



**ATU ACTIVIST AND OFFICER
TRAINING PROGRAMS**

ATU COURSES

Allies at Every Stop: Organizing Passengers and Building Power

The essential training for understanding what is at stake for our union, learning how to mobilize our members and riders, and learning how to mount campaigns to save our jobs and the transit systems that our communities depend on.

Grievances and Arbitration/The Advocate's Prayer

Grant Me The Ability to Win My Grievance: How do you do that? This training will address the six parts to the theory of the case, the three types of evidence, effective time-line management, and the burden of proof in discipline and contract interpretation grievances.

The New Health Care Law

Negotiating under the "Affordable Health Care Act" (Obamacare) Key questions and issues facing our locals in 2014 and beyond; bargaining strategies and ATU resources will be discussed.

Parliamentary Procedures

The essentials for running a better meeting: Handling motions, amendments, challenges to the chair, points of order, reconsideration, voting, and appeals.



Politics That Build Union Power in 2014 and 2016

How to build and sustain political power: Defining objectives, organizing members, targeting, effective lobbying, fundraising, grassroots operations, and building lasting relationships.

LEADERSHIP

What It Takes to Be an Effective Union Member in a Hostile Labor Environment

A program for union members and leaders to demystify the power process of collective activity. This workshop is a motivational encounter with a master organizer who guides the participants through the tools and techniques of what they need to know to build local union power and effectiveness both within the union itself and the greater community where the members live and work.

Advanced Communications Skills for Union Leaders and Members

A workshop that contains all of the elements necessary to help participants identify, understand, and correct their communications shortcomings to become first rate, one-on-one communicators and conflict resolvers. This program addresses listening skills, feedback skills, and consensus decision making.

Developing Strategic Bargaining Campaigns

A workshop designed to prepare union negotiating teams for upcoming contract talks. This program explores all the critical elements needed to level the playing field when dealing with management by learning how to create leverage by maximizing advantages and minimizing disadvantages. This program is bargaining strategy development at its best presented by a master negotiations strategist.

Strategies for Stewards: Create Advantages and Be Successful

A unique, steward centric, interactive program that embodies the pro-active organizing model of representation as opposed to the re-active service model. This workshop engages the participants in activities that take away the mystery of advocating for justice in the workplace. Participants leave this program with greater assuredness in their own abilities along with new skills and techniques to back them up.

HEALTH AND SAFETY

Operator Assaults

This workshop module is designed to educate and activate union members about workplace violence, its causes and prevention. It reviews strategies for control, including new technologies, collective bargaining language, training, and workplace and community policies. The information and activities covered will prepare participants to meet with employers and safety agencies, and reach out to the public, the media, and elected officials to make our concerns known.



Restroom Access

This workshop module is designed to educate and activate union members about the health impact and other problems related to limited restroom access. It reviews strategies for control, including collective bargaining language, training, and workplace and community policies. The information and activities covered will prepare participants to meet with employers and safety agencies, and reach out to the public, the media, and elected officials for support in solving this common problem.

Chemical Hazards

Chemicals affect transit workers in operations and maintenance, on the road, in the garages and in offices. Diesel exhaust, asbestos, cleaners and degreasers are just a few of the concerns. This module reviews routes of exposure, control methods, and how to get and use chemical information. Applying the skills covered more extensively on the workplace mapping module, participants will return to their workplaces with tools for identifying and fixing chemical hazards.

Health Protection and Promotion

Transit employees, and bus operators in particular, have high rates of diabetes, stroke, musculoskeletal disorders, digestive problems, fatigue and sleep disorders, compared to other workers. Most of the health problems are affected by a combination of factors, including workplace and environmental conditions. Local Unions often face management health programs that focus on individual behavior but exclude work. This workshop reviews how health can be improved through changes in the work environment, in how work is organized and in support for workers with health problems. The innovative practices for protecting and promoting worker health will provide participants with concrete ideas for taking control of health in the workplace.

Workplace and Health Hazard Mapping

These workshops demonstrate practical tools to help transit workers identify hazards they face at work, plan controls and corrections, and track success. The workplace mapping module can be applied to the entire workplace, or a location or issue of special concern. The body or health mapping module is a productive way both to open up a free discussion of workplace health and safety and to analyze and document what the current problems are.

Ergonomics

Working too hard, too long, in awkward positions and without moving leads to pain and strain. In this workshop, body mapping techniques are applied to the problems active and sedentary workers face. Tactics will be explored for avoiding and correcting work conditions that lead to muscle strain, back pain and nerve compression problems that are common across transit titles. The focus is on finding out what factors in the work environment cause these problems, and what needs to be done to eliminate them.

RUNNING YOUR LOCAL UNION

The Role of the Shop Steward

This course is designed to help students understand the central and fundamental position of the steward in union operations. Participants will recognize and discuss steward contractual and legal rights and responsibilities in fulfilling their role within the union. The emphasis is on: Basics of Labor Law and Steward Rights; Sound Grievance Procedures; The Investigation; and Grievance Writing Tips and Strategies.



Contract Administration

The contract lies at the center of day-to-day union practice. The interpretation and enforcement of contract language depends on the union representative. How can union leaders, stewards, and rank and file members ensure that the contract is honored and not circumvented? This course explores issues that union reps experience on an everyday basis. Students will discuss how to resolve problems that are contract-based by effectively utilizing grievance procedures. Additionally, class participants will learn how to creatively harness the energy of union members themselves to build the local union and address problems that might arise in the workplace.

Change Management for Union Leaders

Change management today often involves the application of lean manufacturing tools. These continuous improvement and systemic approaches have helped companies make intelligent business decisions aimed at remaining competitive, innovative and profitable. The effectiveness of these "Lean" implementation changes are often directly related to how workers are involved in the decision making and

implementation. This course gives the workers' perspective and general overview of the good and bad of change management.

Costing-Out a Labor Agreement for Workers

This class prepares students as mock bargaining committee members and teaches the skills to estimate the costs of a contract offer. Exercises are used throughout the workshop to illustrate how to calculate the projected costs of an agreement. Students will learn about Calculating Cost of Living Adjustments; Calculating Basic Costs for a Collective Bargaining Agreement; Multi-year wage increases; Compounding; and Roll Up Costs.

Conflict Resolution and Problem-Solving

The class will explore different conflict resolution styles. Using various role plays participants will learn how to use interest-based problem-solving tools. Interest-based problem-solving teaches participants to: Advocate for their interests; Educate one another on the issues; Jointly determine objective solution criteria or standards; Create multiple options before solutions; Choose the option which best meets interests & criteria; Build working relationships through resolving conflict.

Getting the Public on our Side

Whether we're fighting for a good contract or to stop privatization, our union does better when the public is on our side. In this workshop participants will learn concrete skills for communicating with the public and potential allies so we can build support for our issues and win improvements in our communities. Topics covered will include:

- 1) Shaping positive and persuasive messages that resonate with the public.
- 2) Best practices for delivering these messages to public groups.

Whether you're a seasoned or intermediate ATU leader, this workshop will help prepare you to build support for critical union issues in your local and in your community.

WORKSHOPS

(Pick 2 per day)

BIG PICTURE ECONOMICS

Fighting Privatization and Outsourcing

This workshop will explain who's behind the push to privatize transportation services in cities and states around the country and what you can do to stop it. We will also examine several successful campaigns to defend essential services, highlighting their work to build solidarity with other unions and find allies in the community.

CONTRACT CAMPAIGNS, BARGAINING, AND STRIKES

Building an Effective Contract Campaign

Learn how to build a comprehensive contract campaign that can tip the odds in your favor. This workshop will review how to bring members in early, mobilize, and turn up the heat. We'll discuss campaign escalation, creative tactics, and other building blocks of a good campaign, including working with community allies and taking the fight directly to management.



Successful Bargaining: What You Do away from the Table Matters the Most

Too often union leaders get bogged down in details of bargaining and neglect our most powerful tool in negotiations: our members! This workshop will teach proven strategies for engaging members, in bargaining

and in the workplace, to turn up the heat during negotiations and get movement from management.



Bargaining Table Tactics

Learn skills and strategies to help your members and bargaining team win a strong contract. This workshop will review all the issues you'll face in your next negotiation: preparing for bargaining, finding pressure points, planning timelines, balancing different interests among the membership, using information requests, avoiding impasse, communicating with members and keeping them involved, and confronting demands for concessions.

Preparing Your Bargaining Team

Whether it's your first time or you've been bargaining for years, this workshop will help you get ready to sit down with management. We'll review how to set ground rules for your negotiating team, the roles of the chief spokesperson and bargaining committee, best practices for communicating with members and involving members in bargaining sessions, and how and when to caucus. We'll also examine common problems bargaining committees run into—and how you can avoid them.

COMMUNITY AND POLITICAL ORGANIZING

Building Effective Labor-Community Alliances

A community coalition where the union's approach is "support our fight" can only go so far. This workshop will help participants learn how to cement long-term relationships with community organizations. We'll also talk about what it takes to get beyond "you scratch my back and I'll scratch yours."

GRIEVANCES AND DISCIPLINE

Assertive Grievance Handling

Fighting grievances isn't just about enforcing the contract. It's about building union power on the job. This workshop for stewards and union reps will look at how to use the grievance procedure strategically—including how to choose your battles, prepare your case, and mobilize members to put muscle behind your grievances.



Investigating and Writing Grievances

This workshop will teach participants the best practices for investigating and writing grievances. We'll cover the five W's (Who, What, Where, When, and Why) of interviewing witnesses, as well as the common mistakes stewards make in the process. We'll present several examples of effective grievance language, teaching participants how to be clear and direct while leaving flexibility to expand your case. Participants will also review the difference between a grievance and a gripe, and why sometimes the best grievance is the one you never have to write.

Legal Rights of Union Stewards

This workshop will review the "special status" of union stewards under federal labor law, and the key rights that union stewards have on the job. We'll cover Weingarten rights, the duty of fair representation, and the dos and don'ts of effective representation.

What is Just Cause?

Just Cause is the cornerstone of most union contracts. This workshop will provide you with an updated version of the "seven tests" of just cause and help you understand and apply these principles to real-world union situations. We will also cover examples related to friction with supervisors, off-duty conduct, and offenses such as sleeping on the job, absenteeism, and sexual harassment. We will also provide sample contract language and tips for using just cause as foundation for grievances and arbitrations.

Getting Results without Grievances

Sometimes the most effective grievances are the ones you never write. This workshop will help participants identify ways to solve worksite problems through a range of methods outside the grievance procedure, as well as how to use the grievance procedure as part of a comprehensive strategy. We will also explore ways to build escalating pressure on management to solve on-the-job problems. We'll also sift through the difference between a grievance and a gripe.

MEMBER-TO-MEMBER ORGANIZING

Secrets of a Successful Organizer

How do you get your co-workers to join you in building union strength and taking on the boss? Learn proven strategies that get more members involved. This workshop, perfect for new activists or up-and-coming leaders, will cover the basics of successful organizing. We will first examine how to have effective organizing conversations, how to identify issues in the workplace, and how to spot other potential leaders. Then we will learn how to build on-the-job organizing campaigns.

Building an On-the-Job Organizing Network

Sometimes the most valuable things we can do to increase our on-the-job power are the simplest. This workshop will go step by step to describe how an on-the-job organizing network can be built. The first steps are mapping your workplace, identifying co-workers for one-on-one conversations, and planning for outreach. Then you build to assessing and testing co-workers' ability to help build the network, and planning simple steps to express unity. We'll also cover trying out different communication techniques and learning how to discuss hard issues without drama.

UNION SOLIDARITY AND LABOR HISTORY

Lessons from Labor History

The U.S. and Canada both witnessed impressive upsurges in worker and community activity in the 1960s and 70s, and earlier in the 1930s and 40s. These upsurges led to important social and economic gains—though today we're fighting to defend many of these gains against fresh attacks. How did contemporary economic conditions fuel these upsurges, and what lessons we can draw for today's economic and social justice organizers? What do good union activists need to know about our history?



Why Do Unions Matter?

Are unions a thing of the past? Union membership has been falling in the U.S. since the early 1950s, and the politicians and pundits are happy to conclude this is

because workers don't want or need unions. But the truth is that employers have found so many ways to prevent unionization—legally and otherwise—that most workers who want a union can't join one. This workshop will help you understand why unions matter, and how they protect workers' rights and interests better than any other system could.

If not us? Understanding Each Member's Responsibility to Build the Union

As a union leader, how many times have you heard from a member: "What has the union done for me lately?" And if you are a rank-and-file member, maybe you feel tired of hearing from your officers or union staff: "I can't do everything for you. Remember, you are the union." This workshop will help us get beyond the frustration and finger-pointing and understand how each member, leader, and union staffer can contribute to a strong, well-organized union. Through simple steps—including setting goals, timelines, division of tasks, and developing support systems—the work can get done, and the union's power can grow.