

# EDUCATION



## EDUCATION DEPARTMENT

### WORKSHOP CATALOG

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2024

# A Message from the President



We are currently experiencing one of the most transformative and pivotal eras in the history of this nation's organized labor movement. The success of the Stand-Up Strikes in 2023, and the momentum we have in organizing workers across this country, is in no small part through the work of our education initiatives.

Education is the cornerstone of progress and empowerment, not just for individuals but for our entire organization. As your President, I am committed to ensuring that every member has access to the education and resources necessary to empower themselves in their local unions, at their worksites and in their communities.

Beyond individual enrichment, the UAW's commitment to education serves as a catalyst for collective empowerment. By investing in the educational advancement of our members, the union can cultivate a workforce that is not only skilled and adaptable but also united in purpose and solidarity.

Through conferences, institutes and other learning opportunities, members have the chance to connect with one another, fostering fellowship and solidarity across geographical and sectoral divides.

As we navigate the challenges and opportunities of the 21st century, the UAW remains steadfast in its dedication to education, as outlined in our UAW Constitution. By nurturing a culture of learning and growth, we can lay the groundwork for a brighter, more prosperous future for all.

In the words of Walter Reuther, former President of the UAW, "Education is the foundation upon which we build our future." Together, let us embrace this foundation and continue to strive for excellence, innovation, and progress.

I encourage every one of you to take advantage of the educational opportunities highlighted in this catalog. By doing so, not only will you enhance your own minds and spirits, but you'll contribute to the strength and growth of our great union.

In Solidarity,

A handwritten signature in black ink that reads "Shawn P. Fain". The signature is written in a cursive, flowing style.

Shawn Fain, President

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# The Education Department

The UAW Education Department is guided by Article 27 of the UAW Constitution, to teach labor history, the objectives of our union, and issues facing our union, UAW members and their families.

## What We Do

The Education Committee is responsible for building the power of the movement through educating and training members of their local union.

The Director(s) of the Education Department are assigned by the President of the International Union, UAW, and staff are assigned to either Solidarity House in Detroit, Michigan, or a Regional UAW office.



### Workshops

1

The Education Department has developed more than 40 workshops designed to meet the needs of the every member of the UAW. In addition to in-person workshops, the department has a range of online courses available.

### Publications

2

We write publications on a broad range of topics. Local union presidents and financial secretaries can order these publications through the UAW Supply Booklet in the LUIS system. A complete list of Education Department publications can be found on page 23.

### Conferences

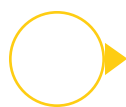
3

The Education Department conducts many Conferences and Institutes throughout the year. The full 2024 calendar can be found on page 16. In addition, each Region holds several trainings throughout the year, and Locals can request trainings at their location.

# Starting the Journey



These workshops provide a foundation for members just beginning their union journeys. Members will learn the history of our union and the labor movement as a whole, our institutional values that have endured for more than 80 years, and how to navigate their local union meetings so they can more confidently engage in the direction of our union.



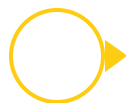
## UAW 101

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.



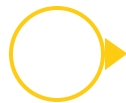
## UAW Core Values

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.



## Union Meetings and Me

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.



## Using the UAW Constitution

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 the UAW Constitution when joining the UAW, and every four years as amendments are made.

# Understanding 101



## Understanding Bargaining

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

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 Contracts

It is imperative that every member knows how to read and understand their contract. This workshop discusses how the membership's collective power paved the way for our collective bargaining agreements. We will walk through the basic structure of our contracts, identify common articles, and delve into reading and interpreting contract language. Upon completion of this workshop, participants will have a greater sense of the power that comes with understanding their contract.

## Understanding Strikes

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.

# Finances & Economics

These workshops are designed to help members better understand how our economy works, how to leverage their purchasing power to create a more just society, and how to plan for their own financial well-being.



## Money Matters

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.



## Globalization 101

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.



## The Ethical Consumer

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.

# Building Power



## Turning Problems into Power

Member-based contract enforcement is a muscle: if members use it, they get stronger; if they don't, their union becomes weaker. Members face workplace problems daily and a contract is only a piece of paper until members use it to improve conditions. This series focuses on turning workplace problems into union power and enforcing contracts by organizing and mobilizing co-workers to act.

## Fighting For Justice with Union Power

We have lived through the largest transfer of wealth from workers to billionaires in our nation's history. It has destroyed communities and led to the least unionized workforce since the 1920's. This series is designed to get members involved in campaigns in their communities to bolster the interests of working class men and women.

## Winning Strong Contracts

Involving members in the collective bargaining process is how we build trust and unity and is essential to building the power we need to win. This workshop will lay the foundation for putting the "collective" back in collective bargaining, and outline a strategy to build a member-powered contract campaign.

## Organizing for Power

The power of working people to advance their interests, resist employer attacks, and reshape society to serve the many, not the few, can only be realized when we are united in purpose and action. Power depends on the density of organized workers.

This series lays the foundation for organizing non-union workers and supports Local Unions and Regions who want to build an organizing program.



# Standing Committees

Standing committees are the foundation of strong local unions. As such, this series of workshops 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.

1

## Community Services

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.

2

## Conservation & Recreation

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.

3

## Consumer Affairs

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.

3

## Disaster Preparedness

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.

4

## Education Committee

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.

5

## Union Label

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!

# Advanced Standing Committee



## Effective Educator Training

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.*



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

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*

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.

# Building Solidarity

Our solidarity is strengthened, and our union grows stronger when our members learn and identify our common set of shared values. These workshops are designed to help us better understand our history, our diversity, and how to communicate and engage with one another.

## Ending Sexual Harassment In the Workplace

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.

## Lessons From Labor History

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.

## Talkin' Union

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

## Understanding Bias

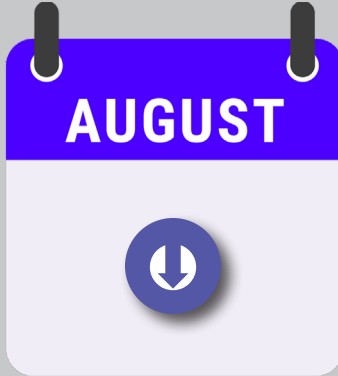
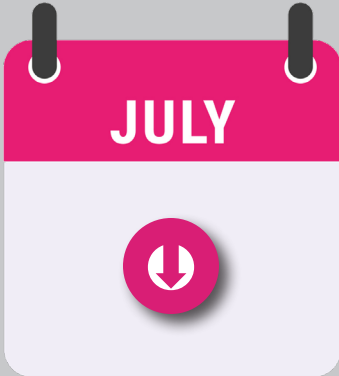
Our history has shown that when the need arises, we have been able to set aside our biases and unite around a common cause to overcome many challenges and obstacles. This workshop will explore the root of our biases so that we might rid ourselves of its insidious nature, combat its effects, and strengthen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



# 2024 Conference Calendar



<p><b>April 14</b> Education Committee Conference</p>	<p><b>May 5</b> Health &amp; Safety Conference</p>	<p><b>June 2</b> Chaplaincy Conference</p>
<p><b>April 28</b> Local Union Communicators Association (LUCA)</p>	<p><b>May 19</b> Standing Committees Institute</p>	<p><b>June 9</b> Community Services Conference</p>
		<p><b>June 9</b> Employee Assistance Program Conference (EAP)</p>
		<p><b>June 30</b> Unionism 101 Conference</p>



**July 7**  
Young Workers  
Institute

**July 21**  
Family Scholarship  
Program

**August 11**  
Veterans Conference

**August 25**  
Civil & Human Rights  
Conference

**September 8**  
Community Services  
Conference

**September 8**  
Employee Assistance  
Program Conference  
(EAP)

**October 6**  
Leadership Essentials  
Institute

# Leadership Skills

These workshops are designed to help Local Union officials grow and strengthen their local unions by developing and carrying out their visions, and grow their local unions activists.



## Building Unionists

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

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.



## Leadership Essentials

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.



## Leading With Vision

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.



## Member 2 Member

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.

# Local Officers and Bargainers

## Bargaining For Bargainers

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.

## Collective Bargaining

This is an expanded version of our Bargaining for Bargainers workshop which allows participants to spend more time on the topics covered in the workshop. This version has also been designed to provide additional time during the mock bargaining exercise and bargaining preparation portions of the exercise.

## President & Vice President

This three-hour class is designed for newly elected Local Presidents and Vice Presidents. We will discuss the roles and responsibilities of each office pursuant to our constitution and discuss the importance of proper protocol and ethical practices. Participants will gain an understanding of SMART Goal setting, while working on their ability to "Lead with Vision."

## Recording Secretary

This workshop covers the specific duties of the local union Recording Secretary as dictated by our UAW Constitution. The Recording Secretary's role is wide-reaching, from financial responsibilities to communications, assisting other officers in their jobs, working with standing committees and more. This class will give participants a deeper understanding of the function of this vital elected officer's role.



## Roles of Officers

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, and learn information related to leadership roles.

# 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*

# Health & Safety Department



## Industrial Emergency Response (IER)

These programs are required by OSHA's Hazardous Waste Operations and Emergency Response Standard (HAZWOPER). (OSHA 1910.120, MIOSHA Part 432)

Programs:

- 8-hour Awareness Program
- 24-hour Operations Level Program
- 40-hour Technician Level Program
- 8-hour Annual Refresher

## Right to Know/ Chemical Hazards

This basic 4-hour course is required by the OSHA Hazard Communication Standard for all workers (OSHA 1910.1200, MIOSHA Parts 92 & 430) and is tailored to specific workplace needs. Topics include: rights under the standard, how to read safety data sheets and recognize exposures, the health effects of chemicals and protective measures. It also includes response to spills and leaks for workers not covered by the HAZWOPER Standard.

Additional:

- Globally Harmonized System (GHS) of Labeling and Classifying Chemicals
- Hazardous Materials Awareness TTT

## Powered Industrial Truck (Forklift) for Operators

This 4-hour program offers the classroom portion required by OSHA standards for operators. (OSHA 1910.178, MIOSHA Part 21)

Additional:

- Powered Industrial Truck Train-The-Trainer

## Confined Space

These programs are required by OSHA's Permit-Required Confined Spaces Standard. (OSHA 1910.146(g), MIOSHA Part 90)

Programs:

- Entry Training
- Permit Required Confined Space (PRCS) Entrant, Attendant and Entry Supervisor Training

## Energy Lockout

These programs are required by OSHA's **Control of Hazardous Energy** Standard (lockout/tagout or LOTO). (OSHA 1910.147, MIOSHA Part 85)

Programs:

- **LOTO - Affected Worker**
  - **LOTO - Authorized Worker**
  - **Electrical Safety**
  - **Electrical Hazard Awareness**
- 

## Ergonomics

Strains and sprains, back and shoulder injuries, carpal tunnel syndrome and other cumulative trauma disorders account for over half of lost time due to injuries. These three classes are offered as a package to give sites the support they need in hosting robust preventive programs.

Programs:

- **4-hour Leadership Awareness**
  - **40-hour Advanced Program for Joint Committees**
  - **1-hour Shop Floor Awareness**
- 

## Launching and Sustaining Effective Joint H&S Comm.

In this 8-hour program, labor and management representatives charter new or review existing committees' operations, address common challenges, and engage in health and safety program planning.

Additional:

- **Committee Awareness Training**

## Additional Training Topics

The length and level of depth of these courses can be customized to meet your worksite's unique requirements

1. Accident Investigation and Photography
2. Air Quality Measurement and Monitoring
3. Bloodborne Pathogens and Communicable Diseases
4. Conducting Workplace Inspections
5. Adult/Child CPR and First Aid
6. Cranes, Hoists and Attachments Safety
7. Creating a Positive, Effective Safety Culture: Dangers of Behavioral Safety & Incentives
8. Critical Incident, Rapid Response
9. DOT First Responder Hazardous Materials Awareness Training – For employees shipping, receiving, loading, transporting or working near hazardous materials.
10. Emergency Exits: Life Safety Code
11. Fall Hazard Recognition and Control
12. Hazard Recognition
13. Health & Safety for Union Reps
14. Healthcare Concerns – Pandemic Planning, Lateral Violence
15. Machine and Equipment Safeguarding
16. Metalworking Fluids Hazards and Controls
17. Noise Exposure and Reduction
18. Opioids
19. OSHA Rights and Responsibilities
20. Putting Breast Cancer Out of Work
21. Recordkeeping
22. Resiliency
23. Respirator Safety
24. Ventilation Evaluation and Training
25. Walking and Working Surfaces
26. Workplace Violence Prevention – Covers issues ranging from bullying to assault and homicide. More in-depth training is available in specific topics.

**UAW Partners with Eastern Michigan University's OSHA Training Institute.** The EMU OSHA Education Center offers OSHA Outreach Training and many other safety courses. Programs are individually priced and available on-site (with flexible costs), online, and as open enrollments.

# Civil & Human Rights Department

## Purpose of the Committee

The Civil and Human Rights Committee is an essential guardian of the “No Discrimination” policy of our union. Members of this committee fulfill the local union’s commitment to assure members full rights regardless of religion, race, creed, color, sex, political affiliation or nationality, age, disability, marital status or sexual orientation, gender identity or gender expression.

The committee informs members of steps and procedures, including filing complaints and hearings, whenever a member or members believe their rights have been violated, either by management or other union members. The committee works toward the elimination of discrimination in the workplace, the community and the nation.

Members of this committee have the opportunity to keep the local union moving forward toward the fulfillment of our UAW commitment on the civil rights front.

This committee needs members who feel a moral obligation to speak out on the issues of intolerance, injustice and bigotry and to rebuke any person or group that expresses such activity.



## Basic Policy & Procedures

This training will provide information on anti-discrimination/harassment policies and laws, rights in the workplace, how to set up and build a strong local union Civil and Human Rights Committee, identify the roles and responsibilities of the committee, and learn how to work together with institutions and organization to build community coalitions.

## Basic Plus Policy & Procedures

This training provides a brief history of the Civil and Human Rights Department, introduces the UAW’s No Discrimination Policy, as well as state and federal laws that prohibit discrimination in the workplace, and defines protected class.

## Diversity, Equity, & Inclusion (DEI)

This training includes a combination of anti-discrimination/harassment policies and law as they relate to Title VII of the Civil Rights Act of 1964, what constitutes discrimination/harassment and how to have an inclusive diverse work environment that creates and promotes fairness and justice for all.



## Advanced Policy & Procedure

This training will provide an understanding of the requirements for investigating a complaint. You will learn what initiates an investigation, understand the importance of local union protocol as it relates to an investigation, and obtain knowledge of the role of an “Investigator.” Participants will utilize the Civil and Human Rights Guidebook to draft a report with recommendations after the investigation. This class goes beyond the initial policy and procedures class. The prerequisite for this class is the completion of Basic Policy and Procedures

## Workplace Discrimination & Harassment

This training will provide an understanding and description of workplace discrimination and harassment. It provides an overview of the various types of unlawful harassment behaviors, what is not harassment and/or discrimination, and who is liable when these actions occur at the workplace.

## Understanding LGBTQ+

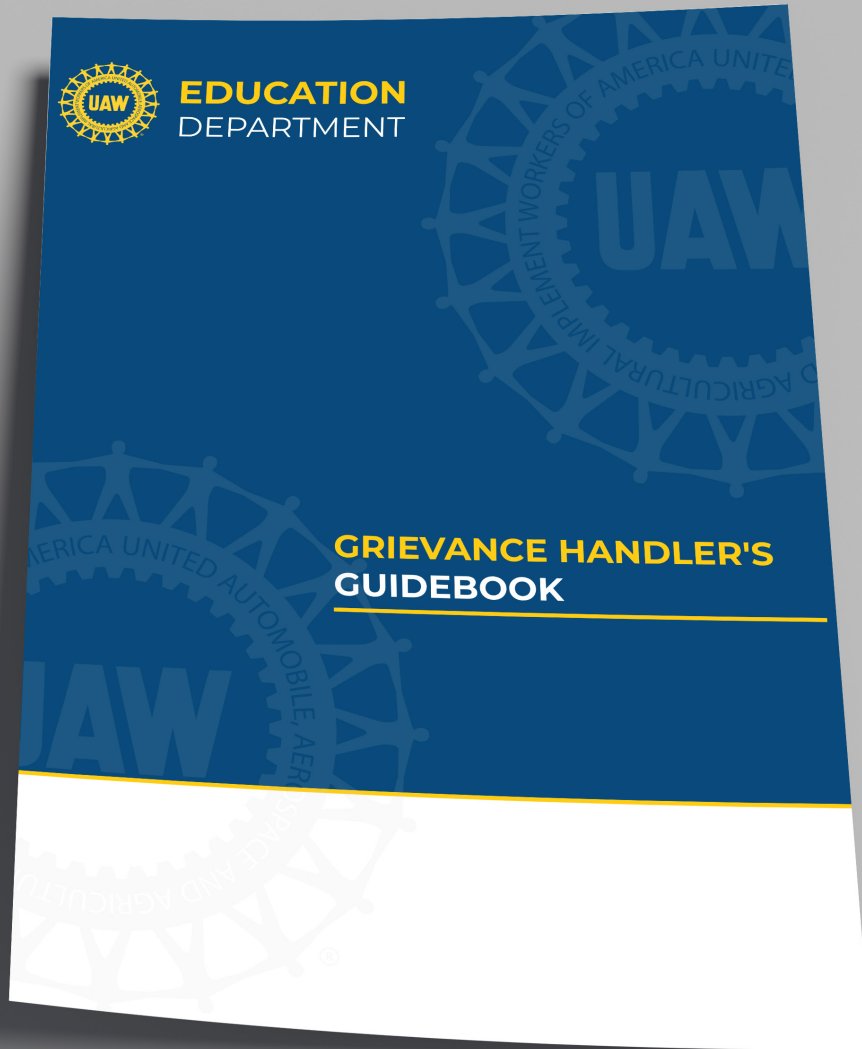
Provides an overview of Lesbian, Gay, Bisexual, Transgender, and Queer people, and the challenges they face in the workplace and in our union. Includes education and discussion about the differences, stereotypes, and values distinguishing LGBTQ people and effective means of communicating such differences to non-LGBTQ people.

## The Role of the Civil & Human Rights Committee

This training will provide you the understanding and ability to demonstrate leadership and administrative skills to make sound and timely decisions regarding civil rights and discrimination issues on an ongoing basis.

## 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 presidents and financial secretaries 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



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