



# EDUCATION DEPARTMENT

**UNION**  
STARTS WITH  
**YOU**

Where does your journey begin?

**WORKSHOP MENU**

# UNION STARTS WITH YOU

Where does your journey begin?

**New Member Orientation**

**Member Engagement**

**Standing Committees**

**Leadership Institutes**

**Local Union Leadership Training**

This menu provides a list of workshops, covering a wide variety of topics, so local unions can provide education that meets members wherever they are.

# WORKSHOP MENU

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Courses with an orange asterisk \* must be facilitated by an International Education Representative

# Workshops Offered Through The UAW Education Department

This booklet contains some of the workshops offered through the UAW Education Department. This curriculum can be shared with members who have completed Education Committee training, or an Education Representative may be able to conduct a workshop at your local. Courses signified with an orange asterisk \* must be facilitated by an International Education Representative.

To obtain curriculum or host a workshop, please have your Local Union President contact your International Servicing Representative. The UAW Education Department has many other workshops available. If you are interested in a topic that is not listed here, communicate your training needs through your International Servicing Representative and the UAW Education Department can pull together workshop materials for you – or create a custom workshop that meets your needs.

## WORKSHOP MENU

### A DAY'S WORK



Members who participate in this 3-hour workshop—which is centered around the award-winning documentary “A Day’s Work”—will understand how big the staffing industry is, the industry’s goal to redefine the employer-employee relationship, how the use of staffing agencies drives down standards for all workers, that this business model harms both workers and taxpayers, and why staffing agency jobs are less safe than direct-hire jobs. Participants will also explore ways to fix this problem and be inspired into action!

 **3 Hours**

### BUILDING A MEMBER-TO-MEMBER NETWORK



Local unions can implement a member-to-member network to increase member communication, activism and participation. This workshop will teach local union leadership how to setup their member-to-member program, cover the roles within the communication structure (coordinator, organizers, communicators), help map out the worksite, discuss recruiting strategies and teach tips for distributing information to members. Local unions who wish to implement a member-to-member program should schedule a 6-hour workshop. Local unions who are looking to understand what the member-to-member program is can schedule a 3-hour high level overview.

 **6 Hours**

### COLLECTIVE BARGAINING 101



Participants in this 9-hour workshop will gain an understanding of the many topics involved in the collective bargaining process, learn the roles and responsibilities of the bargaining committee, learn about the resources provided by the UAW International, and develop confidence in their ability to participate in the bargaining process. The class ends with a mock bargaining exercise.

 **9 Hours**

## COMMUNITY SERVICES COMMITTEE TRAINING



Participants will learn their role in plant closings, strikes and layoffs. They'll also learn how to prepare for natural disasters: like hurricanes, tornadoes and earthquakes. In addition, this workshop covers how to build a community services network, develop an action plan and how to report at membership meetings.

 **6 Hours**

## DISASTER PREPAREDNESS

Natural disasters wreak havoc on our lives and economy. This 3-hour workshop teaches participants basic survival tips such as preparing a survival kit, how to find drinkable water in your home, how to identify safe exits, etc. We then go a step further and share tips for your local union on how to set up a communications network and save important records, as well as bargain an emergency plan at your worksite.

 **3 Hours**

## DUTY OF FAIR REPRESENTATION

It's important that all local union leadership understand our Duty of Fair Representation. This subject is covered in this 1.5-hour workshop, which includes a video from the UAW International's General Counsel and interactive exercises that test one's knowledge of the topic.

 **1.5 Hours**

## EDUCATION COMMITTEE TRAINING\*

This 9-hour workshop helps members develop the personal skills and confidence to be effective facilitators, understand the various ways adults learn, how to properly use visual aids and media when facilitating and become better listeners in the classroom. Upon completion of this workshop, members are given access to curriculum developed by the UAW Education Department to share with their local union.

 **9 Hours**

## EFFECTIVE COMMUNICATION\*



In this 5-hour Dale Carnegie workshop, members will learn effective communication surrounding four common scenarios: how to have a conversation with members who are upset about not hearing from their union rep about a grievance, a member who is thinking about resigning membership because of dissatisfaction with the union, how to change the conversation from what we are not doing to what we ARE doing and how to reframe the union as "we" instead of referring to the UAW as a third party.

 **5 Hours**

## GLOBAL EVENTS TIMELINE



The Global Events Timeline is an interesting 3-hour activity that explores the push and pull between the labor movement and the corporate agenda. Participants will learn about defining moments in history, the process of globalization and the impact on working people.

 **3 Hours**

## GLOBALIZATION 101



 This 3-hour workshop discusses our economy from a worker's perspective, provides some of the history surrounding the U.S. economy and explains what drives our economic model. Participants will understand how technology is accelerating and expanding the process of globalization; how legislation creates the global system; how the laws that protect workers are being weakened; the goal of the neoliberal agenda and our power in shaping the system.

 **3 Hours**

## GRIEVANCE HANDLING



This workshop explores what is expected of a grievance handler; how to properly investigate; determine if something is a complaint or a grievance; the importance of the grievance fact sheet; and the difference between an individual, group, and policy grievance. Participants will also learn how to properly write a grievance. This workshop can be done as a 3-hour overview or an 8-hour in-depth course.

 **3-8 Hours**

## HOW TO RUN AN EFFECTIVE UNION MEETING / ROBERT'S RULES OF ORDER

This 3-hour workshop will help leaders plan and facilitate an effective union meeting. The class focuses on laying out objectives, meeting preparation, parliamentary procedure and the role of the Chair. The workshop includes a mock meeting and teaches strategies for getting more members to attend meetings.

 **3 Hours**

## LESSONS FROM LABOR HISTORY



This 3-hour workshop takes nine key lessons that our history teaches us about who we are and how to succeed. From understanding the connection between politics and our contracts to appreciating the sacrifices made by union brothers and sisters, this workshop distills our history into teaching moments that can chart the path forward for the labor movement. Also available: 8-hour deep-dive workshop on labor history from our early roots in Medieval European guilds to today's modern unions.

 **3-8 Hours**

## LEADERSHIP ESSENTIALS

Effective leadership is embedded in every layer of our Union—from the local unions, to the International—and is critical to us accomplishing our union's mission. In this workshop, participants will develop a vision for how their local union can become stronger and learn to set goals that create a pathway to success. Participants will also learn best practices of effective leaders, including communication and public speaking skills. This 4-hour workshop is designed for both elected local union leaders and members looking to develop their activism within the union.

 **4 Hours**

## MULTICULTURAL AWARENESS\*



This program has been designed to help members understand why the UAW has a “No Discrimination” policy and understand the difference between stereotypes, prejudices and discrimination. It also helps understand how they relate to the various “isms” as well as understand the value of each group we belong to and how groups can come together to make our union stronger at the bargaining table and beyond! This workshop requires a full 8-hour day to effectively cover the topics included in the curriculum.

 **8 Hours**

## NEW MEMBER ORIENTATION

This workshop was created for new members to understand that they are the UAW! Participants will learn what the UAW is all about; the importance of our union in the workplace and in the community; the strength and structure of our union; why it pays to belong and how they can become union activists. It is highly recommended that local unions provide each participant with a New Member Kit, available through the UAW Supply Booklet. Local unions are encouraged to include a copy of their contract, bylaws, local union meeting and events schedule, and contact information of local union leadership. This workshop can be adapted to run from 3-hours to 8-hours, depending on the time allotted.

 **3-8 Hours**

## OUR UNION: INSIDE AND OUT\*

This workshop is gamified! Using a free app, participants interact with the room to learn the structure of our union (local union, and International), why it pays to belong and what each Standing Committee does. Participants will identify areas where they can get involved in their local union; understand the challenges labor unions face today; and understand why our union works with other unions in the United States and globally. This workshop requires a good Wi-Fi connection, and participants must each have a smartphone. This is a 3-hour workshop.

 **3 Hours**

## ROLES OF THE OFFICERS



This 4-hour workshop is a great fit for newly elected leaders to learn the duties and responsibilities of the President, Vice President, Chairperson and Recording Secretary. Participants will discuss some do's and don'ts of local union leadership, learn surrounding information related to these leadership roles and will leave with a good understanding of how the local union executive board works together to carry out the duties of our union.

 **4 Hours**

## RUNAWAY INEQUALITY

Participants in this 4-hour workshop will learn what a financialized economy is; why workers' wages and productivity no longer rise together; and how the corporate agenda has affected our economy and society. This workshop also explores the gap between worker's wages and CEO pay; how financial strip-mining is taking money from companies and putting it into a few hands; and how institutional racism has been used to divide working people. This training aims at equipping members with the tools needed to talk with others about why workers are undervalued, and to build power within and outside of our union.

 **4 Hours**

## RUNNING AN EFFECTIVE STANDING COMMITTEE



Participants will learn the duties and responsibilities of their standing committee; committee structure (chair, co-chair, recording secretary, treasurer, member and subcommittee/task force); ideas for recruiting and engaging members in committee work; learn how to plan an event/project; plan a meeting; how to run an effective meeting; and how to report out at their local union meeting.

 **6 Hours**

## SISTA IN THE BROTHERHOOD\*



This 1-hour presentation includes a short discussion about the UAW's position on sexual harassment and includes a screening of a short narrative film titled "Sista in the Brotherhood".

 **1 Hour**

## STANDING WITH OUR SISTERS\*



Participants will come out of this 4-hour workshop with a strong understanding of key issues related to sexual harassment. This course explores the UAW's position on sexual harassment; helps members recognize harassment and learn how to deal with it – using UAW protocol; and teaches bystanders how to intervene. Every topic covered in this workshop focuses on building the solidarity and strength of our union.

 **4 Hours**

## STRATEGIC PLANNING TO GROW YOUR STANDING COMMITTEE

This 3-hour workshop breaks down ten steps to help your standing committee grow and energize your local. Useful tips on how to keep volunteers engaged and your projects effective. Workshop includes exercises to assess the current state of your committee and chart a path forward. Suitable for both established and new committees.

 **3 Hours**

## STRENGTHENING YOUR UNION

This 2-hour interactive experience focuses on the importance of building the power of the local union through standing committees. Participants will learn the purpose and function of each standing committee and what types of members are the best fit for each committee. There is built-in discussion centered around strategies for building member relationships, increasing member involvement and brainstorming ideas for committee events and projects.

 **2 Hours**

## THE ETHICAL CONSUMER



### THE ETHICAL CONSUMER

This 3-hour workshop does a deep dive into the ethical reasons people consider when purchasing goods and services, and how union-made and USA-made ties into those themes. Participants of this workshop will learn how to locate union-made and USA-made goods, why it's imperative to make the effort and the importance of spreading the word to family and friends. Ultimately, the goal of this workshop is for participants to understand their power in consumerism and how their spending affects union jobs.

 **3 Hours**

## UAW 101

In this 3-hour workshop, participants will learn information about our UAW history and structure; the purpose and mission of the UAW and the responsibilities of local unions, and the International. This workshop also covers the importance of member involvement, why unions are relevant and necessary today, and participants will be encouraged to get even more involved in their union.

 **3 Hours**

## VALUE OF THE VOTE



The purpose of this role-play workshop is to help members build confidence and acquire strategies needed to communicate with co-workers about voting and election participation; to better understand issues surrounding elections that directly impact our membership and union; to understand that every vote counts; and that it is possible to increase turnout when we are diligent about a GOTV program!

 **3 Hours**

# UAW EDUCATION COMMITTEE

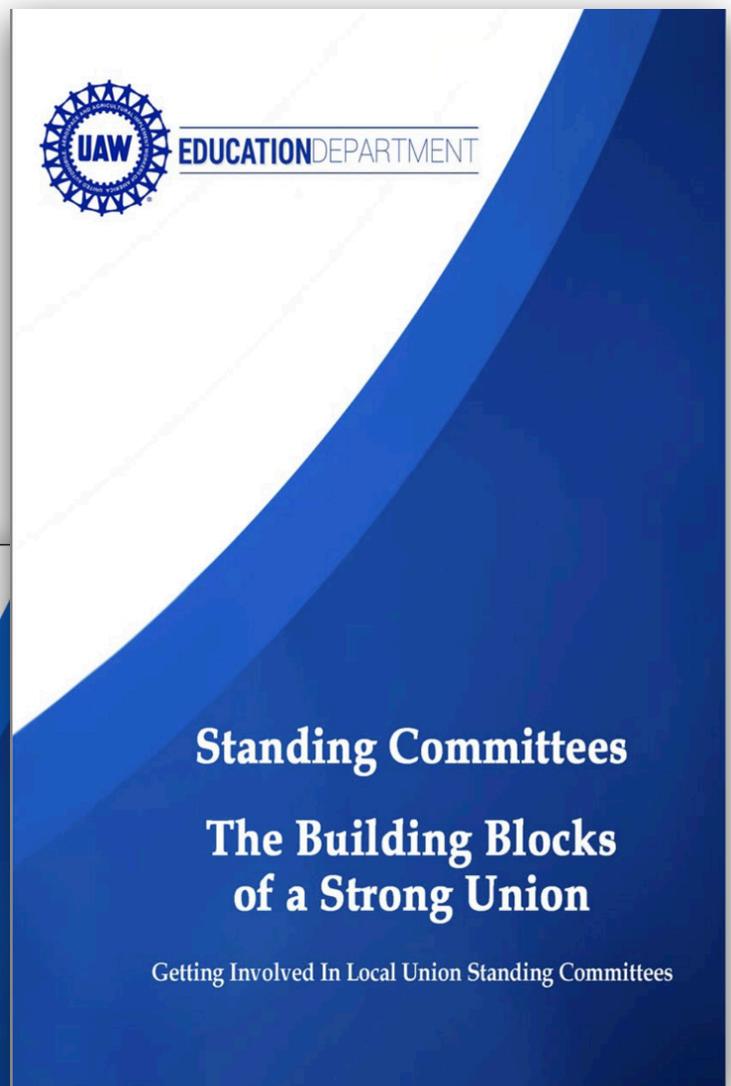
The Education Committee is responsible for building the power of the movement through educating and training members of their local union. Members of this committee identify the training needs of their local union membership and, with their leadership's approval, provide classes, materials, and information based on those needs. If you are committed to providing education that informs, develops skills and motivates our members, this is the committee for you!

Once someone has completed Education Committee training, they have access to a variety of “on the shelf” curriculum, provided by the International Education Department, that can be delivered to members by the Education Committee. Some examples include:

- ▶ New Member Orientation
- ▶ UAW-101
- ▶ Grievance Handling
- ▶ Building a Member-to-Member Network

## EDUCATIONAL RESOURCES

For additional educational resources, please visit our website at [uaw.org/educational-resources](http://uaw.org/educational-resources)



# STANDING COMMITTEES

Across our union, thousands of UAW members participate in one or more local union standing committees. They are rewarded by a feeling of accomplishment, working with their co-workers on meaningful projects, and “being the change” they want to see for working people. But we need many more activists at the table to help.

By working every day to develop and expand our standing and other committees, we can help meet the needs of our members and community, limited only by our creativity and commitment.

Article 44 of the UAW Constitution requires each local union to establish 10 identified Standing Committees, they are:



CONSTITUTION AND BYLAWS COMMITTEE



CIVIL AND HUMAN RIGHTS COMMITTEE



UNION LABEL COMMITTEE



CITIZENSHIP AND LEGISLATIVE COMMITTEE



EDUCATION COMMITTEE



CONSUMER AFFAIRS COMMITTEE



RECREATION AND CONSERVATION COMMITTEE



VETERANS COMMITTEE



COMMUNITY SERVICES COMMITTEE



WOMEN'S COMMITTEE

# UAW FAMILY EDUCATION CENTER



The Walter and May Reuther UAW Family Education Center is the realization of late UAW President Walter Reuther's vision of a world-class worker education and recreational center.

Also known as Black Lake, the Family Education Center opened in 1970. This beautiful wooded retreat has been visited by thousands of UAW members and families for union-related education, training and recreational programs.



During most of the year, the facility is used widely by the UAW to conduct training and hold conferences attended by member delegates.

The center boasts an award-winning golf course, beautiful beach, campground and other amenities that members can take advantage of for family vacations. Check out [www.uawblacklake.com](http://www.uawblacklake.com) for more information.



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