

## 2025 JANUARY-JULY TRAINING SCHEDULE



**COPY & PASTE OR CLICK LINK TO REGISTER FOR ANY TRAINING LISTED BELOW.**

**REGISTRATION TO CLOSE 48 HOURS PRIOR TO TRAINING DATE!**

<https://forms.gle/WXxLnMSSrdK1PngU7>

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

**ZOOM - Wed. March 19 @ 6:30pm**

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

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

**ZOOM - Wed. May 21 @ 6:30pm**

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.

### **Duty of Fair Representation, Garrity, and Weingarten Rights:**

**ZOOM - Sat. Feb. 22 @ 9:00am or ZOOM - Wed. March 5 @ 6:30pm**

Review of laws that further protect employees and union members. How to recognize this behavior and learn the steps that you should take. Gain knowledge about member's rights to representation and protection for members from being compelled to incriminate themselves during investigatory interviews conducted by employers.

### **Financial Standards Code Review**

**DATE: Sat. May. 10 @9:30am - IN PERSON**

Not geared for chapters of 1303 or 818.

If you are an officer, treasurer, trustee, or executive board member, this training is for you.

A review of laws and what's required by law.

### **FMLA and ADA Review:**

**ZOOM - Wed. June. 11 @ 6:30pm**

Review of state and federal laws that govern these two important ACTS.

### **New Employee/Member Outreach for Leaders:**

**ZOOM - Wed. Jan. 29 @ 6:30pm**

Designed for local leaders "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! Learn best practices for effective new employee outreach. This training will guide you through Public Act 21-25, labor friendly laws that the employer must follow.

### **Officers/Ex Boards Roles & Responsibilities:**

**ALL ZOOM OPTIONS - Wed. Jan. 22 @ 6:30pm or Sat. Jan 25 @ 9:00am or Wed. July 23 @ 6:30pm**

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.

**Steps for Officer Nominations & Elections:**

**ZOOM - Wed. July 16 @ 6:30pm**

Review the proper procedure for Officer nominations and elections as outlined in the constitution.

**Stewards Training:**

**ZOOM-Sat. Jan. 18 or ZOOM-Sat. Feb. 8 or IN PERSON @ Council 4 Sat. June 14**

**All three options are from 9:00-3:30pm**

*Select one date.* Understand your rights as a steward while representing a member. Will include an overview of the whole grievance process, including the 5 steps of the process, proper investigations, asking the right questions, meeting timelines, fulfilling the duty of fair representation, and grievant guidance.

**Stewards Review**

**ZOOM – March 22 @ 9:00am**

***(Requirement: must have previously participated in Stewards Training.)***

A brief review for previously trained stewards.

**Workers' Compensation Review:**

**ZOOM - Wed. Feb. 5 @ 6:30-7:30pm**

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

Trainings are typically less than one hour except where noted.

**FOR QUESTIONS OR TO SCHEDULE A TRAINING SPECIFIC TO YOUR LOCAL, PLEASE CONTACT:**

**[KMARTINEZ@COUNCIL4.ORG](mailto:KMARTINEZ@COUNCIL4.ORG) or [AGUZMAN@COUNCIL4.ORG](mailto:AGUZMAN@COUNCIL4.ORG)**