



MOBILIZATION OPTIMIZATION STABILIZATION AND TRAINING

SCEAN CHERRY, Chairman
NEWTON B. JONES, Vice Chairman

DALE "SKIPPER" BRANSCUM, II, Administrator

TO: Newton Jones, IP June 13, 2016
International Vice Presidents
All Business Managers

FROM: Dale "Skipper" Branscum, II, MOST Administrator

RE: Field Leader Train-the-Trainer class August 30-31, 2016

MOST will be conducting a Field Leader Train-the-Trainer class Tuesday August 30, 2016 through Wednesday August 31, 2016 in Kansas City, MO. The training will be held at the Embassy Suites Airport Hotel 7640 NW Tiffany Springs Pkwy. Kansas City, MO 64153. The phone number is 816-891-7788.

This class is limited to 25 people and will be made up of Boilermakers and Contractor representatives. Qualified instructors are important to the success of this program. The potential instructors will be evaluated during this class to ensure they can present the course material. The participants should have prior instructor experience, be willing to travel to teach future classes on the local level, and be respected by their peers.

Contractor participation is essential for the credibility and success of this program. Not only for the Train-the-Trainer class, but for continued involvement/instruction on the local level. Please encourage any contractor representative that is interested to register for this training.

Class will be held from 8:00am to 5:00pm Tuesday August 30, 2016 and Wednesday August 31, 2016. Please plan travel accordingly arriving Monday August 29, 2016 and departing either the evening of Wednesday August 31, 2016 or Thursday September 1, 2016.

DUE TO BUDGET CONSTRAINTS, THE LOCAL LODGE or EMPLOYER WILL BE RESPONSIBLE FOR ALL TRAVEL COSTS, FOOD, and LODGING. The Embassy Suites provides breakfast daily and MOST will provide lunch daily during the scheduled course dates. You will be responsible to make your own travel and hotel arrangements. A credit card will be needed upon check-in at the hotel. ***AFTER*** contacting Bridget Connors for class space you must call the hotel at 816-891-7788 and reference **MLE** or use http://embassysuites.hilton.com/en/es/groups/personalized/M/MKCPDES-MLE-20160829/index.jhtml?WT.mc_id=POG for room reservations no later than August 8, 2016 to get the contracted group rate of \$139.00 + tax.

Please contact Bridget Connors at 216-272-8650 or bconnors@mostprograms.com no later than August 8, 2016 for ***class space before making hotel reservations.***