



**PLEASE USE THIS LINK TO REGISTER FOR THE BELOW TRAININGS** <https://tinyurl.com/xhhhwwed>

**DUTY OF FAIR REPRESENTATION**

Sat. October 29 @ 8:30-9:30am

**FREEDOM OF INFORMATION ACT**

Tues. Oct 4 @ 6:30-7:30pm

**NEW EMPLOYEE/MEMBER OUTREACH**

Wed. Sept. 14 @ 6:30-7:30pm

Sat. Oct. 22 @ 8:30-9:30am

Tues. Nov. 22 @ 10:00-11:00am

**RUN AN EFFECTIVE MEETING**

Wed. Sept. 28 @ 6:30-7:30pm

Wed. Nov. 9 @ 6:30-7:30am

**ESTATE PLANNING**

Sat. Nov. 19 @ 9:00-12:00pm

One quest permitted (Guest required to pay  
10.00 for food and materials)

**LAWS PUBLIC EMPLOYERS ARE REQUIRED  
TO FOLLOW, EFFECTIVE OCTOBER 1, 2021**

Tues. September 6 @ 6:30-7:30pm

Tues. October 18 @ 6:30-7:30pm

**REVIEW OF OFFICER, EXEC. BOARDS,  
AND STEWARDS ROLES**

Wed. Sept. 17 @ 8:30-9:30am

Sat. Dec. 17 @ 8:30-9:30am

**WORKERS' COMPENSATION REVIEW**

Wed. Oct. 12 @ 6:30-7:30pm

Sat. Dec. 3 @ 8:30-9:30am

**STEWARDS' TRAINING**

Tuesdays Nov. 29, Dec. 6 and Dec 13

@ 6:30-8:30pm

(THREE, TWO-HOUR SESSIONS)  
MUST ATTEND THE THREE!

**ALL TRAININGS ARE HELD VIA ZOOM EXCEPT NOVEMBER 19, WHICH WILL BE HELD AT COUNCIL 4.**

CLICK LINK TO SIGN UP OR COPY AND PASTE LINK INTO BROWSER: <https://tinyurl.com/xhghwwed>

## **DESCRIPTION OF COUNCIL 4 SCHEDULED TRAINING TOPICS**

### **Oct 1, 2021 Labor Friendly Laws that Public Employers Must Follow**

Public Sector Leaders

New laws that Public Sector Employers are Required to follow, including information sent to you about new hires and current employees along with access to new hires.

### **Stewards Training**

**Three – TWO HOUR SESSIONS**

#### **Participation in all three dates required:**

This training will help you understand your rights as a steward while representing a member and will include an overview of the whole process, 5 steps of the process, proper investigations, asking the right questions, meeting timelines, fulfilling the duty of fair representation, guiding the grievant through the process, request of information, what to expect during a hearing, documentation, preparation, presentation of your case. Tips, tools, and strategies for being a great steward.

### **New Member Outreach for Local Leaders**

“Building Union Power from Day One.” Learn why it is so critical to talk to a new employee their first day on the job! Share and learn best practices for effective new employee outreach. Learn from others’ personal stories about the value of our union.

### **Roles and Responsibilities of Officers/Ex Boards/Stewards**

Review what Officers and Board members need to lead a strong, successful local/chapter. To include Officer roles and responsibilities, conducting effective meetings, assessing your membership and more.

### **Tips to Run an Effective Meeting**

Best practices on how to run an effective meeting. What to do prior, during and after meetings.

### **Freedom of Information Act and Request**

Review of what it is, why other entities request information and steps you can and should take.

### **Duty of Fair Representation**

A duty of fair representation includes a union’s responsibility to bargain for and to enforce the collective bargaining agreement, as well as process meritorious grievances filed by the employees within the bargaining unit.

### **Advice on Estate Planning at Council 4**

Review of Probate and Asset Protection Planning with:

Guest Speaker; Attorney Robert Scalise, Law offices of Ericson, Scalise & Mangan, PC

One guest per member. (\$10.00 fee for non-dues paying members for materials and food, due day of workshop.

LIGHT BREAKFAST AND LUNCH WILL BE AVAILABLE.

### **Workers’ Compensation Review**

Gain the knowledge of what needs to be done, review necessary forms, and best practices.

**QUESTIONS CAN BE DIRECTED TO KELLY AT EDUCATION@AC4.ORG**