

Agenda

**April 29- May 3, 2024, RUBA Personnel Management for Rural Utilities,
Conference Room 106 of the Robert B Atwood Building
550 w 7th Ave, Anchorage, AK 99501**

April 29 – Monday

- **1:00 p.m. to 5:00 p.m.**
 - Introductions & Course Expectations
 - OVERVIEW OF RUBA UTILITY MANAGEMENT TRAINING
 - Instructor: Becca Rein
 - LESSON 1: PERSONNEL, POLICIES, AND PROCEDURES
 - Instructor: Becca Rein

April 30 – Tuesday

- **8:00 a.m. to noon**
 - LESSON 2: SAFETY, POLICY, & RESOURCES
 - Instructor: Theo Graber
- **1-hour lunch break**
- **1:00 p.m. to 5:00 p.m.**
 - LESSON 3: RECRUITING, INTERVIEWING, AND SELECTION
 - Instructor: Angie Frank

May 1 – Wednesday

- **8:00 a.m. to noon**
 - LESSON 4: ORIENTATION AND TRAINING
 - Instructor: Theo Graber
- **1-hour lunch break**
- **1:00 p.m. to 5:00 p.m.**
 - LESSON 5: REGULATIONS AND THE LAW
 - Instructor: Becca Rein

May 2 – Thursday

- **8:00 a.m. to noon**
 - LESSON 6: PEOPLE, COMMUNICATION, AND CONFLICT
 - Instructor: Trisha Sullivan
- **1-hour lunch break**
- **1:00pm to 5:00pm**
 - LESSON 7: MOTIVATION AND MANAGEMENT SKILLS
 - Instructor: Angie Frank

May 3 – Friday morning

- **8:00 a.m. to noon**
 - End of Lesson Review
 - Instructor: Becca Rein
 - TAKE Final Test
 - Wrap-up
 - Adjourn