.m.
- Aug. 12 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Aug. 13 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Aug. 14 (Friday) - **Gardner**, 7 a.m.
- Aug. 17 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Aug. 18 (Tuesday) - **Oberlin**, 9 a.m.
- Aug. 19 (Wednesday) - **Colby**, 8 a.m.
- Aug. 20 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Aug. 21 (Friday) - **Norton**, 9 a.m.
- Aug. 25 (Tuesday) - **Larned**, 9 a.m.
- Aug. 26 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Aug. 27 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

## September 2009 - Emergency Preparedness

- Sept. 1 (Tuesday) - **St. Marys**, 9 a.m.
- Sept. 2 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Sept. 3 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Sept. 4 (Friday) - **Clay Center**, 9 a.m.
- Sept. 8 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Sept. 9 (Wednesday) - **Hillsboro** 8:30 a.m.; **Herington**, 3 p.m.
- Sept. 10 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Sept. 11 (Friday) - **Gardner**, 7 a.m.
- Sept. 14 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Sept. 15 (Tuesday) - **Oberlin**, 9 a.m.
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- Sept. 18 (Friday) - **Norton**, 9 a.m.
- Sept. 22 (Tuesday) - **Larned**, 9 a.m.
- Sept. 23 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Sept. 24 (Thursday) - **Russell**, 9 a.m. & 1 p.m.

# 2009 Schedule (continued)

## October 2009 - Hazard Communication: Right to Know

- Sept. 30 (Wednesday) - **St. Marys**, 9 a.m.
- Oct. 1 (Thursday) - **Holton**, 9 a.m. & 1 p.m.
- Oct. 2 (Friday) - **Clay Center**, 9 a.m.
- Oct. 5 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Oct. 6 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Oct. 7 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Oct. 8 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Oct. 9 (Friday) - **Gardner**, 7 a.m.
- Oct. 12 (Monday) - **Sabetha**, 9 a.m. & 1 p.m.
- Oct. 13 (Tuesday) - **Larned**, 9 a.m.
- Oct. 14 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Oct. 26 (Monday) - **Russell**, 9 a.m. & 1 p.m.
- Oct. 27 (Tuesday) - **Oberlin**, 9 a.m.
- Oct. 28 (Wednesday) - **Colby**, 8 a.m.
- Oct. 29 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Oct. 30 (Friday) - **Norton**, 9 a.m.

## November 2009 - Winter Driving Review

- Nov. 3 (Tuesday) - **St. Marys**, 9 a.m.
- Nov. 4 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Nov. 5 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Nov. 6 (Friday) - **Clay Center**, 9 a.m.
- Nov. 9 (Monday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Nov. 10 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Nov. 12 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
- Nov. 13 (Friday) - **Gardner**, 7 a.m.
- Nov. 16 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
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- Nov. 18 (Wednesday) - **Colby**, 8 a.m.
- Nov. 19 (Thursday) - **Goodland**, 7:15 & 9:15 a.m.
- Nov. 20 (Friday) - **Norton**, 9 a.m.
- Nov. 23 (Monday) - **Hoisington**, 9 a.m. & 1 p.m.
- Nov. 24 (Tuesday) - **Larned**, 9 a.m.
- Nov. 25 (Wednesday) - **Russell**, 9 a.m. & 1 p.m.

## December 2009 - Slips, Trips & Falls

- Dec. 1 (Tuesday) - **St. Marys**, 9 a.m.
- Dec. 2 (Wednesday) - **Holton**, 9 a.m. & 1 p.m.
- Dec. 3 (Thursday) - **Sabetha**, 9 a.m. & 1 p.m.
- Dec. 4 (Friday) - **Clay Center**, 9 a.m.
- Dec. 8 (Tuesday) - **Belleville**, 8 a.m.; **Washington**, 1 p.m.
- Dec. 9 (Wednesday) - **Hillsboro**, 8:30 a.m.; **Herington**, 3 p.m.
- Dec. 10 (Thursday) - **Wamego**, 7:30 a.m. & 1 p.m.
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- Dec. 14 (Monday) - **Beloit**, 9 a.m. & 1 p.m.
- Dec. 15 (Tuesday) - **Larned**, 9 a.m.
- Dec. 16 (Wednesday) - **Hoisington**, 9 a.m. & 1 p.m.
- Dec. 17 (Thursday) - **Russell**, 9 a.m. & 1 p.m.
- Dec. 18 (Friday) - **Norton**, 9 a.m.
- Dec. 21 (Monday) - **Oberlin**, 9 a.m.
- Dec. 22 (Tuesday) - **Colby**, 8 a.m.
- Dec. 23 (Wednesday) - **Goodland**, 7:15 & 9:15 a.m.

# Management Training Classes

2009 management-related classes will be taught in March, June, September and December by KMU Job Training & Safety Specialist Jerry LeDuc. Management training will directly follow the morning safety session.

## Effective Supervision

In order for supervisors and managers to be effective in their positions, they must develop and master many competencies. In the coming year, we will begin to look more in depth at these. Our goal is to provide you with knowledge and practical skills to assist you in your professional development.

Effective supervision will be the central management topic for 2009. There will be four different modules discussing effective supervision. Each session will be one hour long. Topics include:

**March:** *Evaluations*

**June:** *Hiring/Interviewing*

**September:** *Customer Relations*

**December:** *Ethics*

# Lineman Apprenticeship Program

For employees participating in the KMU Lineman Apprenticeship Program, Jerry LeDuc will be available each month to administer curriculum testing and provide hands-on electrical instruction. To learn more about program enrollment, please contact Jerry at 785-955-0059.



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