

# The Worker Institute's Basic Labor Leadership Skills Certificate Program

The Basic Labor Leadership Skills Program is designed for union members, leaders and activists. The workshops are intended to increase their ability to successfully respond to new conditions confronting organized labor.

Students learn valuable skills that are applicable in day-to-day functions. The materials combine academic and practical instruction with real-life experiences shared by a diverse group of students. Participants increase their understanding of labor unions and the legal context in which unions function; the rights and obligations of members and leaders, and future prospects for American workers in union and non-union workplaces.

Students interested in earning the Basic Labor Leadership Skills Certificate must complete the following four workshops; Steward Training, Basic Negotiations Skills for Collective Bargaining, Costing Out Contracts and Effective Communications. Students may choose from our live in-person Buffalo Boot Camp with instructor-led sessions and/or our customized three week online sessions with web video and discussion boards designed to actively engage users across the United States. These workshops utilize active participation, technology solutions and provide step-by-step details with specific examples whenever possible.

Any or all of these workshops can be customized to fit your specific needs and presented live in your local union hall or city. To discuss your organization's training needs contact:

**Arthur Wheaton, Director**

The Worker Institute  
WNY Labor and Environmental Programs  
(716) 852-1444 x 116  
acw18@cornell.edu

## Online

- Basic Negotiation Skills .....April 6-26, 2015
- Costing Out a Contract ..... May 1-21, 2015
- Effective Communication ..... June 1-21, 2015
  
- Steward Training.....September 9-29, 2015
- Basic Negotiation Skills ..... October 5-25, 2015
- Costing Out a Contract .....November 2-22, 2015
- Effective Communication .....December 1-21, 2015

## Spring Boot Camp | May 12-15, 2015

### Buffalo, New York

- Steward Training .....May 12, 2015
- Basic Negotiation Skills .....May 13, 2015
- Costing Out a Contract .....May 14, 2015
- Effective Communication .....May 15, 2015

## Fall Boot Camp | October 6-9, 2015

### Buffalo, New York

- Steward Training .....October 6, 2015
- Basic Negotiation Skills .....October 7, 2015
- Costing Out a Contract .....October 8, 2015
- Effective Communication .....October 9, 2015



## PARTICIPANT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization/Union \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

## WORKSHOP SELECTIONS

**On-Line Training -- \$199 per course or all four for \$600**

✓	Course #	Course Title	Date (s)	Price
<input type="checkbox"/>	LB408	Steward Training		\$199
<input type="checkbox"/>	LB410	Basic Negotiations Skills for Collective Bargaining		\$199
<input type="checkbox"/>	LB409	Costing Out Contracts		\$199
<input type="checkbox"/>	LB666	Effective Communications		\$199
<input type="checkbox"/>	LB407	Advanced Negotiation Skills		\$199
<input type="checkbox"/>		All Four Workshops		\$600
<b>TOTAL:</b>				

**Boot Camp Training -- \$600 each session – Each session includes four basic classes as listed above**

✓	Course Title	Date	Price
<input type="checkbox"/>	Spring Boot Camp	May 12-15	\$600
<input type="checkbox"/>	Fall Boot Camp	Oct. 6-9	\$600
<b>TOTAL:</b>			

## PAYMENT METHOD

Late cancellations/transfers incur a 25% charge. No-shows and cancellations not in writing incur a 100% charge. Cancellations and transfers must be in writing and arrive at Cornell 5 business days before the workshop date to avoid a charge.

Signature of Registrant \_\_\_\_\_

Please check one of the below payment methods:

- CHECK ENCLOSED, payable to Cornell University ILR for \$ \_\_\_\_\_  
 CREDIT CARD:  AMEX  Discover  MasterCard  Visa

Name on Card \_\_\_\_\_  
Card # \_\_\_\_\_  
Exp. Date \_\_\_\_\_ CV Code \_\_\_\_\_  
Signature \_\_\_\_\_

## PAYMENT OF BILL AUTHORIZED BY:

Payment or payment guarantee (such as a Purchase Order) is expected at the time of registration. If a PO or other guarantee of payment will be submitted from your organization, your manager must sign the registration form taking responsibility of payment.

Name of Registrant's Manager \_\_\_\_\_

Title of Registrant's Manager \_\_\_\_\_

Signature and Phone Number of Approving Manager \_\_\_\_\_

*The signing manager accepts the full terms of the cancellation policy above)*

# 2015 Basic Labor Leadership Skills WORKSHOPS REGISTRATION FORM

PLEASE COPY TO REGISTER  
ADDITIONAL PEOPLE

## To Register Online:

**CLICK HERE** to visit our website for registration through our secure server

## By Mail:

Complete the registration form and return to:

Cornell University, ILR  
Attn: ILR Customer Service  
16 East 34<sup>th</sup> Street, 4<sup>th</sup> Floor  
New York, NY 10016-4328

## By Fax:

Complete the registration form and fax to:

(212) 340-2890

## Boot Camp Training Location:

Cornell University ILR  
Workplace Education Center  
237 Main Street, 1200  
Buffalo, NY 14203-2719

## Contact:

**Art Wheaton**, Director  
Labor and Environmental Programs

*If you would like to obtain additional information and your organization is interested in scheduling a credit or non-credit on-site workshop.*

E-Mail – [acw18@cornell.edu](mailto:acw18@cornell.edu)  
Phone: (716) 852-1444 x 116