

## 2009 SCHEDULE SHOP STEWARD TRAINING CLASSES

**January 10, 17: Overview of the Steward's Duties.** Where the Steward fits into the union structure and why the Steward is so important. Rights of the Steward and of the Union. Discussing the range of the Steward's duties and what they must know to carry them out.

**February 14, 21: Common Steward Problems.** Pointing out various problems a steward may become involved in and suggesting methods for handling these problems.

**March 14, 21: Working with the Contract.** Giving the Stewards an exercise in using contracts by looking up answers.

**April 11, 18: Investigating and Researching Grievances:** The first of three sessions on grievance handling. Giving Stewards practice in investigating and researching a grievance.

**May 9,16: Grievance Preparation and Writing.** Teaching the Stewards principles of good grievance preparation and practicing writing an actual grievance.

**June 12, 20: Presenting a Grievance and Making a Case to Management.** Giving the principles of good grievance presentation and applying them to a properly prepared grievance. How to communicate and negotiate with Management.

**September 12, 19: Robert's Rules of Order & Union Decision Making.** How the Union maintains democracy in meetings, and in its structure. Examining union structure from the international level to the local and what union resources are available for the membership.

**October 11, 18: The Union and Politics.** Dealing with the reasons why the union must be concerned with and involved in politics. Explaining the Machinists Non-Partisan Political League.

**November 8, 15: Labor History Program.** Facts on the development of the labor movement and history of workers' rights for November Labor History Month. Highlights from our own "Fighting Machinists" legacy.

**December 13, 20: Workers and the Law. OSHA, Family Medical Leave, Workers' Compensation.** Discussing workers' rights and benefits under these laws.