



## AFGE DISTRICT 12

*Proudly Serving California, Arizona, Hawaii, & Nevada*

3737 Camino Del Rio South, Ste. 108, San Diego, CA 92108 ♦ Phone: (760) 233-7600 ♦ Fax: (760) 233-7606

### Training Class Agenda

Course Title: NEW LEADERS Course Length: 3 Day(s)

Day 1

- Legal Responsibilities  
Name the laws pertaining to union officials  
Examine various case studies
- Legal Responsibilities  
Demonstrate understanding of legal responsibilities
- Fiduciary Responsibilities (Part 1)  
Define fiduciary responsibilities  
Explore the LMRDA and AFGE requirements

Day 2

- Fiduciary Responsibilities (Part 2)  
Determine which forms need to be filed and with which agency  
Demonstrate understanding of fiduciary responsibilities
- Qualities of an Effective Leader  
Identify characteristics of an effective leader  
Summarize various leadership styles  
Explore tools to assist with time management
- Hatch Act  
Summarize, using guidance from OSC, the impact of Social Media as it pertains to the Hatch Act  
Review cases pertaining to Hatch Act  
Differentiate between permitted and prohibited activities
- Labor Management Problem Solving  
Discuss real life scenarios and develop possible solutions



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Day 3

- **Collaboration**  
Analyze Executive Order 13522 (LMF)  
Review guidance on LMF  
Discover tools and resources on LMF
- **Sending and Receiving Messages**  
Compare and contrast different communication styles  
Determine the effectiveness of various communication methods  
Practice sending and receiving messages
- **Strategic Planning**  
Recall the steps in strategic planning  
Utilize tools to develop a strategic plan
- **Practicum**  
Demonstrate understanding of the topics covered during the training  
Receive and provide feedback