

2022 National Training Institute Office Manager/Administrative Staff Group “OM Group” Agenda

SUNDAY, JULY 31, 2022

OM Participants are invited to attend Sunday events (including lunch and Opening/Welcome) if their travel schedule allows.

7:00 – 7:45 AM	Prayer/Worship Service – Michigan League, Room TBD
8:00 AM – Noon	Registration – <i>Indoor Training Center, University of Michigan South Campus</i>
8:30 AM – Noon	Trade Show – <i>Indoor Training Center, University of Michigan South Campus</i>
11:30 AM – 1:00 PM	Lunch <i>Michigan League – Central Campus, Univ. of MI</i>
1:00 – 5:00 PM	Late Registration – <i>Michigan League</i>
1:00 – 2:45 PM	C/SC Group Opening Session – <i>Modern Languages Bldg. (MLB), Auditorium 3</i>
	Welcome and Opening Remarks – Todd Stafford
	Overview: Grant Opportunities for your JATC/AJATC – Fund curriculum, training equipment, staff salaries, and more – Andrea Crawford and Valerie Mojeiko
	Will give a brief overview of the grant opportunities that are available for JATC/AJATCs to fund staff salaries, expand pre-apprenticeship programs, equipment and supplies, facilities improvements, and more.
2:45 – 3:00 PM	Refreshment Break
3:00 – 5:00 PM	C/SC Group Opening – <i>MLB, Auditorium 3</i>
	IBEW/NECA DEI Joint Task Force Panel – Cindy Sanderfur, Todd Stafford, Tam Goelling, Debra Margraf, Amanda Pacheco, Ron Bailey
	Computer-Mediated Learning and the PTSI Online Learning System – Greg Greiner
	This presentation will go over the courses that have been updated to the Computer-Mediated Learning format, the progress to date, and future planning. The focus will be to share a clear message about the format to support committees and Training Director’s implementation, planning, and communication. We will then look at the new additions to the PTSI Online Learning Systems and how access to it is changing, including a wave of new functionality that has been long asked for and is now ready for use. This includes the ability for programs to author courses of their own on the system, an integrated calendar, mobile push notifications, messaging, and more.
5:30 PM	Group Photograph – <i>Hill Auditorium</i>
5:45 PM	Opening of the 2022 National Training Institute – <i>Hill Auditorium</i>
	Dining for Dollars Voucher Program: Any participant (and family member) attending opening session will receive a voucher worth \$25.00 for use at any participating local restaurant Monday through Thursday evening during NTI. You must be in attendance and seated in the auditorium to receive the voucher. Participating restaurants are listed in the Event Guide.
Immediately Following:	Welcome Reception – <i>Ingall’s Mall</i> Reception is a relaxed, informal atmosphere.

MONDAY, AUGUST 1, 2022

North Quad (NQ), Room 2255

7:30 – 8:45 AM	GENERAL SESSION
	Easing the Administration of the PTSI Online Learning Systems – Greg Greiner
	This presentation will go over important details regarding use of the administration tools in the Training Management System including a discussion on how the system works today and the new resources available and yet to come.
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 AM	Curriculum Development Process – Paul Morris
10:15 – 10:30 AM	Presenter Change / Break

10:30 – 11:45 AM	Business Insurance 101 for Training Funds – Brad Speiss
	This presentation will give an overview of insurance options for JATCs and AJATCs.
11:45 AM–12:45 PM	Lunch – Michigan League
With C Group – 12:45 – 2:00 PM	<i>Modern Languages Building (MLB), Auditorium 4</i> Let's Talk About It: Communication Challenges and Changes – Marie Arcidiacono Kaufmann
	COVID-19 has impacted every facet of our lives, including how we communicate. We have been asked to deliver difficult messages with little to no preparation, utilize communication platforms that we may have had no prior experience with and communicate cross-generationally. In the last few years, we have experienced many challenges and changes when it comes to our communication, and frankly, it can be confusing to navigate what it means to be an "effective and appropriate communicator" in today's world. Let's talk about the challenges, the changes, and what it means to be a communicator in 2022.
2:00 – 2:15 PM	Refreshment Break
NQ Room 2255 2:15 – 3:30 PM	Closing our Industry's Largest Skill Gap – Leticia Lopéz
	The success of the electrical workforce of tomorrow increasingly will require more than technical knowledge. It is important today that we add soft skills to the apprentices' toolboxes. Learn how you can use What Works for Me to mentor apprentices and add the skills that will create more successful electricians for the future.
3:30 – 3:45 PM	Classroom Change / Break
3:45 – 5:00 PM	Can it be as Simple as Asking? – Dr. L. Joe (Joey) Shorter
	Ever been in a situation where you wanted to ask a question, but felt that doing so would come at too great a cost? Most of us probably operate on the principle, "it's better to remain silent and thought a fool, rather than speak up and remove all doubt". If asked, most of us would also say it is better to ask forgiveness rather than permission - and, the debate would rage on! Even a "bad" question is almost always better than declaring a false assertion. Come and explore what it is good to "Ask, and it will be given to you". (Based on, Doesn't Hurt to Ask, Trey Gowdy).

TUESDAY, AUGUST 2, 2022

NQ, Room 2255	
7:30 – 8:45 AM	Creating Apprenticeships in High Schools and Colleges – Danny Van Sickle
	This presentation will provide information on how the Electrical Training Alliance of Jacksonville was able to establish registered and non-registered pre-apprenticeships in local high schools and colleges.
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 AM	Nuts and Bolts of JATC/AJATC Governing Documents – Lucas Aubrey
	This session will discuss the importance of understanding AJATC/JATC governing documents including (1) the apprenticeship provisions in the collective bargaining agreement and Areawide Training Agreements; (2) the trust agreement; (3) the Standards; and, (4) the program's policies and procedures. The session will highlight problems that can occur when a program does not follow its governing documents, and it will include recommendations for avoiding these problems.
10:15 – 10:30 AM	Classroom Change / Break
10:30 – 11:45 AM	Roundtable Discussion – Todd Stafford and Steve Strickland
11:45 AM – 12:45 PM	Lunch – Michigan League