



**CLICK LINK TO SEE TRAINING DATES AND TO REGISTER FOR ANY OF THE LISTED TRAININGS**

<https://tinyurl.com/394rhffj>

#### DESCRIPTION OF COUNCIL 4 SCHEDULED TRAINING TOPICS

##### **Laws Public Employers Must Comply with**

##### **Why and How to Facilitate Your Own New Employee/Member Outreach:**

This is designed for local leaders and will review the importance of outreach to new hires. “Building Union Power from Day One.” Learn why it is so critical to talk to a new employee on their first day on the job! Share and learn best practices for effective new employee outreach. Learn from others’ personal stories about the value of our union. The training will guide you through the friendly changes that will be effective October 1, 2021. Gain knowledge and know what the employer must do and supply to the Union.

##### **Stewards Training:**

##### **Two-TWO and HALF HOUR SESSIONS Participation in BOTH sessions**

This training will help you understand your rights as a steward while representing a member and will include an overview of the whole process, 5 steps of the process, proper investigations, asking the right questions, meeting timelines, fulfilling the duty of fair representation, guiding the grievant through the process, request of information, what to expect during a hearing, documentation, preparation, presentation of your case. Tips, tools, and strategies for being a great steward.

##### **Officers/Ex Boards/Stewards-Roles and Responsibilities:**

Review what Officers and Board members need to lead a strong, successful local/chapter. To include Officer roles and responsibilities, conducting effective meetings, assessing your membership and more.

##### **Chairing an Effective Meeting:**

Best practices on how to run an effective meeting. What to do prior, during and after meetings.

##### **Freedom of Information Act and Requests:**

Review of what it is and why entities request information and steps you can and should take.

##### **Duty of Fair Representation:**

A duty of fair representation includes a union’s responsibility to bargain for and to enforce the collective bargaining agreement, as well as process meritorious grievances filed by the employees within the bargaining unit.

##### **Workers’ Compensation Review:**

Gain the knowledge of what needs to be done, review necessary forms, and best practices.

##### **Cybersecurity and Best Practices:**

Tips and best practices will be provided by Jonny Dailey, Council 4’s own IT expert. Learn some tips/tricks to help remain safe with your online experiences.

**History of AFSCME and the Labor Movement – For Adults:**

Review the history of labor unions and AFSCME. Learn how AFSCME has been a critical player in the history of labor unions.

**What is a Union and the Importance of Unions and Basic Review of Labor History:**

**GEARED FOR YOUTHS**

What is a union, the importance of a Union. A brief lesson on the importance of the various jobs we represent.

**TREASURERS' TRAINING:**

Geared for Locals and not chapters of 1303 or 818.

Facilitated by our International Union, if you're an officer, treasurer, trustee, or an executive board member, you're encouraged to attend this important training. Review what is required by law.

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PLEASE DIRECT INQUIRIES TO [KMARTINEZ@COUNCIL4.ORG](mailto:KMARTINEZ@COUNCIL4.ORG)



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