



Center for Labor Education and Research

University of Hawai'i -West O'ahu

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CLASS SCHEDULE • SPRING 2012

For more information and/or enrollment forms call CLEAR or visit our website and click on the "Classes" button.

ONLINE CLASSES:

The classes listed in this box will be conducted online. Enrollment will be limited to 15. Registration deadline one week before first class. Reliable, high-speed internet connection & an audio-microphone sound system required. In addition, students must have the following software: if PC -Microsoft XP, Vista or Windows 7 and Windows Media Player; if Mac -Mac OS X and Windows Media® Components for QuickTime, by Flip4Mac™

GRIEVANCE HANDLING FUNDAMENTALS: 6 sessions. (2 CEUs) Topics to include the duty of fair representation; right to information; *Weingarten* Rights and the tests of just cause; constructing remedies and writing up grievances. Have CBA (contract) accessible during class. Instructor: W. Puette, Ph.D. 6:00 to 8:30 p.m. (Hawai'i time) Mon./Wed.: February 1, 6, 8, 13, 15 and 22. Course Fee: \$60.00 Hawai'i resident; \$120.00 non-resident.

PRINCIPLES OF COLLECTIVE BARGAINING: 7 sessions. (1 CEU) This class provides union members with the knowledge they need to successfully negotiate collective bargaining agreements. It allows students to determine whether or not their wages have been eroded by inflation and to calculate what their "real" wages are. (Real wages are what you can actually purchase with your wage). It enables students to calculate the "cost" of their proposals to the employer and the value of employer proposals to union members. It also introduces students to understanding their organization's ability to pay. Whether you are negotiating a public or a private sector labor agreement, this class enables you to get the most out of a negotiation. This class includes real world exercises and students should be prepared to bring contracts and problems to class. Instructor: L. Boyd, Ph.D., 6:00 to 7:30 p.m. (Hawai'i time) Tue./Thr.: March 6, 8, 13, 15, 20, 22, 27. Course Fee: \$30.00 Hawai'i resident; \$60.00 non-resident.

UNION REPRESENTATION: LEGAL DUTIES & RESPONSIBILITIES: 4 sessions. (1 CEU) A review of issues related to the duty of fair representation, the "Bill of Rights" for union members, Union elections, reporting & disclosure and other requirements of labor law. Instructor: W. Puette, Ph.D. 6:00 to 8:30 p.m. Tue./Thr.: April 17, 19, 24, and 26. Course Fee: \$40.00 Hawai'i resident; \$80.00 non-resident.

PEARL CITY CAMPUS CLASSES:

All of the classes listed below will be conducted at UHWO, CLEAR in Room 403, from 6:30 to 9:00 pm on the days indicated.

LEADERSHIP EFFECTIVENESS TRAINING: 8 sessions. (2 CEUs) Learn the essential skills for being an effective union leader or shop steward. Topics will include leadership roles and responsibilities, responding to anti-union comments, dealing with conflict and difficult people, communication skills for talking to management and members in crisis, conducting meetings, and strengthening your membership. Instructor: A. Valdez. Mon./Wed.: Jan. 23, 25, 30. Feb. 1, 6, 8, 13 and 15. Course Fee: \$80.00.

PRACTICAL NEGOTIATING SKILLS: 8 sessions. (2 CEUs) Learn skills, strategies and table tactics for negotiating with management. This class will provide specific instruction and hands on practice through bargaining simulations. Instructor: A. Valdez. Mon./Wed.: April 2, 4, 9, 11, 16, 18, 23 and 25. Course Fee: \$80.00.

TALKING TO MANAGEMENT: 2 sessions. This class is especially geared for stewards who are representing members at step one grievance meetings. Learn about your rights as a union steward, how to gather and organize your facts, listen effectively, ask relevant questions and present your case to management. Instructor: A. Valdez. Mon./Wed.: March 12 and 14. Course Fee: \$20.00.

NOTE: CEU = "Continuing Education Unit" awarded for course completion of each 10 hours of instruction.