



AFGE DISTRICT 12

Proudly Serving California, Arizona, Hawaii, & Nevada

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Training Class Agenda

Course Title: ADVANCED STEWARD Course Length: 2 Day(s)

Day 1

- **Introductions**
- **The Roll of a Steward**
 - *Breakout: Steward's roll in workplace*
 - *Group Discussion: Steward's roll in workplace*
- **The Grievance Identification**
 - *Group discussion: what a grievance is*
 - *Breakout: grievance identification*
- **Investigatory and Formal Meetings**
 - *Breakout: identifying meetings*
 - *Group discussion: identifying formal and investigatory meetings*
- **Unfair Labor Practices**
 - *Introduction Discussion*
 - *Bargaining Obligations*
 - *Discussion on duty to bargain and scope of bargaining*
- **MSPB**
 - *Group Discussion on Scope of MSPB*
- **EEO**
 - *Group Discussion of the scope of the EEOC*
- **Determining appropriate Forums**
 - *Group Discussion: how to develop and apply standards to determine appropriate forum to address issues.*
- **Daly closeout and homework assignments**

Day 2

- **Recap Home Work**
- **Writing ULPs**
 - *Group discussion: writing appropriate charge documents under 5 USC 7116*
 - *Group breakout: identifying and writing ULP*
- **Writing the Grievance**
 - *Group discussion: writing the grievance*
 - *Group breakout: identifying and writing appropriate grievances.*
- **Identifying Bargaining Obligations**
 - *Group discussion: identifying when bargaining obligations are present.*
 - *Group breakout: identifying and writing demand to bargain and proposals.*
- **Tying it all together**
 - *Group Discussion: developing a Local Plan*
 - *Breakout: writing a Local Plan for Representation*
- **Closeout and Discussion on follow-up questions**