

# 2025 Online Courses

Cooperative Career Essentials Program (CCEP)  
Supervisor and Manager Development Program (SMDP)

CCEP

SMDP

Staff & Executive Education



*With NRECA, You Can.*

*Keep Learning—And Keep the Lights On.*

## JANUARY-DECEMBER

Access to the following self-paced, on-demand courses is available for 30 days immediately after registration. Registration for these courses is scheduled to be open Jan. 1-Nov. 30, 2025.

- CCEP** (5104.05) Electric Cooperative Fundamentals
- CCEP** (5105.05) Electric System Fundamentals
- CCEP** (5112.05) The Data-Driven Electric Co-op
- CCEP** (5113.05) Ratemaking for Electric Cooperatives
- CCEP** (5135.05) Project Management Basics
- SMDP** (760.05) The Science of Emotional Intelligence
- SMDP** (762.05) Co-op Members, Boards, CEOs, and Employees: Building a Strong Foundation for Success

## JANUARY

- SMDP** (718.1) Personal Communication Styles *Wed, 1/22 & Thurs, 1/23*  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5306.05) Communicating to Influence: Gain Support That Gets Results  
*Tues, 1/28*  
Noon-4 p.m. (Eastern Time)
- SMDP** (719.1) Building Trust in the Workplace  
*Wed, 1/29 & Thurs, 1/30*  
1 p.m.-4 p.m. (Eastern Time)

## FEBRUARY

- CCEP** (5110.1) Fundamentals of Business Writing  
28-Day, Self-Paced, Instructor-Guided Course  
Access: 2/1-2/28
- SMDP** (710.1) Stepping Into Your Supervisory Role: Learning to Lead  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 2/1-3/2
- SMDP** (711.1) Everyone Communicates; Few Connect: Tools for Bridging the Gap  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 2/1-3/2
- SMDP** (712.1) You Can't Do It Alone: Building a Strong Team  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 2/1-3/2

- CCEP** (5307.05) Improve Your Relationships: Strategies to Overcome Challenging Behavior and People

*Wed, 2/5*  
Noon-4 p.m. (Eastern Time)

- SMDP** (731.1) Communicating Technical Information to Boards and Consumer-Members

*Wed, 2/12 & Thurs, 2/13*  
1 p.m.-4:30 p.m. (Eastern Time)

- SMDP** (732.1) Values-Based Leadership

*Wed, 2/19 & Thurs, 2/20*  
1 p.m.-4:30 p.m. (Eastern Time)

- CCEP** (5101.1) Cooperative Finance and Accounting for the Non-Accountant

*Wed, 2/19 & Thurs, 2/20*  
1 p.m.-4 p.m. (Eastern Time)

- CCEP** (5130.05) Effective Problem-Solving and Decision-Making

*Tues, 2/25*  
Noon-4 p.m. (Eastern Time)

- CCEP** (5132.05) Mastering Presentation Skills

*Thurs, 2/27*  
1 p.m.-4 p.m. (Eastern Time)

## MARCH

- SMDP** (720.1) Transforming Your Team From Dysfunction to Cohesion

*Mon, 3/10 & Tues, 3/11*  
1 p.m.-4 p.m. (Eastern Time)

- CCEP** (5201.1) Creating a Culture of Accountability

*Tues, 3/11 & Wed 3/12*  
1 p.m.-4 p.m. (Eastern Time)

- SMDP** (742.05) Accountability at Your Co-op: Inspiring Ownership and Driving Results

*Mon, 3/17*  
1 p.m.-4 p.m. (Eastern Time)

- CCEP** (5301.1) Customer Service Essentials

*Tues, 3/18 & Wed, 3/19*  
1 p.m.-4 p.m. (Eastern Time)

For details and updates on the CCEP and SMDP certificate programs, visit:  
[cooperative.com/CCEP](https://cooperative.com/CCEP) **OR** [cooperative.com/SMDP](https://cooperative.com/SMDP)

- CCEP** (5310.1) Embracing Disagreements: Building Productive Conflict Skills  
Wed, 3/19 & Thurs, 3/20  
1 p.m.-4 p.m. (Eastern Time)
- SMDP** (721.1) Productive Conflict for Supervisors  
Mon, 3/24 & Tues, 3/25  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5311.1) Advanced Member Service Skills  
Wed, 3/25 & Thurs, 3/26  
1 p.m.-4 p.m. (Eastern Time)

## APRIL

- SMDP** (713.1) Engaging and Developing High-Performing Employees: Bringing Out Their Best  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 4/1-4/30
- SMDP** (714.1) Change Is Hard: Guiding Your Team Through Complex Times  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 4/1-4/30
- SMDP** (717.1) Know the Rules: Legal Responsibilities and Liabilities for Supervisors  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 4/1-4/30
- CCEP** (5302.1) Navigating Emotions in the Workplace: Transforming Your Relationships  
Tues, 4/1 & Wed, 4/2  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5308.05) Getting Comfortable Giving & Receiving Feedback  
Tues, 4/8  
Noon-4 p.m. (Eastern Time)
- SMDP** (735.1) Developing Others Through Servant Leadership  
Tues, 4/15 & Wed, 4/16  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5306.05) Communicating to Influence: Gain Support That Gets Results  
Wed, 4/16  
Noon-4 p.m. (Eastern Time)
- CCEP** (5307.05) Improve Your Relationships: Strategies to Overcome Challenging Behavior and People  
Tues, 4/22  
Noon-4 p.m. (Eastern Time)

## MAY

- SMDP** (745.1) Impactful Presentations Workshop: Techniques, Practice and Personalized Feedback  
Tues, 5/6 & Tues, 5/20  
**IMPORTANT:** Note the 2-week break between sessions. Participants **MUST** attend both sessions to earn course credit.  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5101.1) Cooperative Finance and Accounting for the Non-Accountant  
Tues, 5/13 & Wed, 5/14  
1 p.m.-4 p.m. (Eastern Time)

- CCEP** (5130.05) Effective Problem-Solving and Decision-Making  
Thurs., 5/15  
Noon-4 p.m. (Eastern Time)
- SMDP** (752.1) NEST\* Approach for Leading Others to Success  
Mon, 5/12 & Tues, 5/13  
1 p.m.-4 p.m. (Eastern Time)  
(NEST = Needs, Environment, Strategies, Trajectory)

## JUNE

- CCEP** (5110.1) Fundamentals of Business Writing  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 6/1-6/30
- CCEP** (5201.1) Creating a Culture of Accountability  
Tues, 6/3 & Wed, 6/4  
1 p.m.-4 p.m. (Eastern Time)
- SMDP** (743.05) Mastering Authentic Feedback Conversations with Radical Candor  
Mon, 6/9  
1 p.m.-4 p.m. (Eastern Time)
- SMDP** (751.1) Creating and Supporting a Respectful Workplace: The Supervisor's Role  
Mon, 6/9 & Tues, 6/10  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5310.1) Embracing Disagreements: Building Productive Conflict Skills  
Tues, 6/10 & Wed, 6/11  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5132.05) Mastering Presentation Skills  
Wed, 6/25  
1 p.m.-4 p.m. (Eastern Time)

## JULY

- SMDP** (710.1) Stepping Into Your Supervisory Role: Learning to Lead  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 7/1-7/30
- SMDP** (711.1) Everyone Communicates; Few Connect: Tools for Bridging the Gap  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 7/1-7/30
- SMDP** (712.1) You Can't Do It Alone: Building a Strong Team  
30-Day, Self-Paced, Instructor-Guided Course  
Access: 7/1-7/30
- SMDP** (722.1) Deliberate Decision Making  
Mon, 7/14 & Tues, 7/15  
1 p.m.-4 p.m. (Eastern Time)
- CCEP** (5301.1) Customer Service Essentials  
Tues, 7/22 & Wed, 7/23  
1 p.m.-4 p.m. (Eastern Time)

View your NRECA course records by using the following link and logging into cooperative.com:  
[cooperative.com/courserecord](https://cooperative.com/courserecord)

**CCEP** (5302.1) Navigating Emotions in the Workplace: Transforming Your Relationships  
*Tues, 7/22 & Wed, 7/23*  
1 p.m.-4 p.m. (Eastern Time)

**SMDP** (723.1) Team Dynamics  
*Mon, 7/28 & Tues, 7/29*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5308.05) Getting Comfortable Giving & Receiving Feedback  
*Tues, 7/29*  
Noon-4 p.m. (Eastern Time)

## AUGUST

**SMDP** (724.1) Restoring Emotional Safety and Trust in the Workplace  
*Mon, 8/11 & Tues, 8/12*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5306.05) Communicating to Influence: Gain Support That Gets Results  
*Tues, 8/19*  
Noon-4 p.m. (Eastern Time)

**SMDP** (753.1) Emotional Intelligence Essentials for Supervisors and Managers  
*Mon, 8/25 & Tues, 8/26*  
1 p.m.-4 p.m. (Eastern Time)

## SEPTEMBER

**SMDP** (713.1) Engaging and Developing High-Performing Employees: Bringing Out Their Best  
*30-Day, Self-Paced, Instructor-Guided Course*  
Access: 9/1-9/30

**SMDP** (714.1) Change Is Hard: Guiding Your Team Through Complex Times  
*30-Day, Self-Paced, Instructor-Guided Course*  
Access: 9/1-9/30

**SMDP** (717.1) Know the Rules: Legal Responsibilities and Liabilities for Supervisors  
*30-Day, Self-Paced, Instructor-Guided Course*  
Access: 9/1-9/30

**CCEP** (5201.1) Creating a Culture of Accountability  
*Wed, 9/10 & Thurs, 9/11*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5307.05) Improve Your Relationships: Strategies to Overcome Challenging Behavior and People  
*Wed, 9/24*  
Noon-4 p.m. (Eastern Time)

## OCTOBER

**CCEP** (5110.1) Fundamentals of Business Writing  
*31-Day, Self-Paced, Instructor-Guided Course*  
Access: 10/1-10/31

**CCEP** (5308.05) Getting Comfortable Giving & Receiving Feedback  
*Wed, 10/15*  
Noon-4 p.m. (Eastern Time)

**CCEP** (5101.1) Cooperative Finance and Accounting for the Non-Accountant  
*Tues, 10/28 & Wed, 10/29*  
1 p.m.-4 p.m. (Eastern Time)

## COOPERATIVE UNIVERSITY

*In-Person SMDP & CCEP Courses*  
*Mon, Oct 6-Fri, Oct 10*  
*Location: Plano, TX*

*Registration opens in the late Spring. For more details, visit [cooperative.com/Co-opU](https://cooperative.com/Co-opU)*

## NOVEMBER

**SMDP** (744.05) Coaching Your Team Members: Unlocking Potential and Facilitating Growth  
*Mon, 11/3*  
1 p.m.-4 p.m. (Eastern Time)

**SMDP** (754.1) Advanced Application of Emotional Intelligence  
**IMPORTANT:** Participants must take the prerequisite course (753.1) Emotional Intelligence Essentials for Supervisors and Managers before enrolling in this course.  
*Mon, 11/3 & Tues, 11/4*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5310.1) Embracing Disagreements: Building Productive Conflict Skills  
*Tues, 11/4 & Wed, 11/5*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5301.1) Customer Service Essentials  
*Wed, 11/5 & Thurs, 11/6*  
1 p.m.-4 p.m. (Eastern Time)

**CCEP** (5130.05) Effective Problem-Solving and Decision-Making  
*Thurs., 11/13*  
Noon-4 p.m. (Eastern Time)

**CCEP** (5132.05) Mastering Presentation Skills  
*Wed, 11/19*  
1 p.m.-4 p.m. (Eastern Time)

## DECEMBER

**CCEP** (5302.1) Navigating Emotions in the Workplace: Transforming Your Relationships  
*Tues, 12/2 & Wed 12/3*  
1 p.m.-4 p.m. (Eastern Time)

To view all online courses available, visit [cooperative.com/online](https://cooperative.com/online)

## FREQUENTLY ASKED QUESTIONS

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### **Q. How do the CCEP and the SMDP work?**

A. Select the classes from the CCEP or the SMDP course portfolio that best support your professional goals and development needs.

For every 5 credits you complete in each program, you will earn an e-certificate of accomplishment acknowledging the total number of credits you have completed.

When you achieve 20 credits within either the CCEP or the SMDP, your CEO will receive a hard copy certificate and press release to publicly recognize your accomplishment.

### **Q: Do courses in each program count towards both?**

A: The CCEP and the SMDP are two separate certificate programs. Credits are not transferrable between the programs. CCEP course credit cannot be applied to the SMDP and vice versa.

### **Q. How do I know what courses I've already taken?**

A. You can view and download your NRECA course records at any time by using the following link and logging into cooperative.com.

*cooperative.com/courserecord*

Please note that it may take a couple of weeks for a course to be posted to your record after you complete the course.

### **Need help?**

If you need assistance with your cooperative.com login, please contact our Member Contact Center at 1-877-766-3226 or [support@cooperative.com](mailto:support@cooperative.com).

They are available to assist you from 8 a.m.-8 p.m. (Eastern Time), Monday-Friday.

## ONLINE COURSE FORMATS

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### **Live Instructor-Led Online**



Live online sessions over the course of 1 to 4 days. Participants must attend all sessions to earn credit.

### **Self-Paced, Instructor-Guided Online (Accessed via LMS)**



Get personalized feedback on assignments as you work at your own pace during the designated course timeframe.

### **Self-Paced, On-Demand Online (Accessed via LMS)**



Work at your own pace during a 30-day timeframe. Participants must pass all quizzes and complete all online modules to earn credit.

**NOTE:** The LMS is NRECA's Learning Management System which members access using their cooperative.com login.