

2023 National Training Institute Office Manager/Administrative Staff Group “OM Group” Agenda

SUNDAY, JULY 30, 2023

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 – Eastern Michigan Univ.-WCC, G3, Auxiliary Gym
8:00 AM – Noon	Registration – Eastern Michigan Univ. George Gervin GameAbove Center (G3)
8:30 AM - Noon	Trade Show – Eastern Michigan Univ. George Gervin GameAbove Center
11:30 AM – 1:00 PM	Lunch – Washtenaw Community College (WCC), Morris Lawrence Building (ML) Atrium
1:00 PM – 4:30 PM	Late Registration – WCC, ML, Atrium
1:00 – 2:45 PM	C/SC Group Opening Session – WCC, ML, Towsley Auditorium
	Welcome and Opening Remarks – Todd Stafford
	State of the Industry – Todd Stafford
	This session will cover questions heard from the industry and information sharing on what is coming.
2:45 – 3:00 PM	Refreshment Break
3:00 – 5:00 PM	C/SC Group Opening – WCC, ML, Towsley Auditorium
	Cultivating an Industry Where Everyone Belongs - IBEW-NECA-etA DEI&B Joint Task Force Panel – Facilitated by Cindy Sanderfur
	Join members of the IBEW-NECA-etA Task Force for an update on our progress to become a more inclusive industry where everyone belongs and what you can do to help us all do better. And we would love to hear from you about what you are doing in your area and how we can work together to empower each other and our industry.
	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 – Eastern Michigan Univ. George Gervin GameAbove Center
5:45 PM	Opening of the 2023 National Training Institute – EMU George Gervin GameAbove Center
	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 arena to receive the voucher. Participating restaurants are listed on the App or in the Event Guide.
Immediately Following:	Welcome Reception – EMU, George Gervin GameAbove Center South Parking Lot (Tent) Reception is a relaxed, informal atmosphere.

MONDAY, JULY 31, 2023

WCC – Crane Liberal Arts Building (LA), Room 130

7:30 – 8:45 AM	GENERAL SESSION
	What is Apprenticeship? – Tina Williams
	A brief overview about apprenticeship.
8:45 – 9:00 AM	Refreshment Break

9:00 – 10:15 AM	Easing the Administration of the PTSI Online Learning Systems – Jim Stover
	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.
10:15 – 10:30 AM	Presenter Change / Break
10:30 – 11:45 AM	Helmets to Hardhats: Be Part of the Mission – Martin Helms
	Helmets to Hardhats is a 503c3 non-profit assisting our men and women in uniform as they transition from military life to civilian life by guiding the way to career opportunities within the organized building trades. Within this presentation, we will cover the initiatives we have set in place to make the transition process easier on the Career Seeker, Training Centers, and Contractors, such as our new website, job board, customer database, expansion on staff, etc. We cannot succeed without the support of our affiliates. You make our mission possible.
11:45 AM–12:45 PM	Lunch – WCC, Morris Lawrence Building (ML), Atrium
12:45 – 2:00 PM	ADA / Selection Procedures – Robert L. Duston
	This session will focus on what the ADA is and how it affects the Selection process as well as reviewing the Selection Procedures.
2:00 – 2:15 PM	Refreshment Break
2:15 – 3:30 PM	Creating Pre-Apprenticeships in High Schools and Colleges – Daniel 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.
3:30 – 3:45 PM	Classroom Change / Break
3:45 – 5:00 PM	Intermediate Excel – Stephen Boyd
	This session will focus on intermediate skills for Excel users including advanced copy and paste; formulas; data validation and protection; creating look-up fields; working with formatted tables; mail merge; and, email merge.

TUESDAY, AUGUST 1, 2023

WCC – LA, Room 130

7:30 – 8:45 AM	The Conscious Communicator – Cindy Sanderfur
	Good communication doesn't just happen; it's purposeful, and with communication at our fingertips, it becomes even more important to hone this skill. How do we add DEPTH and become conscious communicators? I'm glad you asked! Based on the book: The Conscious Communicator: The Fine Art of Not Saying Stupid Sh*t
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 AM	Substance Abuse: IBEW-NECA <i>electrical training ALLIANCE</i> Model Substance Abuse Policy and Program for JATCs/AJATCs – Lucas Aubrey
	This session will focus on issues related to testing for drug and alcohol use. We will focus on the <i>ALLIANCE's</i> Model Substance Abuse Policy and Program for AJATC/JATCs. We will also discuss legal issues related to the legalization of medical and recreational marijuana; and the recent enactment of employment protections in some states for individuals who are legally using marijuana under state law.
10:15 – 10:30 AM	Classroom Change / Break
10:30 – 11:45 AM	Curriculum Development Process – Paul Morris
	This session will review the process involved in developing the curriculum used in the training programs. It will also touch on the use of e-books and other resources.
11:45 AM – 12:45 PM	Lunch – WCC, ML, Atrium