

7th District FIELD MEMO

Date: February 14, 2017 (**Electronic Delivery Only**)

To: SCU9 Chairman – Jeff Bolin BM/FS 1002

From: Todd Newkirk, Chuck Tippe, Larry Neidig III

Subject: AEP SWEPCO /COE Train the Trainer – Monday, March 6th – Columbus, OH

This is to confirm the above mentioned **“COE Train the Trainer” class for Monday, March 6th**. The training location will be held at AEP building, [850 Tech Center Road, Gahanna, OH](#), *Conference Room H beginning at 9:00 AM*. Local Unions solicited to be in attendance with delegate(s) are **696, 876, 934, 978, 1392 and 1466**. It is recommended to utilize hotel accommodations at the [SpringHill Suites by Marriott Columbus Airport Gahanna](#), 665 Taylor Rd, Columbus, OH 43230, ph. (614) 501-4770 **or** [TownePlace Suites by Marriott Columbus Airport Gahanna](#), 695 Taylor Rd, Columbus, OH 43230 ph. (614) 861-1400. These hotels are next door to each other and are within a short walking distance to the AEP building. The AEP “west” IBEW AEP SCU-9 Local Union (329, 386, 1002) attendees will be trained in Shreveport, LA on Wednesday, March 1st.

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.

Sincerely,

Chuck Tippe, IVPD IR 4
Larry Neidig II, IR IO Education Department
Todd Newkirk, IVPD IR 7

Cc: IVPD 10 IR Rains, IVPD 6 IR Davis
LUs 696, 876, 934, 1392, 1466
VP4, VP6, VP10
Utility Department