



kansasmunicipal**utilities**

Regional Training Group 3



2010 Schedule

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kansas municipal utilities

Regional Training Group 3 is a joint effort by thirteen 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 3 are:

- Anthony
- Garden City
- Mulvane
- Winfield
- Arkansas City
- Goddard
- Newton
- Augusta
- Hillsboro
- Pratt
- Cimarron
- Larned
- Wellington

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

January 2010 - Portable Power Tools

- Jan. 4 (Monday) – **Pratt**, 11 a.m. & 1 p.m.
- Jan. 5 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Jan. 6 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Jan. 11 (Monday) – **Ft. Scott**, 9 a.m.
- Jan. 12 (Tuesday) – **Burlington**, 9 a.m.
- Jan. 13 (Wednesday) – **Iola**, 9 a.m. & 1 p.m.
- Jan. 14 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Jan. 18 (Monday) – **Fredonia**, 9 a.m. & 1 p.m.
- Jan. 19 (Tuesday) – **Neodesha**, 9 a.m. & 1 p.m.
- Jan. 20 (Wednesday) – **Coffeyville**, 7:30 a.m. & 11 a.m.
- Jan. 21 (Thursday) – **Chanute**, 9 a.m. & 1 p.m.
- Jan. 25 (Monday) – **Wellington**, 1:15 p.m.

February 2010 - Personal Protective Equipment (with Inspections)

- Feb. 1 (Monday) – **Wellington**, 1:15 p.m.
- Feb. 2 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Feb. 3 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Feb. 4 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Feb. 8 (Monday) – **Anthony**, 9 a.m.
- Feb. 9 (Tuesday) – **Larned**, 9 a.m.
- Feb. 10 (Wednesday) – **Cimarron**, 9 a.m.
- Feb. 11 (Thursday) – **Garden City**, 9 a.m. & 1 p.m.
- Feb. 12 (Friday) – **Pratt**, 9 a.m. & 2 p.m.
- Feb. 16 (Tuesday) – **Goddard**, 9 a.m.
- Feb. 17 (Wednesday) – **Hillsboro**, 8:30 a.m.
- Feb. 25 (Thursday) – **Newton**, 9 a.m. & 1 p.m.

March 2010 - Confined Space Entry

- Mar. 1 (Monday) – **Wellington**, 1:15 p.m.
- Mar. 2 (Tuesday) – **Arkansas City**, 9 a.m. & 1 p.m.
- Mar. 3 (Wednesday) – **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Mar. 4 (Thursday) – **Augusta**, 7:30 a.m. & 1 p.m.
- Mar. 8 (Monday) – **Anthony**, 9 a.m.
- Mar. 9 (Tuesday) – **Larned**, 9 a.m.
- Mar. 10 (Wednesday) – **Cimarron**, 9 a.m.
- Mar. 11 (Thursday) – **Garden City**, 9 a.m. & 1 p.m.
- Mar. 12 (Friday) – **Pratt**, 9 a.m. & 2 p.m.
- Mar. 16 (Tuesday) – **Goddard**, 9 a.m.
- Mar. 17 (Wednesday) – **Hillsboro**, 8:30 a.m.
- Mar. 18 (Thursday) – **Newton**, 9 a.m. & 1 p.m.

2010 Schedule (Continued)

April 2010 - Chain Saw / Brush Cutter Safety

- Apr. 5** (Monday) - **Wellington**, 1:15 p.m.
- Apr. 6** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Apr. 7** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Apr. 8** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Apr. 12** (Monday) - **Anthony**, 9 a.m.
- Apr. 13** (Tuesday) - **Larned**, 9 a.m.
- Apr. 14** (Wednesday) - **Cimarron**, 9 a.m.
- Apr. 15** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Apr. 16** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Apr. 20** (Tuesday) - **Goddard**, 9 a.m.
- Apr. 21** (Wednesday) - **Hillsboro**, 8:30 a.m.
- Apr. 22** (Thursday) - **Newton**, 9 a.m. & 1 p.m.

May 2010 - Trenching & Excavations

- May 3** (Monday) - **Wellington**, 1:15 p.m.
- May 4** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- May 5** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- May 6** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- May 10** (Monday) - **Anthony**, 9 a.m.
- May 18** (Tuesday) - **Larned**, 9 a.m.
- May 19** (Wednesday) - **Cimarron**, 9 a.m.
- May 20** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- May 21** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- May 25** (Tuesday) - **Goddard**, 9 a.m.
- May 26** (Wednesday) - **Hillsboro**, 8:30 a.m.
- May 27** (Thursday) - **Newton**, 9 a.m. & 1 p.m.

June 2010 - Choice of Topic (see page 1)

- June 1** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- June 2** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- June 3** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- June 7** (Monday) - **Wellington**, 1:15 p.m.
- June 8** (Tuesday) - **Larned**, 9 a.m.
- June 9** (Wednesday) - **Cimarron**, 9 a.m.
- June 10** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- June 11** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- June 14** (Monday) - **Anthony**, 9 a.m.
- June 15** (Tuesday) - **Goddard**, 9 a.m.
- June 16** (Wednesday) - **Hillsboro**, 8:30 a.m.
- June 17** (Thursday) - **Newton**, 9 a.m. & 1 p.m.

2010 Schedule (Continued)

July 2010 - Work Zone Safety (with Practical Applications)

- July 6 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- July 7 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- July 8 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- July 12 (Monday) - **Anthony**, 9 a.m.
- July 13 (Tuesday) - **Larned**, 9 a.m.
- July 14 (Wednesday) - **Cimarron**, 9 a.m.
- July 15 (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- July 16 (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- July 19 (Monday) - **Wellington**, 1:15 p.m.
- July 20 (Tuesday) - **Goddard**, 9 a.m.
- July 21 (Wednesday) - **Hillsboro**, 8:30 a.m.
- July 22 (Thursday) - **Newton**, 9 a.m. & 1 p.m.

August 2010 - Choice of Topic (see page 1)

- Aug. 2 (Monday) - **Wellington**, 1:15 p.m.
- Aug. 3 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Aug. 4 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Aug. 5 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Aug. 9 (Monday) - **Anthony**, 9 a.m.
- Aug. 10 (Tuesday) - **Larned**, 9 a.m.
- Aug. 11 (Wednesday) - **Cimarron**, 9 a.m.
- Aug. 12 (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Aug. 13 (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Aug. 17 (Tuesday) - **Goddard**, 9 a.m.
- Aug. 18 (Wednesday) - **Hillsboro**, 8:30 a.m.
- Aug. 19 (Thursday) - **Newton**, 9 a.m. & 1 p.m.

September 2010 - Electrical Safety

- Sept. 7 (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Sept. 8 (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Sept. 9 (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Sept. 13 (Monday) - **Wellington**, 1:15 p.m.
- Sept. 14 (Tuesday) - **Larned**, 9 a.m.
- Sept. 15 (Wednesday) - **Cimarron**, 9 a.m.
- Sept. 16 (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Sept. 17 (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Sept. 20 (Monday) - **Anthony**, 9 a.m.
- Sept. 21 (Tuesday) - **Goddard**, 9 a.m.
- Sept. 22 (Wednesday) - **Hillsboro**, 8:30 a.m.
- Sept. 23 (Thursday) - **Newton**, 9 a.m. & 1 p.m.

2010 Schedule (Continued)

October 2010 - Exit Routes & Fire Prevention

- Oct. 4** (Monday) - **Wellington**, 1:15 p.m.
- Oct. 5** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Oct. 6** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Oct. 7** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Oct. 11** (Monday) - **Anthony**, 9 a.m.
- Oct. 12** (Tuesday) - **Larned**, 9 a.m.
- Oct. 13** (Wednesday) - **Cimarron**, 9 a.m.
- Oct. 14** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Oct. 15** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Oct. 19** (Tuesday) - **Goddard**, 9 a.m.
- Oct. 20** (Wednesday) - **Hillsboro**, 8:30 a.m.
- Oct. 21** (Thursday) - **Newton**, 9 a.m. & 1 p.m.

November 2010 - Fall Prevention / Slips, Trips & Falls

- Nov. 1** (Monday) - **Wellington**, 1:15 p.m.
- Nov. 2** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Nov. 3** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Nov. 4** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Nov. 8** (Monday) - **Anthony**, 9 a.m.
- Nov. 9** (Tuesday) - **Larned**, 9 a.m.
- Nov. 10** (Wednesday) - **Cimarron**, 9 a.m.
- Nov. 11** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Nov. 12** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Nov. 16** (Tuesday) - **Goddard**, 9 a.m.
- Nov. 23** (Tuesday) - **Newton**, 9 a.m. & 1 p.m.
- Nov. 24** (Wednesday) - **Hillsboro**, 8:30 a.m.

December 2010 - Back Safety

- Dec. 6** (Monday) - **Wellington**, 1:15 p.m.
- Dec. 7** (Tuesday) - **Arkansas City**, 9 a.m. & 1 p.m.
- Dec. 8** (Wednesday) - **Winfield**, 7:30 a.m.; **Mulvane**, 1 p.m.
- Dec. 9** (Thursday) - **Augusta**, 7:30 a.m. & 1 p.m.
- Dec. 13** (Monday) - **Anthony**, 9 a.m.
- Dec. 14** (Tuesday) - **Larned**, 9 a.m.
- Dec. 15** (Wednesday) - **Cimarron**, 9 a.m.
- Dec. 16** (Thursday) - **Garden City**, 9 a.m. & 1 p.m.
- Dec. 17** (Friday) - **Pratt**, 9 a.m. & 2 p.m.
- Dec. 21** (Tuesday) - **Goddard**, 9 a.m.
- Dec. 22** (Wednesday) - **Hillsboro**, 8:30 a.m.
- Dec. 23** (Thursday) - **Newton**, 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 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 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 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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