



COUNCIL 4 WINTER 2024 TRAINING SCHEDULE

Trainings are offered to only members in good standing and hosted on ZOOM unless indicated "IN PERSON". Register for training classes with the link or use your phone to scan the QR code. For inquiries or to schedule a training specifically tailored to your Local, email aguzman@council4.org.

<https://ac4.org/training>



Session Topic	Date/Time	
<u>HISTORY OF AFSCME AND LABOR UNIONS</u> Learn the critical role AFSCME had in the history of labor unions.	Tue, Jan. 23 Tue, Mar. 19	6:30 – 7:30 PM
<u>ROLES AND RESPONSIBILITIES of OFFICERS, EXECUTIVE BOARDS, STEWARDS</u> Review what is needed to lead a strong, successful local/chapter. Topics include roles and responsibilities, conducting effective meetings, assessing your membership and more.	Thu, Jan. 25 Thu, Mar. 21	6:30 – 7:30 PM
<u>CREATING A UNION NEWSLETTER</u> Keep members informed and engaged via a Local newsletter. Members will learn best practices from Local leaders, content ideas, and how to use existing templates from Canva.	Wed, Jan. 24	6:00 – 7:00 PM
<u>CHAIRING AN EFFECTIVE MEETING</u> Best practices on how to run an effective meeting including what to do prior, during and after meetings.	Sat, Jan. 27	9:00 – 10:00 AM
<u>NEW EMPLOYEE/MEMBER OUTREACH FOR LEADERS</u> Learn why it is crucial to talk to new employees on their first day on the job. This training will guide you through best practices for effective new employee outreach and Public Act 21-25/labor friendly laws that the employer must follow.	Tue, Feb. 6	6:30 – 7:30 PM
<u>TELLING YOUR UNION STORY</u> Members have powerful stories that when used for public testimony at town council/BOE meetings, legislative hearings, op-eds or social media can help win workplace campaigns and legislation/policies that support workers. Learn how to develop your story to make an impact on issues affecting you and your co-workers.	Wed, Feb. 7	6:00 – 7:30 PM



COUNCIL 4 WINTER 2024 TRAINING SCHEDULE (cont'd)

<p><u>DUTY OF FAIR REPRESENTATION</u> Understand the union's responsibility to bargain for and to enforce the collective bargaining agreement, as well as process meritorious grievances filed by the members within the bargaining unit.</p>	Thu, Feb. 8	6:30 – 7:30 PM
<p><u>CYBER SECURITY AND IT BEST PRACTICES</u> Council 4's own IT expert, Jonny Dailey, will offer tips and best practices to help remain safe with your online experiences.</p>	Sat, Feb. 10	9:00 – 10:00 AM
<p><u>GARRITY AND WEINGARTEN RIGHTS</u> Learn how these rights protect members from being compelled to incriminate themselves during investigatory interviews conducted by management and provide union representation.</p>	Tues, Feb. 20	6:30 – 7:30 PM
<p><u>DIRECT ACTION ORGANIZING</u> What can be done when an issue is not a grievance? Learn the power behind taking steps to escalate workplace issues that allow members to participate in direct action campaigns.</p>	Thu, Feb. 22	6:30 – 7:30 PM
<p><u>WORKERS COMPENSATION REVIEW</u> Gain knowledge of what needs to be done, review necessary forms, and best practices for workers compensation.</p>	Sat, Feb. 24	9:00 – 10:00 AM
<p><u>IDENTIFYING A GRIEVANCE</u> Enhance your ability to recognize grievances and gain a comprehensive understanding of the grievance process.</p>	Tue, Mar. 5	6:30 – 7:30 PM
<p><u>POLITICS AND PUBLIC EMPLOYEES</u> Why does AFSCME participate in politics and lobbying? Gain a comprehensive understanding of the significance of politics for public employees.</p>	Thu, Mar. 7	6:30 – 7:30 PM
<p><u>TREASURERS TRAINING</u>*** <i>IN PERSON 444 East Main St. New Britain</i> Presented by AFSCME International, this all-encompassing treasurers' training addresses every facet of the position's obligations and duties.</p>	Sat, Mar. 9	9:00 AM – 4:00 PM
<p><u>STEWARDS TRAINING</u>*** <i>IN PERSON at 444 East Main St. New Britain</i> Understand your rights as a union steward while representing a member! Will include review of 5 steps of the grievance process, proper investigations, asking the right questions, making timelines, fulfilling the duty of fair representation, and guiding the grievant through the process.</p>	Sat, Mar. 23	9:00 AM – 4:00 PM



AFSCME offers online training courses that you can take on your own time. Visit education.afscme.org to create an account and get started anytime or anywhere.