

2025 National Training Institute Office Manager/Administrative Staff Group “OM Group” Agenda

SUNDAY, JULY 27, 2025

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 – Washtenaw Community College (WCC), Morris Lawrence Bldg., Atrium
1:00 – 4:30 PM	Late Registration – WCC, ML, Room 120
1:00 – 3:00 PM	C/SC Group Opening Session – WCC, Morris Lawrence Bldg., Towsley Auditorium
1:00-2:15 PM	Welcome and Opening Remarks – Todd Stafford
	State of the Industry – Todd Stafford
2:15-3:00 PM	Google Fireside Chat – Greg Greiner with Wendy Peterson
	This will be a brief discussion of Google's outlook on electrification and workforce development and why growth is critical — for Google, for the programs, and for the broader ecosystem. There will also be an update on the projects funded by Google.
3:00 – 3:15 PM	Refreshment Break
3:15 – 5:00 PM	C/SC Group Opening – WCC, Morris Lawrence Bldg., Towsley Auditorium
3:15-4:30 PM	Worker Well-Being and Mental Health: Tackling High Rates of Stress, Injury, and Burnout – L. Joe (Joey) Shorter, Ph.D.
	This session addresses the critical issue of worker well-being and mental health in the construction industry. Participants will explore the causes and impacts of stress, injury, and burnout, and learn strategies to promote a healthier, safer workforce. Topics include mental health awareness, injury prevention, wellness programs, and creating a support jobsite culture. The session highlights practical approaches to improving morale, reducing absenteeism, and enhancing overall productivity through a proactive focus on employee well-being.
4:30-5:00 PM	2025/2026 Grant Opportunities and Strategies for JATC/AJATCs – Andrea Crawford and Valerie Mojeiko
	Join us for a comprehensive overview of current grant opportunities and strategies for training centers. Our presentation will provide critical insights into the evolving landscape of grant funding, highlighting key regions, potential service engagement, and anticipated grant availability for the upcoming year. We'll summarize the current federal and state grant environments, offer tips for training directors seeking to maximize their funding potential.
5:30 PM	Group Photograph – Eastern Michigan Univ. G3
5:45 PM	Opening of the 2025 National Training Institute – Eastern Michigan Univ., G3
	Dining for Dollars Voucher Program: Any participant (and family member) attending the Opening 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 the website's Event Guide.
Immediately Following:	Welcome Reception – EMU, G3, South Parking Lot (Tent) Reception is a relaxed, informal atmosphere.

MONDAY, JULY 28, 2025

WCC – Crane Liberal Arts (LA), Room 259

7:30 – 8:45 AM	The Lost Art of Listening – L. Joe (Joey) Shorter, Ph.D.
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	Genuine listening has become a rare skill in today's fast-paced world. In this session, we will aim to rediscover and cultivate the art of active listening in personal and professional contexts. Through a combination of theoretical frameworks, practical exercises, and real-world examples, attendees will learn how to overcome barriers to effective listening, develop empathy, enhance communication skills, and build strong relationships along the way. The goal is to help one another develop tools and understanding to become adept listeners in an increasingly noisy world.
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	Navigating Apprenticeship Administration: Best Practices and Strategies – Tina Williams
	Apprenticeship best practices and processes for administrative staff.
11:45 AM–12:45 PM	Lunch – WCC, ML, Atrium
	WCC, LA, Room 259
12:45 – 2:00 PM	Veteran Electrical Entry Program (VEEP) – Accepting JATC Processes – Greg McMurphy, Jason Iannelli, and Marty Riesberg
	This session will provide an overview of the program as well as the documentation and workflow.
2:00 – 2:15 PM	Refreshment Break
2:15 – 3:30 PM	Active Threat/Shooter – Carl Schinner and Andrew Williams
	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.
3:30 – 3:45 PM	Break
3:45 – 5:00 PM	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.

TUESDAY, JULY 29, 2025

WCC – LA, Room 259

7:30 – 8:45 AM	Grants Readiness and Project/Program Design – Rebecca Dettore and Brooke Watkins
	This presentation explores what it means to be “grant ready” and how grant funding can benefit your JATC and your apprentices. We'll cover key documents commonly requested by funders and share best practices to ensure your JATC is prepared to apply. Once you're grant ready, we'll discuss how to expand programming – from construction to wraparound services – and design grant-funded projects that align with your goals. Finally, we'll examine how grant funding can support apprentice success and help long-term sustainability and growth in the electrical industry. Join us and learn how to unlock the potential of grants to strengthen your training efforts.
8:45 – 9:00 AM	Refreshment Break
9:00 – 10:15 AM	Maximizing Productivity in the TMS/LMS for Office Managers – Jim Stover and William Orick
	The presentation targets efficiency using the PTSI TMS and LMS. We start in the Curriculum Compass/Bookstore, and continue through rostering, enrollment, testing, and grade management, all from the Office Manager viewpoint.
10:15 – 10:30 AM	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