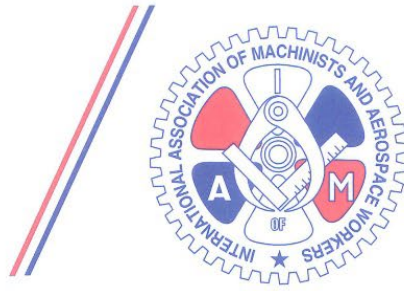


**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

September 1, 2024

**TO:** Directing Business Reps, Local Lodge Presidents, Local Lodge Recording Secretaries & District Lodge/Local Lodge Educators for all Lodges in the United States & Canada

Dear Brothers, Sisters, and Siblings:

This is the Official Announcement for the 2025 IAM Leadership and Train-The-Trainer Programs at the William W. Winpisinger Education and Technology Center in Hollywood, Maryland. Enclosed is a complete schedule for those programs, as well as information on how your lodge may enroll the members you select to receive leadership training.

In keeping with the discussions and actions taken by your delegates at the 2000 Grand Lodge Convention, the Executive Council has instituted an equitable formula which has allowed us to achieve our goal to provide equal opportunity for all lodges, large or small, to participate in programs at the Winpisinger Center, regardless of where they may be located in the United States.

The enclosed instructions are vitally important to help us to maintain this goal. **Please read and follow them carefully.** Keep in mind that they are to be used in conjunction with the September 14, 2015, Policy Letter covering "William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum." All travel (U.S. & Canada) is purchased through Metropolitan Travel.

Additional educational and training programs for the members, officers, and staff will be announced as they are developed and scheduled. **In the meantime, you are urged to take action as soon as possible to enroll lodge members for the programs offered in this announcement.**

We look forward to your continued support of our education programs. With best wishes, I remain,

Fraternally yours,

Brian Bryant  
International President

Enclosures

cc: Executive Council, GLR's, SR's, GLA's, DBR's, BR's, AT & RR GC's, and Organizers

BB/tjd

## 2025 IAMAW LEADERSHIP PROGRAM

### IMPORTANT INFORMATION FOR LODGE OFFICERS

#### Overview

The IAMAW Leadership Program is available to local and district lodges for the training of officers and activists. The complete Leadership Program consists of four programs – Leadership I, Leadership II, Advanced Leadership, and Train-the-Trainer, as well as Spanish, French, and Online versions of those programs. A member may participate in only one program per year, so completion of the entire Leadership Program requires a minimum of four years. A local or district lodge may enroll a member currently serving as local or district lodge educator directly in Train-the-Trainer even if that member has not completed Leadership I, Leadership II, and Advanced Leadership, provided that the local or district lodge affirms that the member needs expedited access to Train-the-Trainer to fulfill their duties as lodge educator for the benefit of the lodge and membership. A local or district lodge educator who completes Train-the-Trainer on an expedited basis is still eligible to take Leadership I, Leadership II, and Advanced Leadership in subsequent years.

A local or district lodge should select members for participation in the Leadership Program based on the members' interest, activities, and responsibilities in the local or district lodge. Only those members who will use the training for the benefit of the lodge should be selected for participation in the Leadership Program. Enrollment in Leadership II, Advanced Leadership, and Train-the-Trainer requires completion of an accountability statement affirming that the member being enrolled has used their prior Leadership Program training for the benefit of the lodge and membership.

Participation in a Leadership Program is not a vacation. All classes in the program, including orientation sessions on Sunday, are mandatory. Classes are typically in session from 8:00 a.m. to 5:30 p.m. and may also include evening sessions. A member participating in a Leadership Program should be relieved of all other lodge obligations during the week of the program. Certificates of Completion are given only to those participants who attend all scheduled sessions.

Questions or concerns regarding the programs described in this announcement should be directed to: 301-373-8820 or by email to [w3leadership@iamaw.org](mailto:w3leadership@iamaw.org).

#### Cost

There is no cost to the member or lodge for room, meals, tuition, study materials, and refreshments at the Winpisinger Center. Transportation is provided as stated in the September 14, 2015, Policy Letter (attached).

Minimal out-of-pocket expenses at the Winpisinger Center are the responsibility of the member. Most find that about \$150 US is sufficient for donations, souvenirs, and gratuities. Some members choose to ship materials home, and they must cover that cost if they do so. Lost time and normal out-of-pocket expenses may be paid by the lodge, if properly authorized. Any expenses incurred outside of the Winpisinger Center are the responsibility of the participant or the lodge.

## Leadership Program Enrollment Allocations

The number of participants which a local lodge may enroll in Leadership I, Leadership II, and Advanced Leadership programs depends on the number of members in the local lodge as follows:

1 – 500 members	2 participants per program per year
500 – 1499 members	3 participants per program per year
1500 or more members	4 participants per program per year

Each local lodge is entitled to enroll up to 2 participants per year in Train-the-Trainer regardless of the number of members in the local lodge, and not including any lodge educator enrolled in Train-the-Trainer on an expedited basis. Each District Lodge may enroll up to 6 participants in each program per year. These annual enrollment limitations apply only to in-person Leadership programs. There is no limit on the number of participants which a local or district lodge may enroll in any online Leadership program.

A member may attend only 1 Leadership program per year, except that educators enrolled in Train-the-Trainer on an expedited basis are eligible to take one additional Leadership program in the same year.

## Enrollment Procedures

Lodges must register members by using the online registration form at: [Leadership Registration Link](#)

Do not submit duplicate registrations. Registrations are based on a first-come, first-served basis. A lodge should submit registrations as soon as possible, since space is limited. A wait list is available, but not guaranteed.

When a registration is processed and the member is enrolled to attend a program, an acceptance letter will be sent to the lodge submitter. Approximately 4-6 weeks prior to the program start date, a travel packet will be emailed to the participant with dated Program Reservation/Travel Information Request forms and further instructions. Each participant must complete and submit these forms in a timely manner.

Cancellation of confirmed enrollments and “no-shows” will be counted against a lodge’s annual allocation and will affect a lodge’s eligibility to have participants in future programs. Cancellations must be submitted in writing via email from the submitter. Unused transportation costs incurred as a result of a cancellation will be charged to the lodge.

## Specific Program Information

### Leadership I

Covers the fundamentals of trade unionism and the basic laws and operations of the IAM, including Parliamentary Procedure & Lodge Administration, Labor History, Government & Politics, Role of the Steward, and Human Rights.

Registrations must be submitted by a lodge president, business representative, or general chair. *No member or officer is permitted to submit their own registration.*

## Leadership II

Continues the Leadership I program. Classes include Collective Bargaining, Issues & Lobbying, Advanced Steward Training, Union Ethics, and Organizing.

Registration is open to members who have completed a Leadership I program (either in-person or online) in a previous year.

Registrations must be submitted by a lodge president, business representative, or general chair. *No member or officer is permitted to submit their own registration.* The accountability statement is mandatory, and must be completed for a registration to be processed.

## Advanced Leadership

Continues the Leadership I and Leadership II programs. Classes include Strategic Lodge Leadership, Organizing, Labor History, Collective Bargaining II, and Workplace Communications.

Registration is open to members who have completed both Leadership I and Leadership II programs (either in-person or online) in previous years.

Registrations must be submitted by a lodge president, business representative, or general chair. *No member or officer is permitted to submit their own registration.* The accountability statement is mandatory, and must be completed for a registration to be processed.

## Train-the-Trainer

Trains district and local lodge officers to teach rank-and-file members in core subjects. The program's central focus is on effective adult education methods, and covers training module material in organizing, representation, and political engagement.

Registration is open to members who have completed Leadership I, Leadership II, and Advanced Leadership (either in-person or online) in previous years. Registration is also open to members currently serving as local or district lodge educator upon affirmation that the member needs expedited access to Train-the-Trainer to fulfill their duties as lodge educator.

Registrations must be submitted by a lodge president, business representative, or general chair. ***No member or officer is permitted to submit their own registration.*** The accountability statement is mandatory, and must be completed for a registration to be processed. The participant's GVP will be notified upon completion of the program, and each participant is expected to carry out subsequent training in coordination with their GVP.

**WILLIAM W. WINPISINGER CENTER  
2025 CALENDAR OF LEADERSHIP PROGRAMS**

**Leadership I**

March 30 -April 4  
May 4 – May 9  
June 22 – June 27  
August 10 – August 15  
August 24 – August 29  
October 12 – October 17

**Leadership I Online**

April 22 – May 1  
December 1 – December 11

**Leadership II**

February 23 – February 28  
April 6 – April 11  
June 1 – June 6  
July 20 – July 25  
September 21 – September 26

**Leadership II Online**

July 7 – July 17

**Advanced Leadership**

March 2 – March 7  
May 18 – May 23  
June 8 – June 13  
September 14 – September 19

**Train-the-Trainer**

April 27 – May 2  
July 27 – August 1  
October 5 – October 10  
October 19 – October 24

**Train-the-Trainer Online**

April 14 – April 18

**Spanish Leadership I**

March 9 – March 14

**Spanish Leadership II**

May 11 – May 16

**Spanish Advanced Leadership**

November 16 – November 21

**French Leadership I**

July 13 – July 18

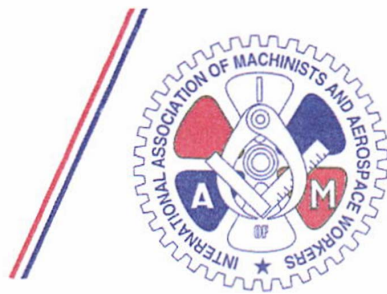
**French Leadership II**

July 13 – July 18

**French Advanced Leadership**

July 20 – July 25

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September 14, 2015

Subj: William W. Winpisinger Education  
and Technology Center Tuition and  
Transportation Subsidy Policy Update

Memorandum to Grand Lodge Representatives, Special Representatives, Directing  
Business Representatives, Business Representatives, President's and General  
Chairmen, Recording Secretaries of all Local Lodges, Secretary-Treasurers of all  
District Lodges, Grand Lodge Auditors and Organizers

From International President R. Thomas Buffenbarger and  
General Secretary-Treasurer Dora Cervantes

The Policy governing William W. Winpisinger Education and Technology Center  
Tuition and Transportation Subsidy was recently reviewed and updated to meet present  
and future expectations. This review is done periodically in order to keep cost down and  
improve and upgrade the curriculum, which thereby maintains the Winpisinger Center as  
a successful institution.

Enclosed is the updated policy issued September 14, 2015.

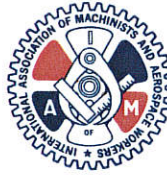
R.T.B.

D.C.

Attachment

cc: Executive Council, COSs  
Wagoner, Director W3

**INTERNATIONAL ASSOCIATION OF  
MACHINISTS AND AEROSPACE WORKERS**



9000 Machinists Place, Upper Marlboro, MD 20772

**POLICY NO. XI.1**

**William W. Winpisinger Education  
and Technology Center Tuition,  
Transportation Subsidy and  
Curriculum**

**ISSUED: September 14, 2015**

The IAM will pay full transportation costs under certain conditions for all participants selected to attend any IAM sponsored function at Winpisinger Center. These conditions are as follows:

1. The name(s) of participants attending any function must be in the Winpisinger Center Administrative Office a minimum of eight (8) weeks prior to the starting date of the function.
2. All transportation (air or rail) will be handled for the participant by Grand Lodge's designated agent, Metropolitan Travel Services, based on information provided by the member. 21-day Super Saver air or rail tickets will be purchased for each participant selected to attend a program upon the completion of a Travel Request Form.
3. If there is a cancellation of attendance once a non-refundable ticket has been purchased for any reason other than a doctor's excuse due to illness or death of the participant or a member of their family; the cost of the ticket will be billed to the local or district lodge sending the participant once the ticket expires. If the ticket is used at another time to attend a William W. Winpisinger function the local or district sending the participant will be charged any change fees or costs associated with the use of the ticket. This also applies to Business Representatives or General Chairpersons.
4. If a ticket is purchased after the 21-day Super Saver Fare deadline, any difference in the super saver round trip ticket and actual cost of the ticket will be the responsibility of the participant or lodge sending the participant.
5. Participants from air transportation lodges are requested to travel by employer furnished passes. Should the employer refuse to supply positive space passes; participants should contact their district for assistance.
6. No reimbursement will be made for tickets purchased by the member or their local or district lodge.

7. Should a participant be required to spend a night while traveling to or from the Winpisinger Center, the cost of such accommodations will not be reimbursed by Grand Lodge.
8. Taxis, rental cars, limousines, buses, subways, parking, etc. will not be reimbursed by Grand Lodge.
9. Grand Lodge will bear no travel costs for any dependents.
10. Should a participant elect to drive their own vehicle, they will be reimbursed at the IRS Standard Rate per mile up to a maximum of 1,600 miles round trip or the equivalent of a round trip super saver air fare, whichever is less. Distance will be determined by the member's home address to Hollywood, Maryland.
11. If space permits, carpooling is strongly encouraged when multiple participants from the same local or district lodge are driving. When carpooling, the reimbursement amount will be determined in a manner consistent with Item # 10 above.

Every IAM member attending any function at Winpisinger Center, when the IAM is the primary sponsor, will attend at no charge for his or her room, meals and refreshments.

Depending on space availability, a participant enrolled in a program may bring his or her family for a minimal charge. The family is restricted to the participant's, spouse or partner, and their children who are living at home. Children under the age of 17 must have adult supervision at all times.

Consistent with the requirements of the curriculum, programs will not exceed five days whenever possible, beginning on Sunday and ending the following Friday.

Recruitment for the Leadership Programs will be according to the Official Announcement Packet for the Machinists Leadership and Train-the-Trainer Programs.

Applicants for the Leadership Programs will be enrolled on a first come, first served basis, and will be based upon the allotments allowed for the number of participants in the specific lodge and / or the General Vice President's territory.

If a lodge applies to send a member for Leadership I, II, Advanced or Train-the-Trainer and all the programs have been filled, that member will be placed on a waiting list by date received for that year. All potential participants remaining on the waiting list at the end of the year will be given first choice of dates for the following year, but must resubmit an enrollment form in a timely manner.

Assignment to staff programs will be on the basis of need and will be assigned by their General Vice President.