

7th District FIELD MEMO

Date: February 7, 2017 (Updated from January 27, 2017 *Electronic Delivery Only*)
To: SCU9 Chairman – Jeff Bolin BM/FS 1002
From: Todd Newkirk, Larry Chamberlain, Linda Mathews
Subject: AEP SWEPCO /COE Train the Trainer – March 1st – Shreveport, LA

This is to confirm the above mentioned “COE Train the Trainer” class for March 1st. The training location will be held at AEP/SWEPCO headquarters, 416 Travis Street in Shreveport beginning at 8:30 AM, 3rd Floor Conference Room in the Mid-South Tower. Local Unions scheduled to be in attendance with multiple delegates are 329, 386, 738 and 1002. The remaining SCU-9 Local Unions will be addressed in a separate letter for training to be held Monday, March 6th in the Columbus, Ohio area.

Training materials will be provided. The general presentation of the COE material will include a segment on teaching techniques and presentation methods. It is intended to have ½ of the class prepare and teach the material shortly before or after lunch, followed by critique and class interaction. This will then be repeated with the second half of the class.

Prior to this meeting it is strongly encouraged for the SCU-9 Business Managers to openly communicate with members and management that this process has formally commenced and is rolling out. Websites and email communications should be employed if normally utilized in spreading messages. Furthermore, the tri-fold COE SCU-9 brochure should be ready for member hand-out. Please advise if a joint logo is produced and provide such at our meeting. Banners and other COE promotion material can be readily found at the IBEW Merchandise store.

Upon completion of the “train the trainer” session it is critical to move to the next step which is having COE Steward training as soon as possible. This action should be started now to allow for scheduling and getting COE stewards selected.

It is recommended you consider to seek if the Company will compensate wages for the trainers. Additionally, when COE Steward training is confirmed, you may elect to have some management personnel attend if you desire. It is again recommended to seek COE Steward training with lost wages being paid by the Company.

We look forward to a well-attended, productive session that leads to full implementation of COE for your membership employed by AEP.

Shreveport Hotel Accommodations: Individual Call In: Attendees can either call the Hotel directly at 877-429-0711 and mention your group code SH02JB, *a dedicated web link will also be provided when available.*

Sincerely,

Larry Chamberlain, IVPD IR 7
Linda Mathews, IR IO Education Department
Todd Newkirk, IVPD IR 7

Cc: IVPD 10 IR Rains, IVPD 4 IR Tippe, IVPD 6 IR Davis
LUs 329, 386, 738, 1002, 1392, 1466
VP4, VP 5, VP6, VP10, VP7
Utility Department