

Work Orders: Basics in a Day

March 13, 2024 | Comfort Inn & Suites, Black River Falls

INSTRUCTOR

Teri Wallis, Terilyn Wallis Consulting

PROGRAM

Registration: 8:30 a.m.

Program: 9 a.m.–4 p.m.

REGISTRATION

Co-ops participating in the pre-

payment plan: 1½ Skill Builder Credits
per participant

Register online at:

http://www.weca.coop/calendar_list.asp

REGISTRATION DEADLINE

Friday, March 1

PROGRAM LOCATION

Comfort Inn & Suites

N6295 Holiday Drive
Black River Falls, Wisconsin
Phone: (715) 670-3010

Room Block Name: WECA

Group Number: NT56L9

Room Block Rate: \$104–\$114+tax/night

Room Block Deadline: Fri., February 14

Booking Link: <https://www.choicehotels.com/reservations/groups/NT56L9>

Rooms may be available under the room block after the cut-off date only if the hotel has rooms available. Contact hotel directly (not through reservations line).

Rooms block is available for the nights of March 11, 12, and 13.

FOR MORE INFORMATION

Contact Wendy Fassbind at
(608) 467-4589 or wendy@weca.coop



6405 Century Avenue, Suite 102
Middleton, WI 53562-2200
Phone: (608) 467-4589
Fax: (608) 467-4651
www.weca.coop

WHO SHOULD ATTEND

Any and every employee that has direct or indirect work responsibilities relating to work orders or any portion of the work order process from start to finish will benefit from attending. If you are new to a role or position at your cooperative, or new to the cooperative, this workshop is designed for you. Work Orders: Basics in a Day is perfect for all operations and engineering related staff, line staff, crew leads, foreman, line superintendents, district supervisors, operations managers, staking, engineering, and work order coordinators to name a few. GIS and mapping staff, warehousing and material related positions, plant accounting, accounting and finance staff, those who coordinate new services and members. Managers, administration, and leadership will all gain an overall understanding of the process.

PROGRAM

Work Orders: Basics in a Day covers the topics of construction, retirement, and maintenance of your distribution system. This workshop details the components and requirements of a work order and the purpose and outcome of the overall work order process.

This workshop will provide an overall, big picture understanding of the work order process. Additionally, we will dig into the areas of material, labor, and overheads, and HOW each works and the importance of knowing how they work.

Participants will gain an understanding of system maintenance (expenses) versus system/capital improvements (assets). Further, you will understand WHY it is important to know the difference and WHAT the impact is on our member-owners and the rates they ultimately pay.

Participants will follow the life of a work order from opening to closing and correlate the work that employees and contractors do within the process. Through an interactive process, participants will understand what happens to get a work order field ready, what occurs in the field, and finalizing a completed work order back in the office.

NOTE: This program replaces the previous 1½-day Work Orders program. We are looking to potentially create a basics, intermediate, and advanced class (three 1-day classes instead of two 1½ day classes).

Class size is limited to the first 45 registrants.

Thank you to our program sponsors!



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