



FALL 2012 Labor Studies Center

PARLIAMENTARY PROCEDURE

This workshop is a must for anyone wanting to run a democratic, fair and efficient meeting. Effective use of parliamentary procedure helps leaders ensure:

- ✓ Orderly debate & decision-making
- ✓ The opportunity for all to voice their opinions
- ✓ Efficient, smooth running meetings
- ✓ Strong membership participation

Pick One:

*** NEW LOCATION***

PPR1 Saturday, 09/15/12, 9:00am – 2:00pm
16480 Hall Rd., Clinton Township
Macomb Education Center

PPR2 Saturday, 10/06/12, 9:00am – 2:00pm
116 State Hall, **WSU Main Campus**

*** NEW LOCATION***

PPR3 Saturday, 11/10/12, 9:00am – 2:00pm
16480 Hall Rd., Clinton Township
Macomb Education Center

Fee: \$75.00

FAMILY MEDICAL LEAVE ACT

This workshop introduces union members and activists to the coverage and applications of this important federal law.

- ✓ Learn who is covered
- ✓ Learn how to activate protections
- ✓ Learn when and under what conditions people can receive benefits

Pick One:

FMLA1 Tuesday, 10/23/12, 6:30pm – 9:00pm
118 State Hall, **WSU Main Campus**

FMLA2 Saturday, 10/27/12, 9:30am – 12:00pm
118 State Hall, **WSU Main Campus**

Fee: \$40.00

This workshop is designed to provide senior officers and

EVALUATING A CASE FOR ARBITRATION

executive boards with the evaluative tools necessary to decide whether or not to advance a grievance to arbitration.

- ✓ Analyze disciplinary causes
- ✓ Standards of interpreting contract language
- ✓ Burdens of proof
- ✓ Substantive and procedural arbitrability
- ✓ Duty of fair representation in grievance processing

Pick One:

AAP1 Saturday 10/13/12, 9:00am – 3:00pm
116 State Hall, **WSU Main Campus**

Fee: \$75.00

COLLECTIVE BARGAINING

Whether you are a union negotiator or simply want a better understanding of this important process, this two-session class provides practical skills and knowledge related to contract negotiations. You must attend both sessions.

- ✓ Preparing the local for negotiations
- ✓ Developing contract proposals
- ✓ The legal framework of bargaining
- ✓ Bargaining strategy and table tactics

*** NEW LOCATION***

CB1 Saturday, 9/15/12 & 9/22/12, 9:00am - 3:00pm
16480 Hall Rd., Clinton Township
Macomb Education Center

OR

CB2 Saturday, 10/27/12 & 11/03/12, 9:00am - 3:00pm
116 State Hall, **WSU Main Campus**

Fee for two-day workshop: \$150.00

DISCHARGE AND DISCIPLINE

This workshop will review the concept of "Due Process" with particular attention being focused on standards commonly applied by arbitrators in discharge and disciplinary situations:

- ✓ Evolution of "just cause"
- ✓ Problems faced by union reps when applying "just cause"
- ✓ Examines interrelationships between grievance procedures and external law
- ✓ Recommended for stewards and chief stewards

*** NEW LOCATION***

DD1 Saturday, 11/17/12, 9:00am – 3:00pm
16480 Hall Rd., Clinton Township
Macomb Education Center

OR

DD2 Saturday, 12/01/12, 9:00am – 3:00pm
116 State Hall, **WSU Main Campus**

- Training Locations -

State Hall is located on Cass, just north of Warren. There is parking (for a fee) available across the street in Structure No. 6.

The Macomb Education Center is located at 16480 Hall Rd. in Clinton Township. Parking is free.

FEE: \$75.00

WAYNE STATE UNIVERSITY

For info: (313) 577-2191 ■ Fax: (313) 577-7726 ■ laborstudies.wayne.edu

Please return this card with your tuition payment

Please refer to the schedule for the current registration fees and make check or money order payable to Wayne State University. Registration may be faxed to (313) 577-7726 or mailed to the Labor Studies Center, Wayne State University, 656 W. Kirby, 3178 FAB, Detroit, MI 48202

Course Title and Number	Fee
_____	_____
_____	_____
_____	_____
Total: _____	

Employer: _____

Method of Payment: Check ETAP Other
48 hour cancellation notice is required to receive a refund of class fee

_____ Name

_____ Address

_____ City/State/Zip Code

_____ Telephone

_____ Email

_____ Union/Local

REGISTRATION FORM

Bring Our Classes to Your Union Hall!

The Labor Studies Center designs and customizes classes to meet the unique needs of your organization. Our instructors travel to locations throughout Michigan, and are available to teach at any time that is convenient for your local (early mornings, late nights and weekends)

Some of our courses include:

- Stewards Training
- Collective Bargaining
- Arbitration Prep & Presentation
- Labor Law
- Employment Discrimination
- Sexual Harassment
- ADA, FMLA & Workers Comp
- Parliamentary Procedure
- Member Mobilization
- Effective Communications
- Managing Conflict
- Valuing Diversity
- Labor History and Current Challenges
- Health & Safety
- Leadership Development and more

For more information contact our office at 313 577-2191 or aw4147@wayne.edu

- Training Locations -

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The Macomb Education Center is located at 16480 Hall Rd. in Clinton Township. Parking is free.

The Labor Studies Center is located on the WSU campus at 656 W. Kirby, 3178 FAB, Detroit, MI 48202.

GRIEVANCE HANDLING SERIES

THE RIGHTS AND ROLES OF UNION REPRESENTATIVES

For new representatives, this workshop will increase your confidence and sharpen your skills to help you perform your new role. If you are thinking about taking on union responsibilities for the first time, this is a good place to start.

- ✓ Learn how the *equality principle* protects union reps
- ✓ Review union responsibilities including the Duty of Fair Representation
- ✓ Role-play Weingarten rights used during disciplinary interviews

URW1 Saturday, 9/29/12, 9:30 am – 12:00 pm
116 State Hall, **WSU Main Campus**

OR

URW2 Saturday, 12/08/12, 9:30 am – 12:00 pm
116 State Hall, **WSU Main Campus**

Fee: \$40.00

BASIC GRIEVANCE HANDLING

This workshop is a must for union representatives, and is a great education for those who would like to understand more about how grievances are processed.

- ✓ Learn to identify legitimate contract grievances
- ✓ Understand how to use the principles of "just cause" in disciplinary cases.
- ✓ Practice the "Dos and Don'ts" of effective grievance handling

BGH1 Saturday, 10/20/12, 9:00am – 3:00pm
116 State Hall, **WSU Main Campus**

OR

* NEW LOCATION*

BGH1 Saturday, 11/10/12, 9:00am – 3:00pm
16480 Hall Road, Clinton Township
WSU Macomb Campus

Fee: \$75.00

Courses, Conferences and Workshops
To make you a more effective unionist!

WAYNE STATE UNIVERSITY

Labor Studies Center
Wayne State University
656 W. Kirby
3178 FAB
Detroit, MI, 48202



Fall 2012

