

# Cornell Labor Leadership Skills Online Certificate



Cornell University  
ILR School

**Cornell Labor Leadership Skills training** is designed for current and future union officers, non-profit organizations and staff. Participants completing 6 different online workshops receive a certificate. Leaders who sign up receive three weeks of online access requiring about 10 total hours (anytime day or night) or about 3.3 hours per week. These skills based workshops help deepen the knowledge needed to 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

## Steward Training

(Course Number LB408)

**When: September 8 – 28, 2009**

This tools-building workshop emphasizes the rights of stewards/committee persons in resolving disputes in the workplace. The right to information, duty of fair representation, and members Weingarten rights will be covered. Participants will learn how to protect the grievance process, equality principle, seven tests of just cause and how to simplify grievance writing.

### Key Topics...

- ✓ Basics of labor law
- ✓ Sound grievance procedures
- ✓ The investigation
- ✓ Writing the grievance
- ✓ Building union solidarity

**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. These customized online workshops include individual video interviews and suggestions from labor leaders, labor educators and academic faculty.

## Register Now -- \$300 Each Workshop

Please fax your registration to (585) 262-3715 or e-mail Alice M. Torres at [amb27@cornell.edu](mailto:amb27@cornell.edu) or visit <http://www.ilr.cornell.edu/laborPrograms/leadership/laborStudies/onlineWorkshops.html>

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Union \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Payment By:**  AMEX  MasterCard  Discover  Check  Money Order

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cancellation Policy: Written notification of your withdrawal from this workshop must be received 3 days prior for a refund.

Signature \_\_\_\_\_

I am enrolling in the following workshop(s)

- Running Effective Meetings (LB517) September 8-28, 2009
- Steward Training (LB408) September 8-28, 2009

- Costing Out the Contract (LB409) October 5-25, 2009
- Strategic Political Action (LB512) October 5-25, 2009

Send to a Friend

If your union or organization is interested in scheduling workshop, please contact – Art Wheaton at (716) 852-1444 or email [ACW18@cornell.edu](mailto:ACW18@cornell.edu)