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***Fall Saturday Study Schedule***

**All trainings are through Zoom- Please send in registration form to: \***[KMartinez@council4.org](mailto:KMartinez@council4.org) **or fax (860)224-3041\* Shortly after registration is received you will receive a Zoom invitation specific to your selected training(s).**

**October 10, 2020 Stewards Training**

**9:00-12:00** Learn skills for both grievance handling and member mobilization. This Saturday training will provide you with basic labor law information, AFSCME/Council 4 history, structure and learn more about the AFSCME ADVANTAGE Program.

**October 24, 2010** **Robert’s Rules of Order**

**9:00-12:00** Knowledge of Robert’s Rules of Order provides you with the tool to Saturday conduct productive meetings. You’ll learn the rules that govern meetings, including quorums, motions that brings business before membership.

**November 14, 2020 Officer / Executive Board Training**

**9:00-12:00** This training will provide the tools and knowledge officers and board Saturday members need to lead a

strong, successful local/chapter. Topics include officer roles and responsibilities, conducting effective meetings, assessing your local and more.

**November 21, 2020 Grievance Training**

**9:00-12:00** This training will guide stewards and members through the steps of the Saturday grievance process. You will be provided with tools and skills that help you best represent members. If you are new to handling grievances or just brushing up on your skills, this class is for you.

**December 9, 2020 Treasurer’s Training/ Financial standard codes**

**10:00-1:30** Provides in-depth knowledge of the AFSCME Financial Standard Codes. Wednesday The Code of the document that governs the handling of all union funds and assets. The maintenance of financial records; and decision regarding expenditures. Recommended for all Officers, Trustees, Executive Board Members.

**December 12, 2020 When It’s not a Grievance**

**9:00-12:00** Many issues arise that are important to our members. Some of those issues Saturday are not a grievance and does not meet the merits for a labor board charge. Don’t let those issues go, learn other avenues to use that represent your members when it’s not a grievance.