

Labor Education Workshop



Steward Workshop



DATE: Tuesday, March 10, 2009
AND
Wednesday, March 11, 2009

TIME: 5:30 PM - 6:00 PM
6:00 PM - 9:00 PM

LOCATION: Ballston Spa Middle School Library
210 Ballston Avenue
Ballston Spa, New York 12020

To Register:

Please call the Capital Region 4 Office (518) 785-4400 to register. It is important to pre-register as class size is limited. A light dinner is being provided, therefore, you must confirm your reservation for dinner when registering. Reasonable accommodations are available upon request. This workshop is open to the region.

Workshop Description:

The strength of our Union rests with the recruitment and education of new activists, often in the role of Steward. This two-part workshop provides the skills that are needed to carry out the responsibilities of the Steward, including: communicating, organizing and leading employees in the workplace. This workshop is designed for Local/Unit Officers, Stewards, Activists and Grievance Representatives who are interested in building and strengthening the union. Participants must complete this workshop and be appointed by their Local/Unit President to be certified Stewards in CSEA.

Who Should Attend:

This workshop is designed for Local/Unit Officers, Stewards, Grievance Representatives, and Activists who are interested in building and strengthening the union.

Workshop Goals:

Participants will learn:

- ◆ Rights as a Steward
- ◆ How to create an effective communications network
- ◆ How to identify leadership characteristics
- ◆ How to apply one on one organizing and communicating techniques to build and strengthen the union

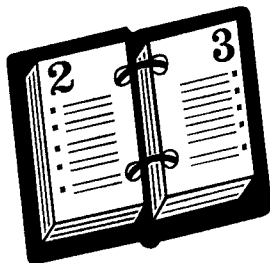
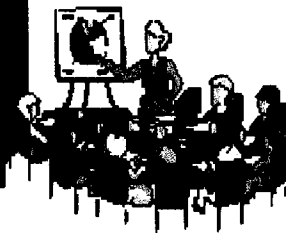
CSEA, AFSCME Local 1000, AFL-CIO
Danny Donohue, President



Labor Education Workshop



Steward Workshop



DATE: Tuesday, March 24, 2009
AND
Wednesday, March 25, 2009

TIME: 5:30 PM - 6:00 PM
6:00 PM - 9:00 PM

LOCATION: The Queensbury Hotel
88 Ridge Street
Glens Falls, New York 12801

To Register:

Please call the Capital Region 4 Office (518) 785-4400 to register. It is important to pre-register as class size is limited. A light dinner is being provided, therefore, you **must** confirm your reservation for dinner when registering. Reasonable accommodations are available upon request. This workshop is open to the region.

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CSEA, AFSCME Local 1000, AFL-CIO
Danny Donohue, President



Labor Education Workshop



Conducting Successful Meetings



DATE: Tuesday, March 31, 2009

TIME: 5:30 PM - 6:00 PM Registration
6:00 PM - 9:00 PM Program

LOCATION: CSEA Headquarters
143 Washington Ave.
Conference Room 1C
Albany, NY 12210

To Register:

*Please call the CSEA Capital Region 4 Office at (518) 785-4400 to register. It is important to pre-register as class size is limited. A light dinner is being provided, therefore, you **must** confirm your reservation for dinner when registering. Reasonable accommodations are available upon request. This workshop is open to the region.*

Workshop Description:

Much of the business of the union is done during meetings--general membership meetings, executive board meetings, committee meetings, steward meetings and many other types of meetings. In order for these meetings to be productive and useful, the leaders and participants of the meetings must be aware of some basic information. In this workshop, we will identify the characteristics of successful meetings, examine the different types of meetings held within the union context, learn the basics of parliamentary procedure, and practice meeting preparation and participation techniques.

Workshop Goals:

You will learn to:

- *Understand the CSEA Constitutional requirements regarding meetings*
- *Identify preparation and participation techniques that lead to successful meetings*
- *Understand the basic principles of parliamentary procedure*
- *Identify the responsibilities of the meeting facilitator*
- *Constructively participate in membership, executive board and committee meetings*

CSEA, AFSCME Local 1000, AFL-CIO
Danny Donohue, President



**Education & Training Department
Workshop Schedule
April 2009 - June 2009**

An Overview of the Family And Medical Leave Act

This workshop is designed to provide Local/Unit Officers, Stewards, Grievance Representatives and Activists with the basic knowledge and skills necessary to understand the Family and Medical Leave Act (FMLA). The workshop will focus on eligibility requirements, qualifying conditions, and certification requirements to enable CSEA Activists to be better prepared to represent CSEA members who wish to use the FMLA.

Contract Negotiating Team Training

This interactive workshop is one of two six-hour workshops on contract negotiations for local government units and private sector locals. It is designed for union officers and activists who wish to develop a strategy for the Contract Negotiating Team that accompanies the Labor Relations Specialist to the bargaining table to negotiate the unit's collective bargaining agreement. Workshop topics include: the process and recommended criteria for selecting a negotiating team; the duties and decision-making dynamics of the negotiating team; the purpose of ground rules for conducting negotiations; and three basic techniques of bargaining and how they apply in a mock negotiation session.



**See inside for additional workshop descriptions,
dates, and locations.**



**CSEA Education & Training Department
Workshop Schedule
April 2009 - June 2009**



Conducting Successful Meetings

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Working People's History

We have heard it said that if you don't know your past, you don't know your future. Yet, labor activists rarely have the opportunity to reflect on the history of the American labor movement. In this interactive workshop participants will learn about the workplace struggles that preceded us and discuss how we can use our knowledge of these struggles to help write the history of the current and future labor movement. We will also learn how CSEA's history fits into the history of the American labor movement. **This workshop is designed for CSEA Local/Unit Officers, Grievance Representatives, Stewards, and Activists who wish to learn about United States Labor History.**

**CSEA EDUCATION & TRAINING DEPARTMENT
WORKSHOP DATES & LOCATIONS
APRIL 2009 - JUNE 2009**

DATE & TIME	WORKSHOP	WORKSHOP LOCATION
Thursday, April 2, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	An Overview Of The Family And Medical Leave Act	CSEA Headquarters 143 Washington Avenue Conference Room 1C Albany, NY 12210
Tuesday, April 14, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	An Overview Of The Family And Medical Leave Act	CSEA Plattsburgh Satellite Office 6 Booth Drive Plattsburgh, NY 12901
Wednesday, April 15, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Conducting Successful Meetings	CSEA Plattsburgh Satellite Office 6 Booth Drive Plattsburgh, NY 12901
Wednesday, May 13, 2009 - and - Thursday, May 14, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Contract Negotiating Team Training	Queensbury Hotel 88 Ridge Street Glens Falls, NY 12801
Tuesday, June 2, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	An Overview Of The Family And Medical Leave Act	Holiday Inn 232 Broadway Saratoga Springs, NY 12866
Wednesday, June 3, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Conducting Successful Meetings	The Townhouse (Formerly The Rainbow Room) 16 East Main Street Johnstown, NY 12095
Tuesday, June 16, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Working People's History	The Queensbury Hotel 88 Ridge Street Glens Falls, NY 12801

**See reverse side for additional dates
and registration information**

**CSEA EDUCATION & TRAINING DEPARTMENT
WORKSHOP DATES & LOCATIONS
APRIL 2009 - JUNE 2009**

DATE & TIME	WORKSHOP	WORKSHOP LOCATION
Wednesday, June 17, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Working People's History	Schenectady Veterans Hall 718 Union Street Schenectady, NY 12305
Tuesday, June 23, 2009 - and - Wednesday, June 24, 2009 Sign-In: 5:30 PM – 6:00 PM Program: 6:00 PM – 9:00 PM	Contract Negotiating Team Training	Schenectady Veterans Hall 718 Union Street Schenectady, NY 12305

Registration Information:

It is important to pre-register because the workshop attendance is used to determine the amount of materials and reservations for meals. If you register but cannot attend, please contact the Region Office to cancel your attendance. This will provide other members the opportunity to register.

1. Please call the Capital Region 4 Office at (518) 785-4400 or (800) 874-7344. You must provide your name (with proper spelling), last 4 digits of your social security number, day/evening telephone number, the name of your Local or Unit, and indicate if reasonable accommodations are required.
2. ****For all workshops in Plattsburgh: Please call the Plattsburgh Satellite Office to register at: (518) 563-0761.**
3. Be sure to register for the workshop that applies to your bargaining unit (state, local government, private sector).
4. Please bring your contract if noted in the workshop description.
5. If you have any questions regarding the workshop content or format, please contact the Education and Training Department at 1-800-342-4146, extension 1363.



Danny Donohue, President
CSEA Local 1000, AFSCME, AFL-CIO

