



# TEC

DEVELOP TALENT. HONE SKILLS.

# 2020

**LOSS CONTROL**

## Supervisor/Foreman

**March 17-19**  
**Lyntegar EC, Tahoka**  
**Register by: March 9**

Three-Day Training School  
Classroom Exercises

To register online, go to [texas-ec.org](http://texas-ec.org).



**Texas Electric Cooperatives**

A Touchstone Energy® Cooperative 



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### SUPERVISOR/FOREMAN

March 17–19, 2020 • Lyntegar EC, 1701 US Hwy 87, West Access Rd., Tahoka 79373

#### COURSE INFORMATION

##### Course Description

This three-day course is designed to prepare foremen and supervisors for the challenges of being an effective and successful leader. Participants will gain insight into what people respect in leaders. Among other topics, the course discusses: what management looks for in a leader, what subordinates expect, characteristics of effective leadership, responsibilities that come with leadership and the position, and current regulations in the electrical industry.

##### Objectives

- Developing traits of a successful leader
- Understanding generational differences in the workforce and how to communicate with others
- Application of problem solving and critical thinking
- Application of effective communication and listening skills
- Application of current regulations and responsibilities of the position

##### Course Schedule

8 a.m., Tuesday, March 17–noon, Thursday, March 19

##### TUESDAY, MARCH 17

- 8:00 a.m. **Welcome/Course Overview**  
Responsibilities of Leadership  
Gaining Respect  
Becoming a Better Listener
- Noon **Lunch on your own**
- 1:00 p.m. **Problem Solving/Critical Thinking**  
(breakout session)  
Generational Differences and How to Communicate with Others
- 4:30 p.m. **Adjourn**

##### WEDNESDAY, MARCH 18

- 8:00 a.m. **Review Day 1**  
Motivating Others  
Managing Friends  
Understanding Delegation
- Noon **Lunch on your own**
- 1:00 p.m. **Dealing with Conflict**  
Regulations and Procedures Part 1
- 4:30 p.m. **Adjourn**

##### THURSDAY, MARCH 19

- 8:00 a.m. **Review Day 2**  
Regulations and Procedures Part 2
- Noon **Adjourn**

##### Class Limit

25 students

##### Continuing Education Units and Continuing Professional Education Hours

These courses may be eligible for CEUs or CPEs, depending on the governing body. For completion of the Loss Control School, TEC will automatically provide a certificate of completion that may be used to apply for CEUs/CPEs. TEC is registered with the State Board of Public Accountancy as a CPE sponsor. Registration with the board does not constitute an endorsement by the board as to the quality of the CPE program.



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### REGISTRATION FORM

Register by: March 9, 2020. [Click here to register online.](#)

**Please print clearly.**

One registration form per attendee. Duplicate as necessary.

Name \_\_\_\_\_

Title \_\_\_\_\_

Cooperative/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

Registration Fees	By March 9	After March 9
<input type="radio"/> <b>Member Registration</b> (lunch not included)	\$650/person	\$700/person
<input type="radio"/> <b>Nonmember Registration</b> (lunch not included)	\$950/person	\$1000/person

**Registration cancelation policy:** All changes or cancelations must be made by email to [tknipstein@texas-ec.org](mailto:tknipstein@texas-ec.org). No refunds will be issued for cancelations made fewer than 15 days before the event. Cancelations made more than 15 days before the event will receive a full refund, minus a \$50 charge per student or substitution.

Signature \_\_\_\_\_

**Fax completed form to: (512) 763-3390. Questions:** Tami Knipstein, (512) 486-6271 or [tknipstein@texas-ec.org](mailto:tknipstein@texas-ec.org)

**Training Location:** Lyntegar EC, 1701 US Hwy 87, West Access Rd., Tahoka 79373

**Suggested Places To Stay:** Attendees are responsible for making their own hotel room reservations.

**Embassy Suites  
Lubbock**  
5215 South Loop 289  
Lubbock 79424  
(806) 771-7000

**Ashmore Inn & Suites**  
4019 South Loop 289  
Lubbock 79423  
(806) 785-0060  
1-800-785-0061