



**kansas**municipal**utilities**

# Southern Regional Training Group



## 2009 Schedule

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## kansas municipal utilities

The KMU Southern Regional Training Group is a joint effort by fourteen 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 Southern Regional Training Group are:

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

## 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. 5 (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- Jan. 6 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Jan. 7 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Jan. 8 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Jan. 9 (Friday) – **Wellington**, 1:15 p.m.
- Jan. 12 (Monday) – **Ft. Scott**, 9 a.m.
- Jan. 13 (Tuesday) – **Burlington**, 9 a.m.
- Jan. 14 (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Jan. 19 (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Jan. 20 (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Jan. 21 (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Jan. 22 (Thursday) – **Chanute**, 9 a.m. & 1 p.m.

## February 2009 - Electrical Safety: Basic

- Feb. 2 (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- Feb. 3 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Feb. 4 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Feb. 5 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Feb. 6 (Friday) – **Wellington**, 1:15 p.m.
- Feb. 9 (Monday) – **Ft. Scott**, 9 a.m.
- Feb. 10 (Tuesday) – **Garnett**, 9 a.m.
- Feb. 11 (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Feb. 17 (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Feb. 18 (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Feb. 19 (Thursday) – **Chanute**, 9 a.m. & 1 p.m.
- Feb. 20 (Friday) – **Fredonia**, 9 a.m. & 1 p.m.

## March 2009 - Drug & Alcohol Employee Awareness

- Mar. 2 (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- Mar. 3 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Mar. 4 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Mar. 5 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Mar. 6 (Friday) – **Wellington**, 1:15 p.m.
- Mar. 9 (Monday) – **Ft. Scott**, 9 a.m.
- Mar. 10 (Tuesday) – **Burlington**, 9 a.m.
- Mar. 11 (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Mar. 16 (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Mar. 17 (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Mar. 18 (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Mar. 19 (Thursday) – **Chanute**, 9 a.m. & 1 p.m.

## 2009 Schedule (continued)

### April 2009 – First Aid: Basic

- Apr. 6** (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- Apr. 7** (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Apr. 8** (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Apr. 9** (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Apr. 10** (Friday) – **Wellington**, 1:15 p.m.
- Apr. 13** (Monday) – **Ft. Scott**, 9 a.m.
- Apr. 14** (Tuesday) – **Garnett**, 9 a.m.
- Apr. 15** (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Apr. 20** (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Apr. 21** (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Apr. 22** (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Apr. 23** (Thursday) – **Chanute**, 9 a.m. & 1 p.m.

### May 2009 – Work Zone Safety/Traffic Control

- May 4** (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- May 5** (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- May 11** (Monday) – **Ft. Scott**, 9 a.m.
- May 12** (Tuesday) – **Burlington**, 9 a.m.
- May 13** (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- May 18** (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- May 19** (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- May 20** (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- May 21** (Thursday) – **Chanute**, 9 a.m. & 1 p.m.
- May 27** (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- May 28** (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- May 29** (Friday) – **Wellington**, 1:15 p.m.

### June 2009 – Heat Stress & Exhaustion

- June 1** (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- June 2** (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- June 3** (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- June 4** (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- June 5** (Friday) – **Wellington**, 1:15 p.m.
- June 8** (Monday) – **Ft. Scott**, 9 a.m.
- June 9** (Tuesday) – **Garnett**, 9 a.m.
- June 10** (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- June 15** (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- June 16** (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- June 17** (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- June 18** (Thursday) – **Chanute**, 9 a.m. & 1 p.m.

## 2009 Schedule (continued)

### July 2009 - Ergonomics/Back Safety

- July 6 (Monday) - **Pratt**, 11 a.m. & 1 p.m.
- July 7 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- July 8 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- July 9 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- July 10 (Friday) - **Wellington**, 1:15 p.m.
- July 13 (Monday) - **Ft. Scott**, 9 a.m.
- July 14 (Tuesday) - **Burlington**, 9 a.m.
- July 15 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- July 20 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- July 21 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- July 22 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- July 23 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

### August 2009 - Choice of Topic:

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

- Aug. 3 (Monday) - **Pratt**, 11 a.m. & 1 p.m.
- Aug. 4 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Aug. 5 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Aug. 6 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Aug. 7 (Friday) - **Wellington**, 1:15 p.m.
- Aug. 10 (Monday) - **Ft. Scott**, 9 a.m.
- Aug. 11 (Tuesday) - **Garnett**, 9 a.m.
- Aug. 12 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Aug. 17 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Aug. 18 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Aug. 19 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Aug. 20 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

### September 2009 - Emergency Preparedness

- Sept. 1 (Tuesday) - **Pratt**, 11 a.m. & 1 p.m.
- Sept. 8 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Sept. 9 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Sept. 10 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Sept. 11 (Friday) - **Wellington**, 1:15 p.m.
- Sept. 14 (Monday) - **Ft. Scott**, 9 a.m.
- Sept. 15 (Tuesday) - **Burlington**, 9 a.m.
- Sept. 16 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Sept. 21 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Sept. 22 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Sept. 23 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Sept. 24 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

## 2009 Schedule (continued)

### October 2009 - Hazard Communication: Right to Know

- Oct. 5 (Monday) - **Pratt**, 11 a.m. & 1 p.m.
- Oct. 6 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Oct. 7 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Oct. 8 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Oct. 9 (Friday) - **Wellington**, 1:15 p.m.
- Oct. 12 (Monday) - **Ft. Scott**, 9 a.m.
- Oct. 13 (Tuesday) - **Garnett**, 9 a.m.
- Oct. 14 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Oct. 19 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Oct. 20 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Oct. 21 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Oct. 22 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

### November 2009 - Winter Driving Review

- Nov. 2 (Monday) - **Pratt**, 11 a.m. & 1 p.m.
- Nov. 3 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Nov. 4 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Nov. 5 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Nov. 6 (Friday) - **Wellington**, 1:15 p.m.
- Nov. 9 (Monday) - **Ft. Scott**, 9 a.m.
- Nov. 10 (Tuesday) - **Burlington**, 9 a.m.
- Nov. 16 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Nov. 17 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Nov. 18 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Nov. 19 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- Nov. 20 (Friday) - **Iola**, 9 a.m. & 1 p.m.

### December 2009 - Slips, Trips & Falls

- Nov. 30 (Monday) - **Pratt**, 11 a.m. & 1 p.m.
- Dec. 1 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Dec. 2 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Dec. 3 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Dec. 4 (Friday) - **Wellington**, 1:15 p.m.
- Dec. 7 (Monday) - **Ft. Scott**, 9 a.m.
- Dec. 8 (Tuesday) - **Garnett**, 9 a.m.; **Burlington**, 1 p.m.
- Dec. 9 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Dec. 14 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Dec. 15 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Dec. 16 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Dec. 17 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

## Management Training Classes

2009 management-related classes will be taught in March, June, September and December by KMU Job Training & Safety Specialist Rick Aguilar. 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, Rick Aguilar will be available each month to administer and assist with curriculum testing. To learn more about program enrollment, please contact Jerry LeDuc at 785-955-0059.



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