



Job Training and Safety NEWSLETTER

Information & Schedule for February 10th through March 22, 2012

Electric Departments

- Testing for Potential
- Rubber Glove and Protective Equipment Testing
- Inspecting Rope and Hoisting Goods

Public Works Departments

- General Safe Work Practices
- Trailer Safety
- Automotive Equipment Issues

**MESO will send reminder cards before any
scheduled safety meeting
should there be a change due to
weather or other
unforeseen occurrence.
We will contact appropriate safety
personnel by phone.**

**FOR INFORMATION ON UPCOMING
PROGRAMS, PLEASE CONTACT OUR OFFICE
(405) 528-7564 or (800) 636-6376**

JT&S TRAINING SCHEDULE

Training Period 2

February 10th, through March 22nd, 2012

DATE	CITY	MEETING	TIME
Friday, February 10 th , 2011	TRAINERS MEETING	MESO OFFICE	10:00 a.m.
Tuesday, February 14	Watonga	ED	8:00 a.m.
	Watonga	PW	10:00 a.m.
	El Reno	PW	1:30 p.m.
	Monett	ED	7:00 a.m.
	Monett	PW	9:00 a.m.
	Bentonville	ED	2:00 p.m.
Wednesday, February 15	Kingfisher	ED	8:00 a.m.
	Kingfisher	PW	10:00 a.m.
	Geary	CM	1:15 p.m.
	Siloam Springs	ED	8:00 a.m.
	Siloam Springs	PW	10:15 a.m.
	Tahlequah	PW	3:00 p.m.
	Edmond	Look at Me	9:30 a.m.
Thursday, February 16	Stilwell	ED	8:00 a.m.
	Stilwell	PW	10:00 a.m.
	Tahlequah	ED	1:00 p.m.
	Frederick	Look at Me	8:30 a.m.
	Duncan / Marlow	Look at Me	1:00 p.m.
Tuesday, February 21	Prague	ED	8:00 a.m.
	Sallisaw	ED	1:00 p.m.
	Hominy	ED	9:45 a.m.
	Pawhuska	PW	1:00 p.m.
	Pawhuska	ED	3:00 p.m.
	Claremore GRDA	Teaming with Others	8:00 a.m.
Wednesday, February 22	Clarksville	ED	7:00 a.m.
	Clarksville	PW	9:00 a.m.
	Benton	ED	2:00 p.m.
	Cleveland	PW	7:00 a.m.
	Mannford	PW	10:00 a.m.
	Mannford	ED	1:00 p.m.
Thursday, February 23	Hope	ED	7:30 a.m.
	Hope	PW	10:00 a.m.
	Prescott	PW	1:00 p.m.
	Prescott	ED	2:30 p.m.
	Yale	CM	10:00 a.m.
	Cushing	ED	1:00 p.m.
	Cushing	PW	3:00 p.m.
Friday, February 24	Broken Bow Housing	PW	8:00 a.m.
	Spiro	CM	1:00 p.m.

MESO JT&S FEBRUARY — MARCH 2012 NEWSLETTER

DATE	CITY	MEETING	TIME
Monday, February 27	Haskell	PW	10:00 a.m.
	Wagoner	PW	1:00 p.m.
	Wagoner	ED	3:00 p.m.
	Perry	Apprentice Program	8:00 a.m.
	Tonkawa	CM	1:00 p.m.
Tuesday, February 28	GRDA – Pryor	ED	7:30 a.m.
	Pryor	ED	10:00 a.m.
	Miami	PW	3:00 p.m.
	The Village	PW	1:00 p.m.
	Oklahoma Gas Association		
	Board of Directors Meeting	Tulsa, Oklahoma	
Wednesday, February 29	Miami	ED	6:00 a.m.
	Chelsea	PW	10:00 a.m.
	Vinita	PW	1:00 p.m.
	Stroud	CM	8:00 a.m.
Thursday, March 1	Claremore	ED	7:00 a.m.
	Collinsville	PW	10:00 a.m.
	Collinsville	ED	1:00 p.m.
	Edmond	ED	7:00 a.m.
Friday, March 2	Skiatook	ED	8:00 a.m.
	Skiatook	PW	10:00 a.m.
	Guthrie	PW	8:00 a.m.
Tuesday, March 6	Mooreland	CM	10:00 a.m.
	Waynoka	ED	2:00 p.m.
	Tahlequah	Focused Attention	1:00 p.m.
	TRANSFORMER CONNECTIONS		
Wednesday, March 7	Seiling/Taloga/Vici	PW	8:00 a.m.
	Fairview / Okeene	ED	1:00 p.m.
	Wagoner	Focused Attention	8:30 a.m.
	Pryor	Focused Attention	1:00 p.m.
	TRANSFORMER CONNECTIONS		
Thursday, March 8	Tecumseh	ED	8:00 a.m.
	Stillwater	ED	1:30 p.m.
	The Supervisor Course		
	“Ethics”		
	Altus, Oklahoma		
Friday, March 9	Lindsay	Focused Attention	8:30 a.m.
Monday, March 12	Lindsay	ED	7:00 a.m.
	Purcell	ED	10:00 a.m.
	Lexington	CM	1:00 p.m.
	Perry	ED	8:00 a.m.
	Pond Creek		
	North Central	PW	1:00 p.m.
	Pond Creek	ED	3:00 p.m.

MESO JT&S FEBRUARY — MARCH 2012 NEWSLETTER

DATE	CITY	MEETING	TIME
Tuesday, March 13	Comanche	CM	12:30 p.m.
	Ponca City	ED	7:00 a.m.
	Newkirk	CM	10:00 a.m.
	Blackwell	PW	1:00 p.m.
	The Supervisor Course "Ethics" Altus, Oklahoma		
Wednesday, March 14	Walters	ED	8:00 a.m.
	Walters	PW	10:00 a.m.
	Waurika	PW	1:15 p.m.
	Ponca City	ED	8:00 a.m.
	OMPA	ED	10:00 a.m.
	Blackwell	ED	1:00 p.m.
	Sallisaw	Focused Attention	1:00 p.m.
Thursday, March 15	Duncan / Marlow	ED	8:00 a.m.
	Duncan	PW	10:00 a.m.
	Marlow	PW	2:00 p.m.
	Miami	Focused Attention	8:30 a.m.
Friday, March 16	Collinsville	Focused Attention	8:30 a.m.
Monday, March 19	Cordell	ED	2:30 p.m.
Tuesday, March 20	Altus	ED	8:00 a.m.
	Altus	PW	10:00 a.m.
	Mangum / Granite	PW	1:00 p.m.
	Mangum / Granite	ED	3:00 p.m.
Wednesday, March 21	Frederick	ED	8:00 a.m.
	Frederick	PW	10:00 a.m.
<div>Thursday, March 22nd TRAINERS MEETING MESO OFFICE 10:00 a.m.</div>			

CALENDAR OF UPCOMING PROGRAMS

The Supervisor Course – Ethics	MESO – OKC, OK	March 8, 2012
2012 APPA Legislative Rally	Washington, DC	March 12-14, 2012
The Supervisor Course-Personality & Communications	MESO – OKC, OK	April 12, 2012
MESO/OMUSA Board of Directors Meeting	Norman, OK	April 23, 2012
The Supervisor Course – Individual Strengths & Gifts	MESO - OKC, OK	May 10, 2012
MESO/OMUSA Board of Directors Meeting	MESO – OKC, OK	May 18, 2012
OGA Annual Scholarship Golf Classic	Guthrie, OK	June 14, 2012
The Supervisor Course – Getting People to Take Action	MESO – OKC, OK	June 21, 2012
MESO/OMUSA Board of Directors Meeting	MESO – OKC,, OK	June 29, 2012
Oklahoma Gas Association Annual Conference-Golf Tourney	Norman, OK	August 27-29, 2012

Becoming a Nonsmoker

Your Healthstyle March 2000

Anytime you change direction, you're likely headed for a challenge. A lot of people think that goes double for giving up smoking. But don't let a fear of the difficult be what keeps you from taking this healthy step.

You don't have to depend on your willpower alone to help you stop. By using some techniques that have helped other people quit smoking, you'll be increasing your chance of success. So get ready for a healthier you. Make a quitting plan that includes the three steps below, and start your future without cigarettes.

SELF CHANGE HELPS

- **Make a commitment.** Promise your spouse or someone else you love that you'll quit (and really mean it). You'll be setting up a system for reward or punishment. If you succeed, the person will be proud of you – your reward. If you don't follow through and quit, you'll have let that person down - your punishment. If you can make a commitment to quit with a fellow smoker, you can support each other's efforts. But if you feel like giving up, fear of letting the other person down may keep you motivated.
- **Change your environment.** It's often helpful to change something else in your environment when you try to give up cigarettes. Try rearranging the room where you do most of your smoking, for example. If the situation in which you're used to lighting up doesn't exist any longer, you may not be as tempted to smoke.
- **Monitor your behavior.** Keep a record of how much you smoke and when, and you'll likely smoke less. After you've quit, try logging how often you have the urge to smoke. After a while you'll be encouraged when you see the number of temptations dwindling.

Clarity Among The Chaos

Your Healthstyle March 2000

Cluttered papers on your desk, unanswered emails crowding your mail box and a hundred book marks on your Internet browser don't make for efficiency. If you suffer from these and other organization problems, read on. There's a lot of information to deal with, but maybe improving some of your organization skills can help.

The skills listed below can help anyone become better organized. If you are lacking in one or more of these areas, consider some training.

- | | | |
|-----------------------|---|---|
| • Speed reading | • Using new technology | • Knowledge of the kind of materials required for your job, volunteer work or hobby |
| • Telephone etiquette | • Assertiveness | • Simplifying ideas, text and job design |
| • Memorizing | • Critical thinking | |
| • Interviewing | • Analyzing what you need | |
| • Decision making | • Researching skills (such as for the library and Internet) | |
| • Brainstorming | | |
| • Delegating | | |

Ahoy! Are you Adrift on A Sea of Information?

Your Healthstyle March 2000

Nowadays information comes at you from all sides, E-mail. The Internet. TV news reports. Fax communications. Pager messages. Voicemail. Newspapers. Professional journals. Junk mail. The time you spend digesting information from all these sources adds up quickly. We hope you have something to show for your efforts.

If it seems you spend too much time seeking out what's important in all this chaos, join the club. A search for information on the Internet, for example, can summon too much data. It may be hard to condense it to what's meaningful. After all, information is like water. A little bit is nourishing, but too much creates a flood.

If a barrage of information and communications weights you down like the Titanic, take the following steps to simplify and clarify your life.



Filter what you don't need. The e-mails a friend sends you may be funny, but if you don't have time to read them, ask that they not be sent. Cancel magazine, newspaper and e-zine (online magazine) subscriptions if you don't need them.



Reduce your communications. Only send necessary e-mails and only reply when it's important. Make voicemail messages short. Only give your cell phone number to people you want to have it.



Limit how much technology you use. Experiment to find out what works for you and stick with that. Being wired to every type usually isn't productive. Instead, it uses up time. Technology offers a host of fun "toys", but playing with toys can sink a time management plan.



Ration your time using technology. Set limits on how much TV you'll watch or how much Internet surfing you'll do, for example.



Navigate alternate routes when technology makes you wait. Make an important phone call while your computer boots up. Take care of some paperwork when it's impossible to log on to your Internet server.



Discipline yourself against interruptions. Don't jump up to read the unexpected fax that just came in or answer the phone before you complete and important task at hand.



Know how and where to find the information you need. Maybe you have diabetes and need some diet information. Or perhaps you want to research a company before you buy stock. Or maybe your boss has assigned you the task of renting some new office space. The Internet, non-profit organizations and reference librarians all can help. Also, some individuals have a knack for knowing where to turn for help. If you know people like that, make full use of their talents

JT&S PARTICIPANT CITIES

Altus	Mannford
Anadarko	Marlow
Antlers	Miami
Benton, AR	Monett, MO
Bentonville, AR	Mooreland
Blackwell	N Central Area Council
Bristow	OMPA
Broken Bow	Okeene
Chelsea	Pawhuska
Claremore	Pawnee
Clarksville, AR	Perry
Cleveland	Ponca City
Clinton	Pond Creek
Comanche	Prague
Cordell	Prescott, AR
Cushing	Pryor Creek
Drumright	Purcell
Duncan	Sallisaw
Edmond	Seiling
El Reno	Shawnee
Fairview	Siloam Springs, AR
Frederick	Skiatook
GRDA	Spiro
Geary	Stillwater
Granite	Stilwell
Grove	Stroud
Guthrie	Tahlequah
Guymon	Taloga
Haskell	The Village
Hominy	Vici
Hope, AR	Vinita
Kingfisher	Wagoner
Laverne	Walters
Lexington	Watonga
Lindsay	Waurika
Mangum	Yale



MESO Board & Staff 2011-2012

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