

JPIA Training Conference Course Descriptions

This list includes course descriptions for the upcoming JPIA Training Conference to be held October 12 & 13, 2023. All courses meet requirements for the JPIA [Professional Development Program](#) (PDP) Specialties including Operations (Ops), Supervisor Basics (Sup) and Human Resources (HR).

Thursday, October 12, 2023

Course	PDP Specialty	Instructor
<p>Peer to Boss</p> <p>Were you recently hired to the position of supervisor or manager? Now you are overseeing staff that used to be your peers... The transition can be challenging because you have to represent the organization to your staff and represent your staff to the organization. In addition, you have to see to it that your staff gets their job done while getting your own work done. This session will highlight areas to focus on so that you avoid the minefields and introduce a process to use to make your transition progress smoothly while also setting you and your team up for success. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics topic requirement.</p>	SUP, HR	Sarah Crawford
<p>Ergonomics</p> <p>The information presented in this course will help water agency managers, supervisors, and employees to identify factors contributing to musculoskeletal injuries and review changes to workstations or workflow that may reduce the potential for those injuries. You will review water agency-focused scenarios and practice sound ergonomic techniques and adjustments. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics, HR, and Operations Specialty topic requirement.</p>	SUP, HR, OPS	Lee Patton
<p>Confined Space Entry</p> <p>Entering a confined space can be one of the most hazardous water agency tasks if proper safety procedures are not implemented correctly. This course will increase knowledge of the hazards associated with entering confined spaces and review specific control techniques to mitigate hazards. Basic pre-entry, entry, and post-entry procedures such as monitoring and ventilation techniques to safely perform work in confined spaces will be reviewed, and the duties of supervisors, entrants, attendants, contractors, and host agencies for permit-required and non-permit required confined spaces. Successful completion of this course meets the JPIA Professional Development Program (PDP) Operations Specialty topic requirement.</p>	OPS	Jesse Cota

<p>Drug & Alcohol Reasonable Suspicion</p> <p>This course will assist managers and supervisors in identifying the signs of alcohol misuse and drug use in the workplace. The course will assist with identifying roles and responsibilities within your Agency's Drug Free Workplace policy; recognizing signs and symptoms of potential alcohol misuse and drug use; interpreting your Agency's testing programs; and summarizing the FMCSA Clearinghouse program. This course meets DOT training requirements for supervisors. Successful completion of this course meets the JPIA Professional Development Program (PDP) Human Resources and Supervisor Basics Specialty topic requirement.</p>	HR, SUP	Robin Flint
<p>Hiring Practices</p> <p>In today's busy and litigious world, the importance of making the right hire from the start is critical. Not only will making the right hire save a supervisor's time, energy and stress level, it will also be the most important step to avoid employment practices lawsuits down the road. This course is a step-by-step guide to the many important aspects of making the right hire, including important requirements that are often overlooked. The course will include lecture, video, and group interaction plus resources, customizable checklists, and tools to use in the hiring process. The course is designed for water agency General Managers, managers, supervisors, and human resource staff. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics and HR Specialties topic requirement.</p>	HR, SUP	Tony Waterford
<p>Hazard Communication</p> <p>This course satisfies the general training requirements of OSHA's Hazard Communication Standard/Global Harmonizing Standard (HCS/GHS) 29CFR1910.1200 and includes an overview of common health effects; chemicals; measurement and exposure limits; communicating and controlling hazards, emergencies and first aid. Participants will be able to discuss the five key elements and describe their rights under OSHA's HazCom standard; identify and explain the new GHS label symbols. Note: this course is not tailored for any specific worksite so additional training will be required by specific employers at their worksite, such as what chemicals are in their work area, where Safety Data Sheets (SDSs) and the employer's written Hazard Communication program are located. Successful completion of this course meets the JPIA Professional Development Program (PDP) Operations Specialty topic requirement.</p>	OPS	Andrew Corral

Friday, October 13, 2023

Course	PDP Specialty	Instructor
<p>Fall Protection</p> <p>Falls are among the most common causes of serious work-related injuries and death. Falls continue to remain at the top of OSHA's Top 10 Most Frequently Cited Violations. Fall protection training is an important part of a safety training program. Identifying fall hazards and deciding how to protect workers is the first step in eliminating or reducing fall hazards. Any time a worker is at heights or is working over dangerous equipment/machinery, the worker is at risk and must be protected. This course will help participants understand the methods of providing and employing fall protection. Included will be a review of Cal/OSHA requirements, fall hazards, fall prevention and protective systems. This course is designed for managers, supervisors, safety officers, field operations staff, and/or personnel exposed to fall hazards. Successful completion of this course meets the JPIA Professional Development Program (PDP) Operations Specialty topic requirement.</p>	OPS	Jesse Cota
<p>Traffic Control & Flagger</p> <p>This course will cover basic principles for establishing and maintaining proper traffic control throughout a work zone including advance-warning signs, traffic control methods, work zone safety, equipment requirements, and flagger operations. Attendees will learn the California Manual for Uniform Traffic Control Devices (CA-MUTCD) requirements and best management practices, as it relates to water utility work in streets and roadways. Addresses Cal/OSHA Construction Safety Orders, Sections 1598 & 1599 requiring employers to train employees how to safely work in traffic zones and conduct flagging operations prior to being assigned to such work and California Vehicle Code 21367 requiring motorists to follow temporary traffic control signs and devices. Successful completion of this course meets the JPIA Professional Development Program (PDP) Operations Specialty topic requirement.</p>	OPS	Lee Patton
<p>Performance Management</p> <p>This course, designed for supervisors, managers, and human resource staff will provide participants with the necessary tools to manage the performance of their employees by shaping, coaching, and directing their efforts on a daily basis. This continuous process will help employees better understand the nature and quality of their most recent performance, help them identify what they must do to strengthen that performance, and create a desire for them to improve and develop. Topics covered include goal-setting, coaching, and supporting skills. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics topic requirement.</p>	HR, SUP	Sarah Crawford
<p>Accident Investigation</p> <p>Accidents or incidents involving employees, the public, or property produce unintended injury, illness, death, or damage; but they may also provide valuable information for building prevention strategies and corrective</p>	SUP	Andrew Corral

<p>actions to avoid future incidents. In this course using actual JPIA case examples, you will learn how to conduct the investigative process, from securing the site, gathering evidence, interviewing witnesses, to identifying the root causes of an accident/incident. You will learn how to compile a complete supervisor's accident/incident investigation report. We will also review other forms required for workers' compensation, liability, or property accidents/incidents. The target audience for this class is managers, supervisors, leads, safety manager/coordinators, and HR representatives. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics Specialty topic requirement.</p>		
<p>Hazard ID</p> <p>This course focuses on the importance of workplace inspections for purposes of identifying and correcting hazards. Participants will be taught how to develop and use workplace inspection checklists and how to develop a process for tracking corrective action. Hazard mitigation, as an interim step to hazard elimination, will be discussed. Who should attend: Managers, supervisors, safety officers, and other interested agency staff. Successful completion of this course meets the JPIA Professional Development Program (PDP) Supervisor Basics and Operations Specialty topic requirement.</p>	<p>SUP, OPS</p>	<p>Robin Flint</p>
<p>Performance Appraisals</p> <p>Although formal performance appraisals are usually conducted on an annual basis, successful managers provide performance feedback on an ongoing basis. Managing staff's performance is the most important role of a supervisor, and it requires polished communication skills, a true concern for the success of the employee, and follow up. This course will discuss the importance of Performance Appraisals and steps to take to ensure your district appraisal process is effective, includes important elements, and is understood by management. A major portion of this session will include measuring performance and setting goals as these are generally the most difficult aspects of the process. Successful completion of this course meets the topic requirement for the JPIA Professional Development Program Supervisor Basics and HR Specialties.</p>	<p>HR, SUP</p>	<p>Cassie Crittenden</p>