## AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO

F G E

Course Title:

## **AFGE DISTRICT 12**

Proudly Serving California, Arizona, Hawaii, & Nevada
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## **Training Class Agenda**

Course Length:

2 Day(s)

Arbitration

Day 1 I. **Arbitration Fundamentals** A. What is it? B. Right to go C. Why is it Important? **Grievance Investigation Review** II. A. Requesting and Reviewing Documents **B.** Conducting Interviews C. Perception vs. Fact D. Evaluating the Merits of the Case E. Making the Decision to go to Arbitration Arbitration vs. MSPB III. **Preparing a Case for Arbitration** A. Picking an Arbitrator B. Identifying the Facts of the Case C. Developing a Hook and Theme for the Case D. Examining Language in the Contract E. Spotting Procedural Defects IV. **Reviewing the Decision: Can the Union Win?** Day 2 A. What's at Stake for the Union? B. Costs of Arbitration 1. Arbitrator and Transcripts 2. Settlement? C. Just Cause and the Douglas Factors V. **Overview of the Arbitration Hearing** A. Preparing Witnesses 1. Direct Examination 2. Cross Examination B. Opening Statement C. Questioning Witnesses 1. Strategy 2. Objections D. Questioning Deciding Official 1. Evidence Relied Upon 2. Penalty Selection E. Closing Statements 1. Oral Argument or Written Briefs