



# EDUCATION DEPARTMENT WORKSHOP CATALOG





# What Members are Saying ...

## Union Meetings and Me

*The only way change can occur, or issues will be addressed, is by attending union meetings and making your voice heard.*



## Money Matters

*I had never heard of the 50/30/20 budgeting method or the snowball/avalanche methods for reducing my debt. I am going to give them a try!*



## Strategic Planning to Grow Your Standing Committee

*We covered new ideas on how to recruit new members and keep them interested in working for the committee.*



## Roles of Officers

*Everyone's role, union official, and rank-and-file member, is vital to the success and productivity of our union institution.*



*Education is the golden key that unlocks...*

### Understanding Bargaining

*“After taking this class, I have a better understanding of my role in bargaining and what can and cannot be bargained for.”*



### Layoffs, Closings and Strikes

*“Today, I learned the importance of planning and communication to preemptively handle the issues that arise during strikes.”*



### Lessons From Labor History

*“I shed tears throughout Lesson 2, learning about others who died for the rights we have today, and I am reminded not to take them for granted.”*



### Leadership Essentials

*“Set an example for others to follow. Being present and doing the work will show unity, which means we grow and learn together.”*



**Unlocks the potential of human growth.**”


*Walter Reuther, President, UAW 1946-1970*

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This catalog contains workshops developed by the UAW Education Department and is not all-inclusive of the workshops and trainings offered by the entire International Union, UAW, including regional training, summer schools and retiree conferences.



Workshops with the UAW Cloud icon are available through the UAW Online Education Platform in self-paced, 30- to 90-minute courses.  
For more information regarding online workshops, please contact your local union leadership.

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*Some courses are made available on the UAW Online Education Platform by other departments, which are not included in this catalog.*



## Building Our Union

The “Building Our Union” series is intended for the broadest range of our membership. These workshops lay the foundation for empowering members to fully participate in their union and embrace the ongoing fight for social and economic justice for all workers.

Each workshop is designed so that participants receive useful information which benefits their personal lives, worksites, and communities. At the end of each workshop, participants will receive the prerequisite knowledge and strategies that are aligned with our union’s core values to inspire members with a call to action that will expand their union journey.

Subjects range from the lessons we’ve learned throughout the labor movement’s history to tips for improving our own personal finances. In addition, participants will learn about climate change, ethical consumerism, how to engage in their local union, an introduction to the bargaining process, and how grievances work.

Most workshops are three hours in length and are appropriate for new members and senior members alike.



### A Day's Work

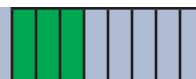
3 Hours



This workshop is centered around the award-winning documentary “A Day’s Work.” Participants will understand the human costs of the growing staffing industry, whose goal is to redefine the employer-employee relationship. When it comes to wages, economic security and safety, staffing agencies drive down standards for all workers. Participants will also explore ways to fix this problem and be inspired into action!

### Citizen Earth: A Collective Call to Action

3 Hours



In 2020, we marked the 50th anniversary of Earth Day, an event that put in motion the modern environmental movement. The UAW was instrumental in its creation and continues that tradition today. Our union has always advocated for workers to have a high quality of life not just at work, but in our communities as well. This workshop explores the connection between pollution and our health and well-being. It also provides tips on how simple changes in our behavior can have big payoffs for the planet we share.

### Ending Sexual Harassment in the Workplace\*

4.5 or 6.5 Hours



This course explores the UAW’s position on sexual harassment, helps members understand what constitutes harassment, and how sexual harassment undermines our solidarity and union power. Participants will learn how to identify and address sexual harassment using UAW protocol and bystander intervention. Upon completion, participants will have a strong understanding of key issues related to sexual harassment and a commitment to stand in solidarity with our union family.

*\*This workshop must be facilitated by UAW staff.*

### Globalization 101

1 or 3 Hours



This 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 how our power can shape the system.

### Lessons From Labor History

1 or 3 Hours



This workshop takes nine key lessons from our past, which teach 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 activists, this workshop distills Labor’s history into teaching moments that can chart the path forward for the labor movement.

## Money Matters

3 or 6 Hours



Providing members with strong consumer education is the natural partner to collective bargaining. Improved wages are easily undone if members are subject to predatory lending or overextended credit. This workshop provides common-sense budgeting tips, strategies for building an emergency fund, and straightforward advice on avoiding the pitfalls of endless debt.

## Strengthening Our Union Through Diversity and Inclusion\*

8 Hours



This program has been designed to help members understand why the UAW has a “No Discrimination” policy and the difference between stereotypes, prejudices and discrimination. We are stronger when we stand together – and our differences enrich us. This workshop requires a full eight-hour day to effectively cover the topics included in the curriculum.

*\*This workshop must be facilitated by UAW staff.*

## Talkin’ Union

3 Hours



When discussing organized labor, *how* you talk is as important as what you say. This workshop delves into 10 lessons on effective communication.

## The Ethical Consumer

3 Hours



This workshop does a deep dive into the ethical considerations when purchasing goods and services, and how union-made and USA-made ties into those principles. Participants of this workshop will learn how to locate union-made and USA-made goods, why it’s imperative to make an effort, and the importance of spreading the word to family and friends. Ultimately, the goal of this workshop is for participants to understand the power of their wallets and how their spending affects union jobs.



Workshop: Money Matters





### UAW 101/New Member Orientation

30 Minutes, 1, or 3 Hours



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 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 local union leadership's contact information.

### UAW Core Values

30 Minutes or 3 Hours



When we understand the principles upon which our union was built, we understand the path forward. This workshop focuses on four core values found in our UAW constitution. First, we must build and maintain strong contracts. Second, all are equal. Third, we fight for everyone, not just ourselves. And fourth, we understand the importance of electing pro-worker candidates. These four pillars define the UAW and serve as a guidepost for all members. This workshop can be taught as a 30-minute presentation or a three-hour interactive workshop.

### Understanding Bargaining

2 Hours



Every member should understand the vitally important process of bargaining. Participants will learn the role of the law and member solidarity, and how the interplay of the two affect what we achieve at the table. This workshop is highly recommended for local union membership facing a bargaining year.

### Understanding Grievances

3 Hours



Collective bargaining works because we enforce our contracts through grievance procedures, but how well do members understand the process when they may never be involved in filing a grievance? When members understand the grievance process, they are empowered union members, which helps keep management in check. This knowledge gives members solid footing when it comes to their contract.

### Understanding Strikes

2 Hours



Members should understand how strikes happen, what to expect, and why they are effective. This workshop is highly recommended for local union membership facing a tough bargaining year.

### Union Meetings and Me

3 Hours



Much of the business of our union takes place at union meetings. This workshop is a useful introduction for rank-and-file members to understand the structure of union meetings and the role Robert's Rules of Order plays in moving our agenda along.

### Understanding Bias Through the History of Our Solidarity

1 or 3 Hours



Our history has shown that when the need arises, we have been able to set aside our biases and unite around a common cause to overcome many challenges and obstacles. This workshop will explore the root of our biases so that we might rid ourselves of its insidious nature, combat its effects, and strengthen our solidarity as we continue the fight for social and economic justice.

### Using the UAW Constitution

15 Minutes



The UAW Constitution is the supreme law of our union, amended by majority vote by the delegates at our Constitutional Convention. Every member should read our UAW Constitution when joining in union, and every four years as amendments are made. This brief 15-minute course teaches participants how to navigate the Constitution and find the information they are looking for. It's a great fit to add onto any other workshop, and for presenting at local union meetings.

**COMING  
SOON**

**The Following Workshop Will Be Available Fall of 2023**

Understanding Contracts (3 Hours)





## Standing Together

Standing committees are the foundation of strong local unions. As such, the “Standing Together” series will help local unions take the next step to reaching their full potential.

Our UAW Constitution mandates that each local union have eleven standing committees, and the workshops in this series align each with their constitutional intent.

In addition to workshops for specific standing committees, every local union standing committee will benefit from the broader workshops that provide tips and tools to grow and improve their effectiveness.

Many standing committees, like the Community Services Committee, will benefit from strategic drill-down topics such as *Disaster Preparedness* and *Effective Educator* training.

## Community Services Committee

3 Hours



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 present reports at membership meetings.

## Conservation and Recreation Committee

3 Hours



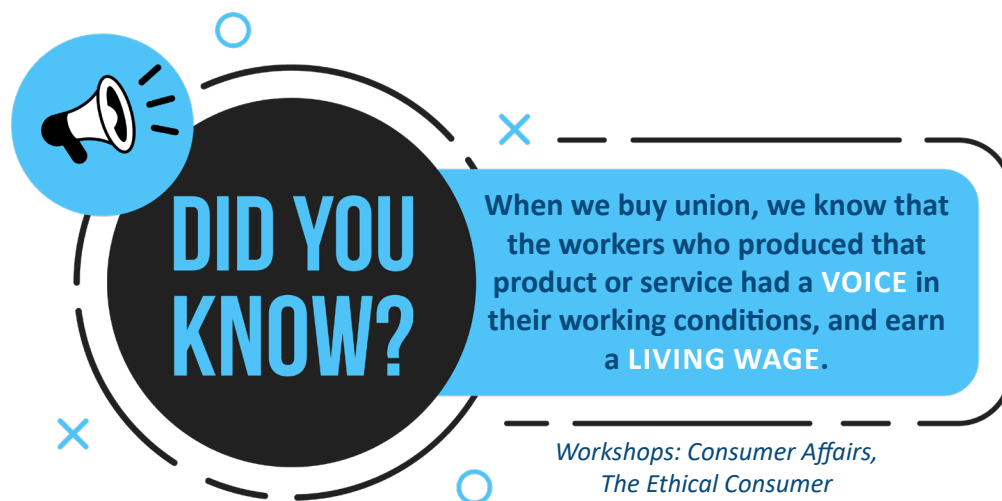
The Conservation and Recreation Committee is the only hybrid standing committee mandated in the UAW Constitution. It brings together two distinct, yet similar, areas of concern to our union: ecological matters and the importance of recreation and family activities. Both concerns evolved from our union's early commitment to building a better society that extended beyond the worksite walls. This workshop is a basic primer, providing history of this standing committee, and exploring the current work of this committee.

## Consumer Affairs Committee

3 Hours



Members of the Consumer Affairs Committee will learn how to monitor the social conscience of companies and ensure members consume safe and honest products and services. Participants will also learn how to help protect our union siblings by educating them on scams, unfair lending practices, and other consumer pitfalls.



## Creating a One-Year Strategic Plan

3 Hours



Building on the skills taught in Strategic Planning to Grow Your Standing Committee, this workshop takes participants through the paces of designing a one-year program for their standing committee, with an emphasis on crafting goals and developing detailed work plans.



### Disaster Preparedness

4 Hours



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

### Education Committee

3 Hours



This workshop gives Education Committee members an overview of the committee's work and information on how to partner with their local union leadership to identify educational goals, create an education plan, work with other committees, and promote the work of the committee.

### Effective Educator Training

1.5 Days



Participants will engage in interactive exercises to develop facilitation skills, understand adult learning theory, and learn how to use educational tools to provide workshops at their local union. Upon completion, participants will be granted access to UAW Curriculum Kits.

*\*This workshop must be facilitated by UAW staff.*

### Keys to Effective Standing Committees

3 Hours



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, how to plan an event or project, plan a meeting, how to run an effective meeting, and how to report out at their local union meeting.

### Layoffs, Closings, and Strikes: The Role of the Community Services Committee

3 Hrs



The mandate of the Community Services Committee is to support members in times of need. That often means strikes, layoffs, or closings. This workshop gives Community Services Committee members an overview of this important work and guidelines on preparing for these challenging events.

### Strategic Planning to Grow Your Standing Committee

3 Hours



Too often, standing committees fall into a routine where the same program is run year after year with diminishing results. This workshop is designed to help all standing committees reset and create strategic plans that meet the needs of today's membership.

## Strengthening Our Union Through Standing Committees

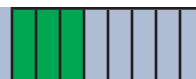
3 Hours



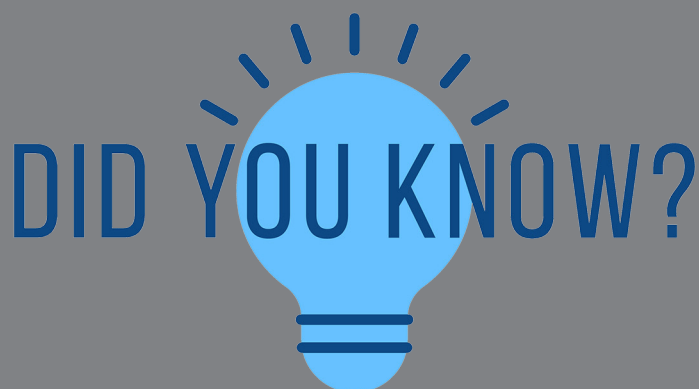
This interactive experience focuses on the importance of building the power of the local union through standing committees. Participants will learn the purpose and function of each standing committee and what types of members are the best fit for each committee. There is built-in discussion centered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

## Union Label Committee

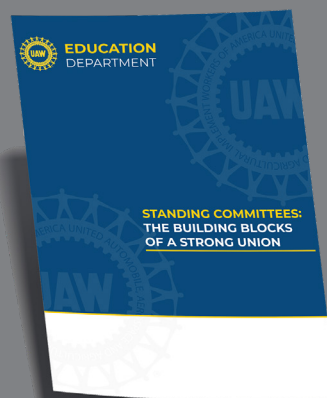
3 Hours



Union Label is one of the original standing committees of our union for a very good reason. The work of this committee covers the importance of educating members and the public about purchasing power. This workshop explores creative ways existing union label committees are carrying out the message of why buying union matters!



Publication 501, *“Standing Committees: The Building Blocks of a Strong Union,”* is one of several publications aimed at helping local unions improve the effectiveness of their standing committees. For a complete list of publications, see page 22, or log into the Local Union Information System (LUIS).





## Leading For Change

As we get into the “Leading for Change” series, we begin to explore subjects that are suitable for those in, or aspiring to be in, leadership positions. These workshops will help participants tap into activating membership for action, improve personal leadership skills, and expand your skills in bargaining and grievance handling.

Many of these workshops can be taught in three-hour sessions, while others require a full day or more to deep dive into the subject matter.

Participants will walk away with additional tools for building better relationships with their constituents and building the power of our union through solidarity.



## Bargaining for Bargainers

1.5 Days



Participants in this 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 International Union, UAW, and develop confidence in their ability to participate in the bargaining process. The class ends with a mock bargaining exercise.

## Building Unionists

3 Hours



This workshop is designed for leaders who want to strengthen the power of their union by building activism within the membership. Building unionists doesn't happen automatically: it takes effort and leadership, and this workshop will help leaders channel their energies into a program that empowers everyone.

## Effective Union Meetings

3 Hours



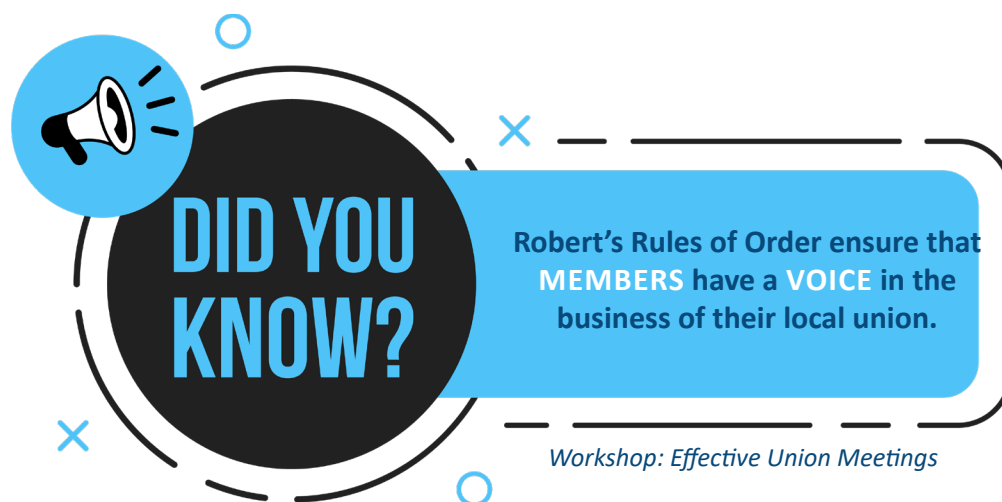
Effective union meetings require good planning and facilitators. This class focuses on laying out objectives, meeting preparation, parliamentary procedure, and the role of the Chair. The workshop includes a mock meeting and teaches strategies for getting more members to attend meetings.

## Grievance Handling

8 Hours



This workshop explores what is expected of a grievance handler, how to properly investigate and determine if an issue 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 three-hour overview or an eight-hour in-depth course.



## Leadership Essentials

4 Hours



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 the best practices of effective leaders, including communication and public speaking skills. This workshop is designed for both elected local union leaders and members who are looking to develop their activism within our union.

## Leading With Vision

3 Hours



Defining leadership and the elements of a great leader is the first step in understanding how to lead with vision. Our union was built on the shoulders of those who came before us. They knew their role was to inspire change in others. This workshop explores those traits and helps participants evaluate their own strengths and weaknesses.

## Member-To-Member 2.0

3 Hours



The foundation of building a strong union is effective membership communication. The Member-2-Member (M2M) program is built around co-workers talking with one another about important issues facing our union and the labor movement. Traditionally, these networks are based around location, i.e., where members work. In this workshop, we explore building a new kind of network centered on interests, using our Standing Committees as structures for communication.

*\*This workshop must be facilitated by UAW staff.*

## Roles of Officers

4 Hours



This four-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 information related to leadership roles, and will leave with a good understanding of how the local union executive board works together to carry out the work of our union.

**COMING  
SOON**

### The Following Workshops Will Be Available Summer of 2023

Role of the President and Vice President (3 Hours)  
Role of the Recording Secretary (2 Hours)  
Role of the Sergeant-At-Arms and Guide (2 Hours)

UAW

# NATIONAL EDUCATION DEPARTMENT

EST. 1935

## *Recommended Track of Courses*

### FRIENDS & ALLIES

UAW 101 (30 minutes)  
Globalization 101 (3 hours)  
Lessons from Labor History (1 hour)  
The Ethical Consumer (3 hours)  
Core Values (30 minutes)

### NEW MEMBERS

UAW 101 (30 minutes, 1 hour or 3 hours)  
Union Meetings & Me (3 hours)

### RANK & FILE

Lessons from Labor History (3 hours)  
Talkin' Union (3 hours)  
UAW 101 (3 hours)  
Core Values (3 hours)  
Understanding Bargaining (2 hours)  
Understanding Strikes (2 hours)  
Understanding Grievances (3 hours)  
Union Meetings & Me (3 hours)  
Understanding Bias (1 or 3 hours)

### ELECTED LEADERSHIP

#### LEGAL BASICS OF UNION LEADERSHIP

Bargaining for Bargainers (1.5 days)  
\*Duty of Fair Representation  
Grievance Handling (8 hours)

#### RUNNING THE LOCAL UNION

Roles of Officers (4 hours)  
Effective Union Meetings (3 hours)  
\*Local Union Elections  
Member-to-Member 2.0 (3 hours)

#### LEADERSHIP SKILLS

Building Unionists (3 hours)  
Leadership Essentials (4 hours)  
Leading With Vision (3 hours)  
Strengthening Our Union Through Diversity and Inclusion (8 hours)  
Ending Sexual Harassment in the Workplace (4-6 hours)

*\* Duty of Fair Representation and Local Union Elections training are provided by the President's Office.  
Please contact your Servicing Representative to request these workshops.*

# NATIONAL EDUCATION DEPARTMENT

EST. 1935

## *Recommended Track of Courses*

### STANDING COMMITTEES

#### BASICS

Strengthening Our Union (3 hours)  
Keys to Effective Standing Committees (3 hours)  
Strategic Planning to Grow Your Standing Committee  
(3 hours)

#### UNION LABEL

Union Label Committee (3 hours)  
The Ethical Consumer (3 hours)  
Globalization 101 (3 hours)

#### COMMUNITY SERVICES

Community Services Committee (3 hours)  
Layoffs, Closings, and Strikes: The Role of the Community Services Committee (3 hours)  
Disaster Preparedness (3 hours)

#### CONSUMER AFFAIRS

Consumer Affairs Committee (3 hours)  
Money Matters (3 or 6 hours)

#### EDUCATION

Education Committee (3 hours)  
Effective Educator Training (3 hours)

#### CONSERVATION & RECREATION

Conservation & Recreation Committee (3 hours)  
Citizen Earth (3 hours)

### OTHER DEPARTMENTS OFFERING WORKSHOPS

Citizenship & Legislative (also known as CAP)  
Civil & Human Rights  
President's Office  
Health & Safety  
Women's



These conferences and institutes are coordinated by the UAW Education Department and are not all regional training, summer sch

## 1 Community Services Committee

April 16 - 21, 2023

This conference provides valuable information for both new and returning delegates. We will cover the role and purpose of the committee and best practices to strategically grow the committee and create a one-year plan. Participants will learn how their committee can proactively prepare for strikes, layoffs, and natural disasters.

## 2

## Collective Bargaining Conference

April 23 - 28, 2023

This conference is designed for currently elected and aspiring negotiators of their bargaining committees. Delegates will participate in workshops that are related to the bargaining process, preparation of the membership through participation and involvement, subjects of bargaining, strikes and lockouts, contract costing, and advancing their skills with a mock bargaining session.

JAN

FEB

MAR

APRIL

MAY

JUNE

## 5

## Young Workers Institute

July 9 - 14, 2023

The future of our union rests in the hands of the next generation, our young workers. This institute is aimed at UAW members under the age of 35. Emphasis will be placed on core education, such as labor history and UAW structure. This is a good foundational conference for budding activists.

## 6

## Family Scholarship Program

July 23 - 28, 2023

A special opportunity for members and their families to immerse themselves in our union's history, goals and values. Filled with fun, solidarity, education and relaxation. Often called a "life-changing" week.

Classes are arranged by age group:

- Adults
- 9th -12th grade
- 6th - 8th grade
- 2nd - 5th grade
- Pre K - 1st grade

-inclusive of the conferences and trainings offered by the entire International Union, UAW, including tools, and retiree conferences.

3

**Education Committee Conference**  
June 11 - 16, 2023

We'll take a deep dive into running an education committee and explore resources available for local unions. There will be an emphasis on facilitation and communication skills. This conference is a good fit for members, experienced and novice, who serve on their education committee.

4

**Standing Committees Institute**  
June 25 - 30, 2023

This leadership Institute will provide deep dives into these four standing committees: conservation and recreation, consumer affairs, union label and constitution and bylaws. Participants will learn how to effectively run their committee and strategically plan for its growth.

JULY	AUG	SEPT	OCT	NOV	DEC
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7

**Employee Assistance Program**  
September 10 - 15, 2023

The EAP Conference will provide members with an understanding and best practices for their Employee Assistance Program. We'll be bringing in several experts to discuss a wide range of topics related to EAP.

8

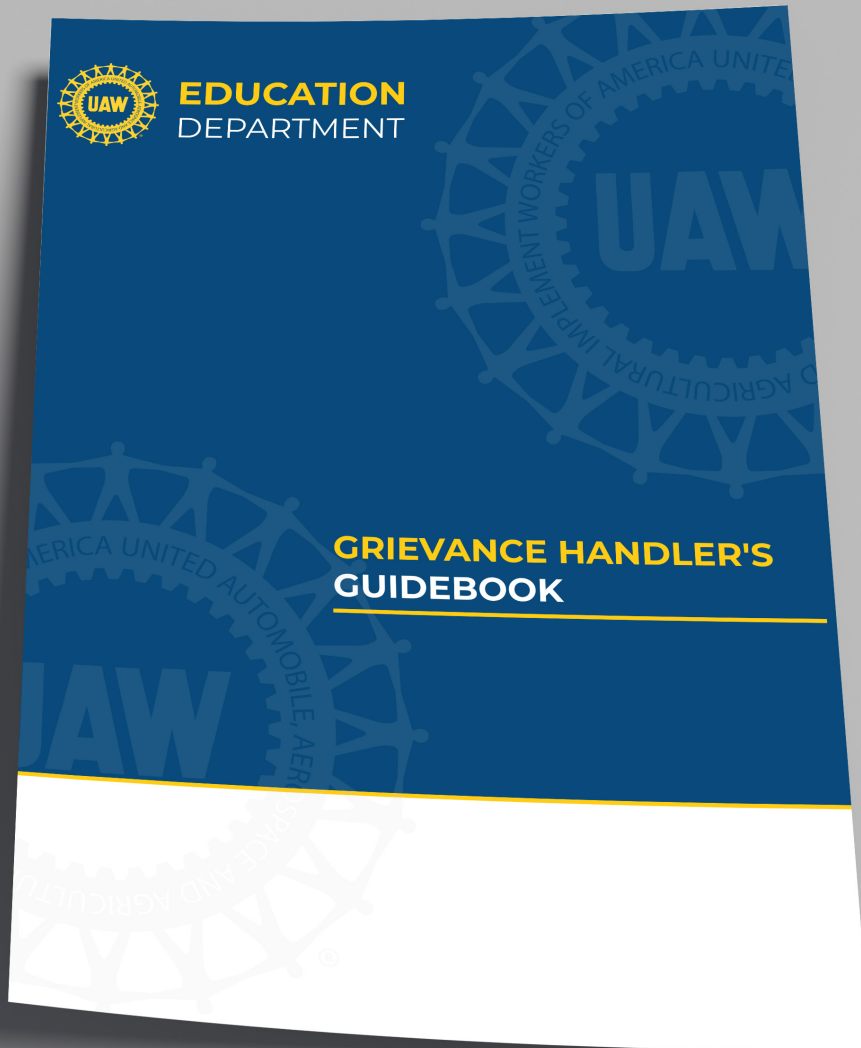
**Leadership Essentials Institute**  
October 1 - 6, 2023

This institute is for current and aspiring local union elected leaders committed to building a stronger UAW for today and tomorrow. Delegates will participate in workshops on the responsibilities of officers, grievance handling, running union meetings, leading with vision, the duty of fair representation, UAW Ethical Practices, and Article 33 of the UAW Constitution.



## UAW EDUCATION PUBLICATIONS

The UAW Education Department provides several publications designed to enhance member knowledge and experience. These publications can be ordered by local union leadership from the Local Union Information System (LUIS) website, or purchased from the bookstore located at the UAW Family Education Center (Black Lake). We've listed some of our publications on the next page.



PUB #	PUBLICATION TITLE
123	Grievance Handlers Pocket Guide
188	The President's and Vice President's Role
354	Guide for Drafting Local Union Bylaws
356B*	Your Dues at Work
397	The Recording Secretary's Role
461	Union Label Committee
501	Standing Committees: The Building Blocks of a Strong Union
505	Running an Effective Standing Committee
506	Education Committee
507	Surveys - Tools for Building Local Union Power
508	Building Our Union's Power Through Collective Bargaining
512	Planning and Running an Effective Union Meeting
515*	UAW Basics
516	Building Your Local Union - A Handbook for Local Union Elected Officers
518	Member-To-Member 2.0 - A Guide for Building a Membership Communications Program
519	Amalgamated Local Unions
525	Grievance Handler's Guidebook
545D*	Your Union Representation - Weingarten Rights Trifold
545DC	Weingarten Rights Card
545E	Standing Committee Single Panel Volunteer Card
545F	Member-To-Member Trifold
545G	Union Label Standing Committee
545I*	Reuther Archives - Preserving Our History
545J*	Family Scholarship Program Trifold
600	Community Services Committee
601	Strike Assistance - A Guide for Community Services Committees
602	How to Engage in Your Local Union Meetings
603*	Welcome to the UAW
1015	Member's Guide to Black Lake
1210	Parliamentary Law Desk Chart

*\* Available in Spanish, Arabic, and Burmese*





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