

STAFF PROGRAM DESCRIPTIONS

ARBITRATION

The Arbitration Program takes participants through each step of the arbitration process, from initial grievance filing and investigation through case preparation and the actual arbitration itself. Teams prepare a case for a simulated arbitration hearing before an outside arbitrator at the end of the week. The program emphasizes hands-on exercises in exploring Grievance and Merits of the Case, Research for Arbitration, Conduct of the Hearing, Theory of the Case, Case Studies, Duty of Fair Representation, Opening Statements, Evidence & Arbitration, Witnesses & Arbitration, Arbitration Hearing Simulation, and Brief Writing.

Prerequisites: None

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives or local officers or members responsible for assisting with arbitrations.

ADVANCED ARBITRATION

The Advanced Arbitration program improves participants' skills in preparing cases up-front and writing post-hearing briefs. Participants use IAM case studies to develop a theory of the case and opening statements for complex contract interpretation issues.

Prerequisites: Completion of the Arbitration program or extensive prior arbitration experience as an advocate.

Participation: Each class is limited to 18 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives or local officers or members responsible for and with extensive experience in assisting with arbitrations.

COLLECTIVE BARGAINING

The Collective Bargaining program allows participants to analyze, build, and practice effective bargaining techniques which are useful in an ever-changing bargaining environment. Teams are assigned specific objectives to attain in a simulated bargaining session at the end of the week. Topics covered include Bargaining Timeline, Preparation for Bargaining, Negotiating Committees, Power Analysis, Collective Bargaining and the Law, Contract Costing, Research for Negotiations, and Drafting and Presenting Proposals.

Prerequisites: None.

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives and members with negotiation responsibilities.

ADVANCED COLLECTIVE BARGAINING

The Advanced Collective Bargaining Program is designed to familiarize participants with Contract and Proposal Costing, Analyzing Corporate Financial Data and Ability to Pay, Bargaining Timeline, Trends and Strategies in Bargaining, and Using Excel for negotiations.

Prerequisites: Experience costing contracts is strongly recommended; completion of the Collective Bargaining Program may substitute in lieu of costing experience.

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives.

FIRST CONTRACT

The First Contract Program develops skills and strategies important in obtaining a first contract in a newly organized workplace. Working with actual IAM first contract case studies, the focus is on building the union while transitioning from the organizing campaign to the contract campaign through the following topics: the Organizing Model, Legal and Community Pressure, Offensive Bargaining, First Contract Power Analysis, and Member/Steward Training and Communications.

Prerequisites: None.

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives and local or district organizing committee members.

FOUNDATIONAL SKILLS

The Foundational Skills program provides an overview of responsibilities for new, full-time representatives and strengthens their personal and technical skills. New representatives' ability to better serve the membership and grow the union are developed through the following: Labor History, Structure and Services of the International, Local Operations, Pension Basics, Computational Math, Legal Issues, and Media Relations.

Prerequisites: None

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for recently elected or appointed full-time representatives.

NEGOTIATING HEALTHCARE AND OTHER INSURANCE PROGRAM

The Negotiating Healthcare and Other Insurance Program develops participants' skills and techniques to effectively bargain healthcare and other insurance programs. Topics covered include Healthcare Terminology, the Affordable Care Act, Healthcare and Health Insurance Trends, Medicare, Dental/Vision/Other insurance, Understanding Healthcare Plans, Costing and Negotiations, Membership Education and Communication, and Proposal Development.

Prerequisites: None.

Each class is limited to 24 participants. Note that the program is online and runs for 3 rather than 5 days. Participants are assigned by their General Vice President. Appropriate for full-time representatives and members with substantial bargaining and/or benefits responsibilities.

NEGOTIATING RETIREMENT SECURITY PROGRAM

Negotiating Retirement Security gives participants a detailed understanding of the features and issues involved in negotiating retirement plans for IAM members, both defined benefit and defined contribution plans. Topics include Plan Design and Bench Marking, Legal Issues, 401(k) Bargaining Issues, Costing, Targeting Benefits, Pension Terminations & PBGC, Investment Basics, Multi-Employer Plans, and Membership Education and Communication.

Prerequisites: None.

Each class is limited to 24 participants. Note that the program is online and runs for 3 rather than 5 days. Participants are assigned by their General Vice President. Appropriate for full-time representatives and members with substantial bargaining and/or benefits responsibilities.

NEGOTIATION PREPARATION FOR BARGAINING COMMITTEES

The Negotiation Preparation for Bargaining Committees prepares bargaining committees and representatives in developing a constructive and unified approach to negotiations in difficult circumstances (divided committee, limited bargaining experience, decertification threat, disappointing prior negotiation experience, etc.). The bargaining committee and representative work together to produce tools and plans necessary for the specific negotiation they are preparing for through the following customizable modules: Negotiating Committee Responsibilities & Ground Rules, Developing a Bargaining Calendar, Bargaining Surveys, Research for Negotiations, Power Analysis, Contract & Proposal Costing, Drafting Contract

Language, Presenting Proposals, Membership Communication, and Membership Mobilization Strategies.

Prerequisites: None. Call Director Julie Frietchen to schedule at 301.373.3300.

Participation: Programs are scheduled at the request of a General Vice President. Participants should include the full bargaining committee plus the servicing representative.

ORGANIZING I

The Organizing I program develops the skills necessary to organize groups of workers. Using IAM case studies, the focus is on developing essential communication and messaging skills and understanding the essential elements of a successful organizing plan through the following topics: elements of a comprehensive strategic campaign, face to face communication, identifying and recruiting the internal organizing team, the company campaign, issue organizing, messaging, and working with allies.

Prerequisites: None

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives as well as rank-and-file organizing activists, including members of district and local organizing committees.

ORGANIZING II

The Organizing II program provides the skills needed to successfully act as the lead organizer in an organizing campaign. Participants develop a strategic plan for an organizing campaign and explore various topics through a case study of an innovative IAM organizing campaign. Topics covered include campaign and work plans, strategic research, debriefing, lead and leadership development, building and assessing support, leading other organizers, message and theme development, and working with allies and media.

Prerequisites: Organizing I

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives as well as rank-and-file organizing activists, including members of district and local organizing committees.

ORGANIZING III

The Organizing III program provides instruction on coordinating field training; reviews principles and techniques for effective adult education and training; and adapting training materials for varying scenarios. Participants practice multiple simulated training sessions with feedback from instructors.

Prerequisites: Organizing I and Organizing II

Participation: Each class is limited to 24 participants. Participants are assigned by their General Vice President. Appropriate for full-time representatives, local or district organizing committee members, and local or district educators.