LIUNA Public Employee
Level II Training
Washington, DC
AGENDA

**Sunday**
Arrivals

**Monday**
8:00 am – 9:00 am  Welcome and Introductions
9:00 am – 12:00 pm  Mock Arbitration – “Jimmy” case – includes “Time-outs” for teaching moments
12:00 pm – 1:00 pm  Lunch
1:00 pm – 2:00 pm  Decision of Arbitrator and Questions
Arthur Mathews, Mediator/Arbitrator/Trainer, Faculty Cornell ILR & NYU
2:00 pm – 2:15 pm  Break
2:15 pm – 3:15 pm  Stewards’ Roles and Duties Exercise
3:15 pm – 4:15 pm  Women in the Labor Movement

**Tuesday**
8:00 am- 9:15 am  Defining a Grievance
9:15 am – 10:45 am  When Should You File a Grievance/DFR
10:45 am – 12:15 pm  Knowing your Contract
12:15 pm – 1:00 pm  Lunch
1:00 pm – 2:30 pm  Grievance Investigations
2:30 pm – 2:45 pm  Break
2:45 pm - 3:15 pm  Preparation for Interviews with “Jimmy” and Assignment of Homework
3:15 pm – 4:30 pm  Practice - Interviews with the Grievant

**Wednesday**
8:00 am – 8:30 am  Recap of Grievant Interviews/Facts in the “Jimmy” Case
8:30 am – 9:00 am  Quiz
9:00 am – 10:30 am  Drafting a Grievance
10:30 am – 10:45 am  Break
10:45 am – 12:00 pm  Gathering Evidence
12:00 pm – 1:00 pm  Lunch
1:00 pm – 1:30 pm  Presentation -Preparing your Presentation of the Grievance to Management
1:30 pm – 2:30 pm  Role Play Demonstration – Presenting Jimmy’s Grievance to Management
2:30 pm – 3:00 pm  Break
3:00 pm – 4:00 pm  Draft Opening Statements
4:00 pm – 5:00 pm  Student Presentations – Opening Statements

**Thursday**

8:00 am – 9:45 am  Organizing (Research and Elements of a Campaign Plan)
9:45 am – 10:00 am  Break
10:00 am – 11:00 pm  Organizing (Elements of a Campaign Plan)
11:00 am – 12:00 pm  Organizing (Planning a Union Organizing Campaign)
12:00 pm – 1:00 pm  Lunch
1:00 pm – 1:30 pm  Organizing (Planning a Union Organizing Campaign)
1:30 pm – 2:30 pm  Campaign Presentations
2:30 pm – 2:45 pm  Break
2:45 pm – 3:30 pm  Campaign Presentations
3:30 pm – 3:45 pm  Evaluations and Wrap Up
5:00 pm – 7:00 pm  Banquet

**Friday**

Departures