



kansasmunicipal**utilities**

Regional Training Group 2



2010 Schedule

101 ½ North Main
McPherson, Kansas 67460
ph 620.241.1423 | **fx** 620.241.7829
email rshetley@kmunet.org | **web** www.kmunet.org



kansas municipal utilities

Regional Training Group 2 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.

The 2010 members of Regional Training Group 2 are:

- Alma
- Burlingame
- Burlington
- Chanute
- Clay Center
- Coffeyville
- Fort Scott
- Fredonia
- Garnett
- Herington
- Iola
- Neodesha
- Osage City
- Osawatomie

2010 Training Agenda

The monthly training topics for the 2010 calendar are as follows:

- January:** Portable Power Tools
- February:** Personal Protective Equipment (with PPE Inspections)
- March:** Confined Space Entry
- April:** Chain Saw / Brush Cutter Safety
- May:** Trenching & Excavations
- June:** *(Choice of Topic)* Sexual Harassment • New/Seasonal Employee Safety Orientation • Bloodborne Pathogens • Protection from Hazardous Plants, Insects, Animals
- July:** Work Zone Safety (with Practical Applications)
- August:** *(Choice of Topic)* Weather Safety • Customer Service • Lockout/Tagout • Defensive Driving
- September:** Electrical Safety
- October:** Exit Routes & Fire Prevention
- November:** Fall Protection / Slips, Trips & Falls
- December:** Back Safety

2010 Schedule

February 2010 - Personal Protective Equipment (with Inspections)

- Feb. 1** (Monday) – **Herington**, 9 a.m.
- Feb. 2** (Tuesday) – **Osage City & Burlingame**, 9 a.m.
- Feb. 3** (Wednesday) – **Alma**, 8 a.m.
- Feb. 4** (Thursday) – **Osawatomie**, 9 a.m.
- Feb. 8** (Monday) – **Fort Scott**, 9 a.m.
- Feb. 9** (Tuesday) – **Burlington**, 1 p.m.
- Feb. 10** (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Feb. 11** (Thursday) – **Garnett**, 8:15 a.m.
- Feb. 12** (Friday) – **Clay Center**, 9 a.m.
- Feb. 15** (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Feb. 16** (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Feb. 17** (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Feb. 18** (Thursday) – **Chanute**, 9 a.m. & 1 p.m.

March 2010 - Confined Space Entry

- Mar. 1** (Monday) - **Herington**, 9 a.m.
- Mar. 2** (Tuesday) – **Osage City & Burlingame**, 9 a.m.
- Mar. 3** (Wednesday) – **Alma**, 8 a.m.
- Mar. 4** (Thursday) – **Osawatomie**, 9 a.m.
- Mar. 8** (Monday) – **Fort Scott**, 9 a.m.
- Mar. 9** (Tuesday) – **Burlington**, 9 a.m.
- Mar. 10** (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Mar. 11** (Thursday) – **Garnett**, 8:15 a.m.
- Mar. 12** (Friday) – **Clay Center**, 9 a.m.
- Mar. 15** (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Mar. 16** (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Mar. 17** (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Mar. 18** (Thursday) – **Chanute**, 9 a.m. & 1 p.m.



2010 Schedule (Continued)

April 2010 - Chain Saw / Brush Cutter Safety

- Apr. 5** (Monday) - **Herington**, 9 a.m.
- Apr. 6** (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Apr. 7** (Wednesday) - **Alma**, 8 a.m.
- Apr. 8** (Thursday) - **Osawatomie**, 9 a.m.
- Apr. 12** (Monday) - **Fort Scott**, 9 a.m.
- Apr. 13** (Tuesday) - **Burlington**, 9 a.m.
- Apr. 14** (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Apr. 15** (Thursday) - **Garnett**, 8:15 a.m.
- Apr. 16** (Friday) - **Clay Center**, 9 a.m.
- Apr. 19** (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Apr. 20** (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Apr. 21** (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Apr. 22** (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

May 2010 - Trenching & Excavations

- May 3** (Monday) - **Herington**, 9 a.m.
- May 4** (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- May 5** (Wednesday) - **Alma**, 8 a.m.
- May 6** (Thursday) - **Osawatomie**, 9 a.m.
- May 10** (Monday) - **Fort Scott**, 9 a.m.
- May 11** (Tuesday) - **Burlington**, 9 a.m.
- May 17** (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- May 18** (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- May 19** (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- May 20** (Thursday) - **Chanute**, 9 a.m. & 1 p.m.
- May 26** (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- May 27** (Thursday) - **Garnett**, 8:15 a.m.
- May 28** (Friday) - **Clay Center**, 9 a.m.

June 2010 - Choice of Topic (see page 1)

- June 7** (Monday) - **Herington**, 9 a.m.
- June 8** (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- June 9** (Wednesday) - **Alma**, 8 a.m.
- June 10** (Thursday) - **Osawatomie**, 9 a.m.
- June 14** (Monday) - **Fort Scott**, 9 a.m.
- June 15** (Tuesday) - **Burlington**, 9 a.m.
- June 16** (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- June 17** (Thursday) - **Garnett**, 8:15 a.m.
- June 18** (Friday) - **Clay Center**, 9 a.m.
- June 21** (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- June 22** (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- June 23** (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- June 24** (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

2010 Schedule (Continued)

July 2010 - Work Zone Safety (with Practical Applications)

- June 28 (Monday) - **Herington**, 9 a.m.
- July 6 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- July 7 (Wednesday) - **Alma**, 8 a.m.
- July 8 (Thursday) - **Osawatomie**, 9 a.m.
- July 12 (Monday) - **Fort Scott**, 9 a.m.
- July 13 (Tuesday) - **Burlington**, 9 a.m.
- July 14 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- July 15 (Thursday) - **Garnett**, 8:15 a.m.
- July 16 (Friday) - **Clay Center**, 9 a.m.
- July 19 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- July 20 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- July 21 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- July 22 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

August 2010 - Choice of Topic (see page 1)

- Aug. 2 (Monday) - **Herington**, 9 a.m.
- Aug. 3 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Aug. 4 (Wednesday) - **Alma**, 8 a.m.
- Aug. 5 (Thursday) - **Osawatomie**, 9 a.m.
- Aug. 9 (Monday) - **Fort Scott**, 9 a.m.
- Aug. 10 (Tuesday) - **Burlington**, 9 a.m.
- Aug. 11 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Aug. 12 (Thursday) - **Garnett**, 8:15 a.m.
- Aug. 13 (Friday) - **Clay Center**, 9 a.m.
- Aug. 16 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Aug. 17 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Aug. 18 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Aug. 19 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

September 2010 - Electrical Safety

- Sept. 3 (Friday) - **Herington**, 9 a.m.
- Sept. 7 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Sept. 8 (Wednesday) - **Alma**, 8 a.m.
- Sept. 9 (Thursday) - **Osawatomie**, 9 a.m.
- Sept. 13 (Monday) - **Fort Scott**, 9 a.m.
- Sept. 14 (Tuesday) - **Burlington**, 9 a.m.
- Sept. 15 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Sept. 16 (Thursday) - **Garnett**, 8:15 a.m.
- Sept. 17 (Friday) - **Clay Center**, 9 a.m.
- Sept. 20 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Sept. 21 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Sept. 22 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Sept. 23 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

2010 Schedule (Continued)

October 2010 - Exit Routes & Fire Prevention

- Oct. 4 (Monday) - **Herington**, 9 a.m.
- Oct. 5 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Oct. 6 (Wednesday) - **Alma**, 8 a.m.
- Oct. 7 (Thursday) - **Osawatomie**, 9 a.m.
- Oct. 11 (Monday) - **Fort Scott**, 9 a.m.
- Oct. 12 (Tuesday) - **Burlington**, 9 a.m.
- Oct. 13 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Oct. 14 (Thursday) - **Garnett**, 8:15 a.m.
- Oct. 15 (Friday) - **Clay Center**, 9 a.m.
- Oct. 18 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Oct. 19 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Oct. 20 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Oct. 21 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

November 2010 - Fall Prevention / Slips, Trips & Falls

- Nov. 1 (Monday) - **Herington**, 9 a.m.
- Nov. 2 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Nov. 3 (Wednesday) - **Alma**, 8 a.m.
- Nov. 4 (Thursday) - **Osawatomie**, 9 a.m.
- Nov. 8 (Monday) - **Fort Scott**, 9 a.m.
- Nov. 9 (Tuesday) - **Burlington**, 9 a.m.
- Nov. 10 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Nov. 11 (Thursday) - **Garnett**, 8:15 a.m.
- Nov. 12 (Friday) - **Clay Center**, 9 a.m.
- Nov. 15 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Nov. 16 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Nov. 17 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Nov. 18 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

December 2010 - Back Safety

- Dec. 6 (Monday) - **Herington**, 9 a.m.
- Dec. 7 (Tuesday) - **Osage City & Burlingame**, 9 a.m.
- Dec. 8 (Wednesday) - **Alma**, 8 a.m.
- Dec. 9 (Thursday) - **Osawatomie**, 9 a.m.
- Dec. 13 (Monday) - **Fort Scott**, 9 a.m.
- Dec. 14 (Tuesday) - **Burlington**, 9 a.m.
- Dec. 15 (Wednesday) - **Iola**, 9 a.m. & 1 p.m.
- Dec. 16 (Thursday) - **Garnett**, 8:15 a.m.
- Dec. 17 (Friday) - **Clay Center**, 9 a.m.
- Dec. 20 (Monday) - **Fredonia**, 9 a.m. & 1 p.m.
- Dec. 21 (Tuesday) - **Neodesha**, 9 a.m. & 1 p.m.
- Dec. 22 (Wednesday) - **Coffeyville**, 7:30 a.m. & 11 a.m.
- Dec. 23 (Thursday) - **Chanute**, 9 a.m. & 1 p.m.

Management Training Classes

2010 management-related classes will be taught in March, June, September and December by KMU Job Training & Safety Specialist Rick Shetley. 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 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 2010. There will be four different modules discussing effective supervision. Each session will be one hour long. Topics will include:

- March:** *How to Conduct a Job Safety Analysis (JSA)*
- June:** *Coaching for Excellence*
- September:** *Planning & Organizing: Project Management*
- December:** *Legal Issues for Supervisors: An Overview*

Lineman Apprenticeship Program

For employees participating in the KMU Lineman Apprenticeship Program, Rick Shetley 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.



Rick Shetley
Job Training & Safety Specialist
Kansas Municipal Utilities
101 1/2 North Main
McPherson, Kansas 67460
cell 620.755.3974
ph 620.241.1423
fx 620.241.7829
email rshetley@kmunet.org
web www.kmunet.org