

Labor Leadership Skills Certificate

The **Cornell Labor Leadership Skills training** is designed for current and future union officers and staff. This skills building certificate encourages interaction and participation to improve union leadership skills. Participants completing 6 different workshops receive a certificate. On-line workshops are based on 10 total hours, about three hours each week. Participants are expected to check online about 3 times per week. These skills based workshops help deepen the knowledge needed to build and re-build strong and effective organizations.



Running Effective Meetings

(Course Number LB517)

When: September 8 – 28, 2009

Meetings are an important way to bring people together and get things done. Conducted skillfully, the outcome is an efficient and productive means to solve problems and complete tasks. This three week online workshop helps equip participants with the skills and knowledge needed to help keep meetings productive and focused, whether leading meetings or just participating in them.

Key Topics...

- ✓ Why meetings don't work
- ✓ Forming an organization
- ✓ Committees - form and function
- ✓ Preparing for meetings
- ✓ Getting down to business
- ✓ Requisites for successful discussion

Instructor

Arthur Wheaton has 14 years of labor education experience and is the director of online non-credit workshops for Cornell ILR Extension. He has a Masters degree in Labor Relations and Human Resources. He is a former union steward and executive board member for AFSCME, Local 1585.

Tuition: \$300 per workshop

10% discount for local unions sending three or more individuals

To register complete the form below and mail or fax to Alice Torres, Cornell University ILR, 249 Highland Avenue, Rochester NY 14620. Fax: (585) 262-3715

✉ Send to a Friend

If your union is interested in scheduling a credit course or non-credit workshop on-site, please call – Art Wheaton at (716)852-1444 x 116 ACW18@cornell.edu



Cornell University
ILR School

For more detailed information
about this series, please contact:

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