

**NFFE-IAMAW**  
*Forest Service Council (FSC)*  
*National Union Training Catalog*



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

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### **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: [training-fsc-nffe@outlook.com](mailto:training-fsc-nffe@outlook.com).

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

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# *Schedule of Training Courses - 2019*

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

Course Title	Dates	Location
<b>NFFE Forest Service Council Training Courses</b>		
NFFE-FSC Basic Steward Training Program	April 28 – May 3, 2019 October 27 – November 1, 2019	William W. Winpisinger (W3) Education & Technology Center 24494 Placid Harbor Way Hollywood, MD 0636
NFFE-FSC Intermediate Steward Training Program	October 20 – 25, 2019	W3 Education & Technology Center
<b>NFFE Forest Service Council Steward Training (On-site)</b>		
NFFE-FSC Steward Training (On Site), 2-Day Course	April 8 – 9, 2019 April 11 – 12, 2019	Eureka Ranger Station Fernan Ranger District
NFFE-FSC Steward Training (On Site), 3-Day Course	April 2 – 4, 2019	Northern Rockies Training Center (known as the Smokejumper (SJ) Training Center) Missouri Room Missoula, MT
<b>IAMAW William W. Winpisinger Training Courses – Department Programs</b>		
Federal Employees Basic Program	February 3 – 8, 2019 June 23 – 28, 2019 August 18 – 23, 2019	W3 Education & Technology Center
Federal Employees Collective Bargaining Program	June 16 – 21, 2019	W3 Education & Technology Center
<b>IAMAW William W. Winpisinger Training Courses – Staff Programs</b>		
Arbitration	April 7 – 12, 2019 September 15 – 20, 2019	W3 Education & Technology Center
Advanced Arbitration	June 2 – 7, 2019 October 20 -25, 2019	W3 Education & Technology Center
<b>Labor Arbitration Institute (<a href="https://www.laborarb.com/">https://www.laborarb.com/</a>)</b>		
Labor Law and Labor Arbitration	TBA	TBA

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

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## ***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.**

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### **General information about the courses:**

The following courses are designed to be 40 hours 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 Managed by the FSC Training Committee:**

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

#### **List of NFFE-FSC On-site Training Courses Managed Locally by Others:**

- 📖 FSC Steward Training (On Site), 2-Day Course
- 📖 FSC Steward Training (On Site), 3-Day Course

Registration for the On-Site courses are not handled by the NFFE-FSC Training Committee, but someone in the Local hosting the training or the NFFE Business Rep putting them on.

#### **Contacts for Approved Union Training Courses:**

- 📖 IMAAW and NFFE Courses – Follow the instructions on the William W. Winpisinger Training Center website for the specific course (<https://winpisinger.iamaw.org/>)
- 📖 NFFE-FSC Courses – Contact the FSC Training Committee via email ([training-fsc-nffe@outlook.com](mailto:training-fsc-nffe@outlook.com))
- 📖 NFFE-FSC On-Site Courses:
  - **April 2 – 4:** Terri Anderson at [tlanderson01@fs.fed.us](mailto:tlanderson01@fs.fed.us) or 406-381-8189
  - **April 8 – 9:** Ellen Sullivan at [easullivan@fs.fed.us](mailto:easullivan@fs.fed.us) or 406-296-2536, ext. 7114.
  - **April 11 – 12:** Gerry Ann Howlett at [ghowlett@fs.fed.us](mailto:ghowlett@fs.fed.us) or 208-267-6749.

**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 or Official Time.*

**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 or Official Time.***

**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 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 or Official Time.*

**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***

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## ***NFFE-IAMAW FSC Training Courses (On-site)***



**The FSC Steward Training (On Site) is intended to bring training for new stewards and serve as a refresher for current stewards to the units where they perform their representational work.**

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### **General information about the courses:**

The following courses are designed to be either 16 or 24 hours 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 Steward Training Courses (On-site):**

-  FSC Steward Training 2-day Course
-  FSC Steward Training 3-day Course

***FSC Steward Training (On Site)***

**# of training bank hours:  
16 for 2-day course**

**Course Summary:** The FSC Steward Training (On Site) is intended to bring training for new stewards and refresher for current stewards to the units where they perform their representational work.

Participants develop knowledge of the laws, regulations, policies, and processes which establish the Federal Sector Labor-Management framework and affect the conditions of employment in the Federal workplace. They learn about their role as Union Stewards and officers in representing and counseling employees and the most effective approaches to address workplace issues and resolve conflicts. Finally, they learn about issues that are currently “hot topics” in the Forest Service labor-management relationship.

For courses which include a third day, participants will be given an introduction and practice in midterm negotiation framework and procedures under the Master Agreement

**Course Agenda** (All discussions of internal Union business will occur outside of the time blocks listed below; e.g., at lunch or after hours). Individual instructors may modify the schedule, but the Agenda topics will remain the same.

**Day 1 8:00 - 12:00; 12:30 - 4:30 p.m. (8 hours)**

- Introduction
- Scope of union representational duties
- Union Structure and Governance
- Role of the Steward in representation
- Overview of Federal Labor Statute and Unfair Labor Practices
- Other Federal statutes and complaint processes
- Hot Topics in Federal LMR

**Day 2 8:00 - 12:00; 12:30 - 4:30 p.m. (8 hours)**

- Representation in meetings: Weingarten rights and formal discussions
- Duty of fair representation
- Representing during discipline
- Grievance procedures
- Working with management to resolve grievances
- Effective dispute resolution and ADR
- Review of key Master Agreement provisions and national MOUs
- Review of Local negotiated agreements
- What does the future hold? Retirement rules and regulations.

**FSC Steward Training (On Site)**# of training bank hours:  
24 for 3-day course

**Course Summary:** The FSC Steward Training (On Site) is intended to bring training for new stewards and refresher for current stewards to the units where they perform their representational work.

Participants develop knowledge of the laws, regulations, policies, and processes which establish the Federal Sector Labor-Management framework and affect the conditions of employment in the Federal workplace. They learn about their role as Union Stewards and officers in representing and counseling employees and the most effective approaches to address workplace issues and resolve conflicts. Finally, they learn about issues that are currently “hot topics” in the Forest Service labor-management relationship.

For courses which include a third day, participants will be given an introduction and practice in midterm negotiation framework and procedures under the Master Agreement

**Course Agenda** (All discussions of internal Union business will occur outside of the time blocks listed below; e.g., at lunch or after hours). Individual instructors may modify the schedule, but the Agenda topics will remain the same.

**Day 1 8:00 - 12:00; 12:30 - 4:30 p.m. (8 hours)**

- Introduction
- Scope of union representational duties
- Union Structure and Governance
- Role of the Steward in representation
- Overview of Federal Labor Statute and Unfair Labor Practices
- Other Federal statutes and complaint processes
- Hot Topics in Federal LMR

**Day 2 8:00 - 12:00; 12:30 - 4:30 p.m. (8 hours)**

- Representation in meetings: Weingarten rights and formal discussions
- Duty of fair representation
- Representing during discipline
- Grievance procedures
- Working with management to resolve grievances
- Effective dispute resolution and ADR
- Review of key Master Agreement provisions and national MOUs
- Review of Local negotiated agreements
- What does the future hold? Retirement rules and regulations.

**Day 3 8:00 - 12:00; 12:30 - 4:30 p.m. (8 hours)**

- Statutory framework for collective bargaining (Duty, Scope and Good faith)
- Article 11 Procedures for midterm bargaining
- Making proposals and writing agreements
- Key bargaining topics
- Impasse and Negotiability procedures

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

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## ***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.

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### **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

### **How to Apply for Winpisinger Training Courses:**

Registration for Winpisinger training courses is handled by staff at the Center directly. Go to their website <https://winpisinger.iamaw.org/>, find the course and follow the guidance on how to apply.

If you have any problems or have questions regarding registration or travel for these courses, contact the Center directly.

**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 (1 hr.) - Not Charged to Local Bank of Training Hours or Official Time.*

**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:** 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

**Federal Employees Collective Bargaining Program**

# of training bank hours: 40

**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



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

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## ***Labor Arbitration Institute***

The Labor Arbitration Institute has been providing labor, management and their attorneys relevant and thought-provoking education in labor law and labor arbitration for 25 years.



The conferences in this section were developed and are presented by the Labor Arbitration Institute. They consist of 1 and 2-day sessions at various locations.

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### **General information about the courses:**

The 1-day course is approved for 8 hours and the 2-day course for 15 hours from the Local Lodge's bank of training hours the purposes of planning Local Lodges' training plans.

### **List of Approved Labor Arbitration Institute Courses/Conference:**

-  Labor Law & Labor Arbitration - 1-Day Session; Various Locations
-  Labor Law & Labor Arbitration - 2-Day Session; Various Locations

**NOTE: These courses were approved and added to the Catalog on September 11, 2017.**

### **How to Apply for Labor Arbitration Institute Training Courses:**

Registration for Labor Arbitration Institute training courses is handled by the Labor Institute. Go to their website <https://www.laborarb.com/>, find the course/conference you're interested in, and register through them.

If you have any problems or have questions regarding registration or contact the Labor Arbitration Institute directly.

**Labor Law and Labor Arbitration****# of training bank hours:**

8 for 1 day course

15 for 2 day course

**Course Summary:** This training class covers the knowledge and skills needed by labor-management relations professionals. And there's no better trainer than the arbitrators who hear and decide the cases. But the goal and expected outcome of the training is broader than that: you will learn the latest developments in labor law and labor arbitration, so cases are expertly handled, settled when advisable, and persuasively presented at the hearing.

**Sample Course Topics and Agenda** (The course changes slightly each session/year, but the topics and times listed below are typical.):

**Day 1****8:00 a.m. – 12:00 p.m. (4.00 hours)**

- Check-in
- Rules of Evidence,
- Evidentiary Issues
- Due Process
- Common Rule Violations

**12:00 p.m. – 1:00 p.m. Lunch****1:00 p.m. – 5:00 p.m. (4.0 hours)**

- Drugs in the Workplace
- Performance Cases
- Employee Defenses
- Off-Duty Misconduct
- Recent Supreme Court Cases

**Day 2****8:00 a.m. – 12:00 p.m. (4.00 hours)**

- 7 Popular Arguments to Reconsider
- Understanding Arbitrability
- What Goes Wrong at the Hearing
- Questions from Direct and Cross-Exam
- Contract Interpretation

**12:00 p.m. – 1:00 p.m. Lunch****1:00 p.m. – 4:00 p.m. (3.00 hours)**

- Contract Interpretation: Applying the Rules
- Writing a Post-Hearing Brief
- FMLA

**One Day Courses generally last a full 8 hours and will include a subset of topics listed above.**

**Additional Topics that may be covered, depending on instructors and location include:**

- Discipline & Discharge: Recent Cases
- Contract Law and Past Practice
- Advocacy Points and Techniques
- Safety at Work
- Labor-Management Relationship
- Defenses
- External Law

**Dates and Locations of Training:** Dates and locations for 2019 have not been added yet. This will be updated in the future.

**NOTE: These courses were approved and added to the Catalog on September 11, 2017.**