ADVANCED WORK ORDER WORKSHOP

Nov. 18-19, 2026

The Cooperative Center | NDAREC headquarters | 3201 Nygren Drive NW | Mandan

OVERVIEW

The Advanced Work Order Workshop is an interactive program designed for utility professionals who have previously completed the Work Order Procedures Workshop. Building upon foundational work order knowledge, this advanced course focuses on improving processes, strengthening financial and operational controls, and maximizing the value of work order information throughout the utility.

The workshop emphasizes the complete work order lifecycle — from estimating and material planning through construction, reconciliation, unitization, reporting and long-term capital planning.

Maximum value is achieved when attendees represent multiple departments, allowing participants to better understand how engineering, operations, warehousing, accounting and leadership responsibilities intersect throughout the work order lifecycle.

WHO SHOULD ATTEND

This workshop is designed for utility personnel who are involved in planning, construction, accounting, reporting, management or oversight of work orders and capital projects.

LEARNING MODULES

- **Module 1:** Building Accurate Projects – Estimating, Assemblies and Material Planning
- **Module 2:** Inventory Management, Material Accountability and Salvage
- **Module 3:** Standard Costs, Time Studies and Unitization
- **Module 4:** Work Order Reconciliation and Cost Accuracy
- **Module 5:** Process Optimization and Special Equipment Management
- **Module 6:** Work Plan Analysis, Reporting and Capital Planning

SCHEDULE AT A GLANCE

Wednesday, Nov. 18

8:30-9 a.m.	Hot breakfast buffet
9 a.m. to noon	Workshop in session
Noon-12:45 p.m.	Lunch
12:45-4 p.m.	Workshop in session
4 p.m.	Adjournment for the day

Thursday, Nov. 19

8-8:30 a.m.	Hot breakfast buffet
9 a.m. to noon	Workshop in session
Noon-12:45 p.m.	Lunch
12:45-2 p.m.	Workshop in session
2 p.m.	Adjournment



MEET THE INSTRUCTOR

Teri Wallis is passionate and experienced in providing education, training and consulting services to electric utilities. She has more than two decades of experience working in and with cooperatives across the U.S., and more than 15 years working as a chief financial officer.

Her work experience includes working at the national level as a regional vice president for the National Rural Utilities Cooperative Finance Corporation; serving as an instructor for the National Rural Electric Cooperative Association (NRECA) Financial Professional Certificate program; and teaching financial topics in the NRECA Management Internship Program. Prior to working at the national level, Teri was a chief financial officer at an electric cooperative that served more than 20,000 members.

REGISTRATION INFORMATION

To register for this workshop, please register online at www.ndarec.com/ndarec-education-programs. **The registration deadline is Nov. 6.**

For NDAREC members with a 2026 prepaid education plan, there is no registration fee/person. For members who do not have a prepaid education plan, the registration fee is $595/person. No advance payment is necessary. NDAREC will send an invoice for the registration fee (if applicable) following the program. The cost for meals and refreshment breaks will be billed back to participating cooperatives.

CANCELLATIONS

If you need to cancel your registration, please notify Pamela Clark-Stein at pstein@ndarec.com 14 days in advance of the program. If notice is provided 14 days or more in advance, there is no cancellation fee. If notice is provided less than 14 days in advance, a cancellation fee of $70/day will be charged. Please note: Substitutions are permitted at no extra charge if NDAREC is notified of the substitution prior to the program date.

HOTEL ACCOMMODATIONS

For your convenience, a block of sleeping rooms is reserved for Nov. 17 and 18 at the following hotels.

Comfort Inn & Suites, 1516 27th St. N, Mandan.
Phone number: (701) 204-6712.
Reserved room block: under Advanced Work Order Workshop
Dates: Nov. 17 and 18
Room rate: $109/night for standard, $119/night for king
Release date for reserved room block: Nov. 2
Online reservation link: https://www.choicehotels.com/reservations/groups/RQ95M7

Days Inn by Wyndham, 2630 Old Red Trail, Mandan. Phone number: (701) 380-7051
Reserved room block: under Advanced Work Order Workshop
Dates: Nov. 17 and 18
Room rate: $89/night
Release date for reserved room block: Nov. 3
Online booking link: Days Inn by Wyndham Mandan Bismarck Area | Mandan, ND Hotels

SPECIAL NEEDS AND OTHER ACCOMMODATIONS

Please notify Pamela at pstein@ndarec.com of any dietary restrictions such as food allergies, gluten-free options and other special accommodations needed. A minimum of 72 hours' advance notice is required.