

2024 National Training Institute Office Manager/Administrative Staff Group “OM Group” Agenda

SUNDAY, JULY 28, 2024

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., George Gervin GameAboveCenter (G3), Auxiliary Gym
8:00 AM – Noon	Registration – Eastern Michigan Univ. G3
8:30 AM – Noon	Trade Show – Eastern Michigan Univ. G3
11:30 AM – 1:00 PM	Lunch – Eastern Michigan Univ. – Student Center, 2 nd Floor
1:00 PM – 4:30 PM	Late Registration – Eastern Michigan Univ. – Student Center, 2 nd Floor
1:00 – 2:45 PM	C/SC Group Opening Session – Eastern Michigan Univ. – Student Center Ballroom, 2 nd Floor
	Welcome and Opening Remarks – Todd Stafford
	State of the Industry – Todd Stafford
2:45 – 3:00 PM	Refreshment Break
3:00 – 5:00 PM	C/SC Group Opening – Eastern Michigan Univ. – Student Center Ballroom, 2 nd Floor
	Mental Health Awareness in Our Industry – Facilitated by Cindy Sanderfur
	The statistics are sobering: *Construction workers have one of the highest rates of suicide across all industries; *The construction industry has historically struggled with issues related to substance abuse, including alcohol and drug misuse; *The nature of construction work can contribute to stress among workers; *Studies have shown that construction workers experience higher rates of depression and anxiety. These statistics emphasize the urgency of addressing mental health within the construction industry and implementing measures to support well-being, including promoting a culture of openness and support. Join our panel as we explore actionable strategies for making meaningful improvements.
	Empowering Apprenticeship: Key Tools, Resources and Latest Updates - Greg Greiner
	The <i>electrical training ALLIANCE</i> is dedicated to developing and providing essential tools and solutions for AJATC/JATCs, local unions, and contractors, with a focus on comprehensive training support. Recognizing that effective training extends beyond the immediate instruction, our approach encompasses selecting the right candidates, teaching pertinent skills, and timing the training optimally-all tailored to enhance local union growth, retention, and opportunities. This presentation will highlight where to find and obtain these resources to support your efforts.
5:30 PM	Group Photograph – Eastern Michigan Univ. G3
5:45 PM	Opening of the 2024 National Training Institute – Eastern Michigan Univ. G3
	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 on the website's Event Guide.
Immediately Following:	Welcome Reception – EMU, G3, South Parking Lot (Tent) Reception is a relaxed, informal atmosphere.

MONDAY, JULY 29, 2024

WCC – Morris Lawrence Building (ML), Room 150

7:30 – 8:45 AM	Finding and Keeping the Best Employees - L. Joe (Joey) Shorter, Ph.D.
	In this session, we discuss strategies and tools necessary to attract, identify, and retain top talent in today's competitive job market. We will explore best practices for sourcing candidates and conducting interviews, touching on the topic of evaluating candidates to ensure the right fit for them and the

	organization. Participants will also look at fostering a positive workplace culture to maximize employee retention. Our goal is to help develop skills needed to build and sustain a high-performing team.
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 AM	Insurance 101 – Nick Giovenco
	Education on insurance for AJATC/JATCs.
10:15 – 10:30 AM	Classroom Change / Break
10:30 – 11:45 AM	Lines of Separation between the JATC/AJATC and the Union – Lucas Aubrey
With C Group – ML Towsley Auditorium	In this session, we will discuss (1) the legal need for separation between the AJATC/JATC and the local union; (2) problems with AJATC/JATC involvement in matters of the apprentices' union membership and dues payment; and (3) best practices to promote confidentiality, including tips for taking, maintaining, and distributing committee meeting minutes.
11:45 AM–12:45 PM	Lunch – WCC, Morris Lawrence Building (ML), Atrium
	WCC, ML, Room 150
12:45 – 2:00 PM	Navigating Apprenticeship Administration: Best Practices and Strategies – Tina Williams
	Apprenticeship best practices and processes for administrative staff.
2:00 – 2:15 PM	Refreshment Break
2:15 – 3:30 PM	Maximizing Productivity in the TMS/LMS for Office Managers – Jim Stover
	The presentation targets efficiency using the PTSI TMS and LMS. We start in the CLCS/Bookstore, and continue through rostering, enrollment, testing, and grade management, all from the Office Manager viewpoint.
3:30 – 3:45 PM	Break
3:45 – 5:00 PM	Fly Differently: Adapting our Communications – Cindy Sanderfur
	"Stacey's father turned to her and in a calm, reassuring tone said, 'Honey, the engine has quit. I'm going to need to fly the plane differently.'" – QBQ Life is always moving and shifting! Circumstances and conditions change rapidly; what works perfectly one day may not be as effective the next. It's not that we don't know how to communicate; sometimes, we may just need to communicate differently.
TUESDAY, JULY 30, 2024	
WCC – ML, Room 150	
7:30 – 8:45 AM	Active Shooter/Threat – Chief Carl Schinner
	This session will provide a history of active shooters in America. We will also discuss ways for businesses and individuals to protect themselves should a threat occur in the workplace.
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 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.
10:15 – 10:30 AM	Break
10:30 – 11:45 AM	Roundtable with etA Staff – Steve Strickland, Wendy Windsor, and Todd Stafford
	This session will allow attendees to ask questions as well as any suggestions to improve this group.
11:45 AM – 12:45 PM	Lunch – WCC, ML, Atrium