

NFFE-IAMAW

Forest Service Council (FSC)

2017 National Union Training Catalog



NFFE-Forest Service Council Training Committee



Master Agreement – Article 31 Labor Management Training

National Union Training Catalog: (Refer to the Master Agreement (MA), Article 31 for more detailed information on the training catalog, requesting and reporting training, and other related topics.)

As stated in the MA, release of employees on official time to attend Union-sponsored training shall only be approved for courses in the Training Catalog. The most economical and efficient methods, locations, and dates of training will be used consistent with meeting the training needs. Request for official time and travel is a separate determination as per Subsections 1.d, 1.f, and 1.i of Article 31 the MA.

Union representatives who have questions regarding the National Union Training Catalog or the NFFE-FSC courses should direct them to the NFFE Forest Service Council (FSC) Training Committee via email at: nffe_fsc_training@fs.fed.us.

Questions regarding training other than the NFFE-FSC courses should be directed to the training provider.

Table of Contents

Table of Contents.....	3
Schedule of Training Courses - 2017	4
NFFE-IAMAW FSC Training Courses	5
FSC Basic Steward Training Program	6
FSC Intermediate Steward Training Program	7
FSC Collective Bargaining (Negotiations) Program.....	8
IAMAW William W. Winpisinger Training Courses	9
Federal Employee Basic Program	10
Federal Employee Advanced Program.....	11
Arbitration Program	12
Advanced Arbitration Program.....	13
Federal Employees Collective Bargaining Program	14

Schedule of Training Courses - 2017

Below are the schedules and locations for Union-Sponsored Training.

Course Title	Dates	Location
NFFE Forest Service Council Training Courses		
NFFE-FSC Basic Steward Training Program	February 26 – March 3, 2017 October 22-27, 2017	William W. Winpisinger (W3) Education & Technology Center 24494 Placid Harbor Way Hollywood, MD 0636
NFFE-FSC Intermediate Steward Training Program	July 16-21, 2017	W3 Education & Technology Center
NFFE-FSC Collective Bargaining	April 9-14, 2017	W3 Education & Technology Center
IAMAW William W. Winpisinger Training Courses – Department Programs		
Federal Employees Basic Program	February 5-10, 2017 June 25-30, 2017	W3 Education & Technology Center
Federal Employees Advanced Program	February 19-24, 2017 July 9-14, 2017	W3 Education & Technology Center
IAMAW William W. Winpisinger Training Courses – Staff Programs		
Arbitration	April 2-7, 2017 October 29 – November 3, 2017	W3 Education & Technology Center
Advanced Arbitration	June 4 – 9, 2017 November 5 – 10, 2017	W3 Education & Technology Center
Federal Employees Collective Bargaining Program	June 18-23, 2017	W3 Education & Technology Center

***NFFE-IAMAW Forest Service Council
Training Committee***






NFFE-IAMAW FSC Training Courses

The courses in this section were developed by the NFFE-IAMAW FSC Training Committee. The instructors are members of the NFFE-IAMAW FSC National Training Cadre.

General information about the courses:

The following courses are designed to be 40 hrs. of class time for the purposes of planning Local Lodges' training plans. There is also work that will be performed on participants own time that will not be charged to the bank of training hours.

List of NFFE-FSC Training Courses:

-  FSC Basic Steward Training Program
-  FSC Intermediate Steward Training Program
-  FSC Collective Bargaining (Negotiations) Program

Course Summary: This course is intended for both *new* stewards and *experienced* Union representatives. It may also be used as a refresher class for Union representatives who have previously taken this or similar courses. The course will focus on the job of a steward; Master Agreement provisions; federal labor statutes; representation rights; such as grievance procedures; information requests; Unfair Labor Practices; how to handle a complaint; Alternative Dispute Resolution; other complaint processes (EEO, appeal etc.); discipline, misconduct and investigations; time and attendance; drug and alcohol testing; basic collective bargaining; and collaboration, conversation and connections.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 11 a.m. – 5:00 p.m. (6 hours)

- Introductions/Orientation
- Role of the Steward
- Union Structure and Governance
- Labor Statute

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Rights and the Agreement
- Investigations and Discipline
- Leave
- Reasonable Accommodation
- Grievance Process/Arbitration

Tuesday 8 a.m. - 12 p.m.; 7p.m. -9 p.m. (6 hours)

- Conference with FS Leadership
- Group work on Grievances

Wednesday 8 a.m. – 12:00 p.m.; 1 p.m. - 6 p.m. (9 hours)

- Information Requests
- Unfair Labor Practices
- Prohibited Personnel Practices
- Other Complaint Processes
- Alternative Dispute Resolution
- Presentation of Grievances

Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m.; 7:00 p.m. – 8:00 p.m. (8 hours)

- Working with Management
- Work Schedules
- Promotions, Details, and Hiring
- Collective Bargaining
- Settlement Agreements
- *Internal Union Business (1 hr.) - Not Charged to Local Bank of Training Hours*

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Drug Testing
- Telework
- Closeout and summary

Course Summary: This course is intended for current or past Union Officials and Stewards who have attended either the **FSC Basic Steward** or **Federal Basic Steward** training courses or have equivalent experience. The course is a continuation of the FSC Basic Steward Training and will cover much of the same material, only more in-depth with the focus on skill building in these areas: the job of a steward; Master Agreement provisions; federal labor statutes; representation rights; such as grievance procedures; information requests; Unfair Labor Practices; how to handle a complaint; Alternative Dispute Resolution; other complaint processes (EEO, appeal etc.); discipline, misconduct and investigations; time and attendance; drug and alcohol testing; the collective bargaining process (basics of Articles 8 & 11); and collaboration, conversation and connections.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 11 a.m. – 5:00 p.m. (6 hours)

- Introductions/Orientation
- Role of the Steward (Expanded)
- Meet the Grievant – Beginning Class Exercise
- Group Dynamics
- Foundations - Union History
- Foundations – Legal

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Rights and the Master Agreement
- Investigations and Discipline
- Leave (Expanded)
- Reasonable Accommodation
- Grievance Process/Arbitration

Tuesday 8 a.m. - 12 p.m.; 7p.m. -9 p.m. (6 hours)

- Conference with NFFE Leadership
- Group work on Grievances

Wednesday (9 hours)

- Toxic and Healthy Workplaces
- Influencing Strategies
- Article 11 Midterm Bargaining
- Douglas Factors and Just Cause
- Informal Paths to Resolution and ADR

Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m.; 7:00 p.m. – 8:00 p.m. (8 hours)

- Counseling and Coaching the BUE
- Unfair Labor Practices ULPs
- Article 27 Safety and Health
- Arbitration Staging
- Researching Case Law
- Presentation of Grievances
- ***Internal Union Business (1 hr.) - Not Charged to Local Bank of Training Hours***

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Review Grievance Presentations
- Closeout and summary

Course Summary: This course is intended for experienced Union representatives. The program will develop individual negotiation and collective bargaining skills and will focus on mid-term collective bargaining and formal PDI under the provisions of Articles 8 & 11 of the FS-NFFE Master Agreement (MA). The program will develop individual negotiation and collective bargaining skills and will focus on mid-term collective bargaining under the provisions of Article 11 of the FS-NFFE Master Agreement (MA) and formal PDI under the provisions of Article 8 of the MA. The specific topics covered in the course will include: the Federal Labor Statute; Article 11 negotiations procedures; Article 8 procedures; developing ground rules; conducting research; drafting agreement language; principles of Interest Based Bargaining (IBB); and Impasse and negotiability procedures.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 11 a.m. – 5:00 p.m. (6 hours)

- Introductions/Orientation
- Intro to Negotiations and Mid-Term Bargaining
- Collective Bargaining Simulation Overview
- Gathering Information
- Local Bargaining Team Meetings

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Legal Framework for Collective Bargaining
- Bargaining Teams
- Drafting Contract Language
- Drafting Proposal Workshop

Tuesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Collective Bargaining and the Master Agreement
- Ground Rules and Logistics
- Presenting Proposals at the Table
- Drafting and Presenting Proposals Workshop

Wednesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Interest Based Bargaining (IBB) Training
- Negotiability and Impasse Procedures
- IBB Negotiations
- Recap IBB Negotiations

Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m.; 7:00 p.m. – 8:00 p.m. (8 hours)

- Collective Bargaining Simulations
- *Internal Union Business (1 hr.) - Not Charged to Local Bank of Training Hours*

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Collective Bargaining and the Local
- Post Negotiation Tasks
- Wrap up and Questions
- Closeout and Summary

***NFFE-IAMAW Forest Service Council
Training Committee***





***IAMAW William W. Winpisinger Training
Courses***

The courses in this section were developed by the IAMAW William W. Winpisinger Education & Technology Center. The instructors are Center Staff and Department Heads.

General information about the courses:

Some of the following courses are less than 40 hours of class time. For planning purposes, Local Lodges need to check the number of training hours listed for each course when filling out their Local Lodge Training Plan.

List of IAMAW Department Programs:

-  Federal Employees Basic Program
-  Federal Employees Advanced Program

List of IAMAW Staff Programs

-  Arbitration
-  Advanced Arbitration
-  Federal Employees Collective Bargaining Program

Course Summary: Federal employees work in a complex environment. The Federal Employee Basic Program uses seminars and workshops to educate federal sector employees about the legal and political aspects of their jobs. Students learn about lobbying Congress, Workers Compensation (OWCP), the Federal Labor Relations Authority (FLRA), Prohibited Personnel Practices, the Hatch Act, Grievance and Arbitration Processing, Strategic Planning, Communications and Collective Bargaining.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 2:00 p.m. – 3:00 p.m.; 3:00 p.m. – 5:00 p.m. (1 hour)

- Orientation
- *Internal Union Business – (2 hrs.) Not Charged to Bank of Training Hours*

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Leadership
- Communication with Bargaining Unit Employees
- Representational Planning

Tuesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Office of the Special Counsel – Prohibited Personnel Practices
- Office of the Special Counsel – Hatch Act
- Legislative Affairs

Wednesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Introduction to Collective Bargaining
- Information Requests
- Discipline and Discharge
- Grievances and Arbitration

Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Investigatory/Formal Meetings
- Federal Labor Relations Authority (FLRA)
 - Unfair Labor Practices (ULPs)
- Review of Collective Bargaining Quiz
- Role Play – All Instructors

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Representational Planning Presentations
- Wrap-up and Closeout

Course Summary: Federal employees work in a complex environment. This program provides labor representatives a more in-depth look at FLRA procedures utilized in Federal Sector Collective Bargaining such as Negotiability Appeals. It provides participants an opportunity to hone their Collective Bargaining skills through simulations including a mediation exercise with the Federal Mediation Conciliation Service (FMCS). Participants also attend workshops directed at Arbitration and/or MSPB which includes developing the theory of the case, the preparation of witnesses and writing techniques.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 2:00 p.m. – 3:00 p.m.; 3:00 p.m. – 4:00 p.m. (1 hour)

- Orientation
- *Internal Union Business (1 hr.) - Not Charged to Bank of Training Hours*

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Law of Negotiability
- Negotiability Appeal Preparation
- Negotiability Appeals

Tuesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Merit Systems Protection Board (MSPB) Jurisdiction and Procedures
- Equal Employment Opportunity (EEO) Process and Procedures
- Theory of the Case

Wednesday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Official Time
- Work Schedules and Telework
- Promotions
- Performance

Thursday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Discipline and Discharge
- Advanced Statutory Training
- Open Discussion Topics

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Debrief
- Wrap-up and Closeout

Course Summary: The Arbitration Program is designed to take participants through each step of the arbitration process, from initial grievance filing and investigation through preparing the case and the actual arbitration itself. Participants are assigned to teams which prepare a case for a simulated arbitration hearing before an outside arbitrator at the end of the week. This course is appropriate for full-time representatives or local lodge officers or members with responsibility for assisting with arbitrations. The program emphasizes hands-on exercises in exploring the following topics:

- 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
- Brief Writing

NOTE: Each class is limited to 24 participants. Participants are assigned by General Vice Presidents and NFFE-IAMAW Forest Service Union Officials, must be approved for attendance by the FSC President and NFFE President.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 4:00 p.m. – 5:00 p.m. (1 hours)

- Orientation and Overview

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 6 p.m. (9 hours)

- Grievance and Merits of the Case
- Duty of Fair Representation
- Case Studies
- Research for Arbitration
- Case Assignments
- Case Preparation

Tuesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Theory of the Case
- Evidence and Witnesses
- Conduct of the Hearing
- Opening Statements
- Case Preparation

Wednesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Witnesses and Evidence
- Grievance Mediation - FMCS
- Case Preparation

Thursday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Final Preparation
- Arbitration Hearing
- Review and Debrief

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Brief Writing
- Closing

Advanced Arbitration Program

of training bank hours: 40

Course Summary: The Advanced Arbitration program is designed to improve participants' skills in writing post-hearing briefs and preparing cases up-front. Participants write a complete post-hearing brief and work with actual IAM case studies to develop a theory of the case and opening statements for complex contract interpretation issues.

Prerequisite: Completion of the Arbitration Program or extensive prior arbitration experience as an advocate.

NOTE: Each class is limited to 24 participants. Participants are assigned by General Vice Presidents and NFFE-IAMAW Forest Service Union Officials, must be approved for attendance by the FSC President and NFFE President.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 4:00 p.m. – 5:00 p.m. (1 hours)

- Orientation and Overview

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 6 p.m. (9 hours)

- Writing Techniques
- Brief Basics
- Modern Forge Case Overview
- Writing Assignment #1
- Stating the Facts
- Writing Assignment #2

Tuesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Writing Assignment #2
- The Argument
- Writing Assignment #3
- Evaluation Conferences - Legal

Wednesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Writing Assignment #3
- Evaluating and Rewriting
- Writing Assignment #4
- Evaluation Conferences - Legal

Thursday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Writing Assignment #4
- Constructing Contract Cases
- Past Practice Cases
- Contract Case Preparation

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Contract Case Presentations
- Closing

Course Summary: The Federal Employees Collective Bargaining program focuses on preparing for and the process of collective bargaining under the Federal Labor Relations Act.

Course Agenda (Items that are not included in the bank of hours are shown in italics. Participants will take leave or credit hours or flex their time for that portion of the course.):

Sunday 2:00 p.m. – 5:00 p.m. (3 hours)

- Bargaining Group Meetings
- Orientation
- Collective Bargaining Overview

Monday 8 a.m. – 12:00 p.m.; 1 p.m. - 5 p.m. (8 hours)

- Collective Bargaining in the Federal Sector
- Negotiating Ground Rules
- Negotiating Committee
- Bargaining Timeline

Tuesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Drafting Contract Language
- Presenting Proposals
- Collective Bargaining and the Law

Wednesday 8 a.m. - 12 p.m.; 1:00 p.m. -6 p.m. (9 hours)

- Federal Service Impasse Panel and Procedure
- Negotiating Ground Rules

Thursday 8 a.m. - 12 p.m.; 1:00 p.m. -5 p.m. (8 hours)

- Collective Bargaining Simulations

Friday 8 a.m. – 11:00 a.m. (3 hours)

- Simulation Debrief
- Closing