

# Local Chair Training Program

## Course Schedule



<u>Topic</u>	<u>Time Allotted</u>	<u>Page Ref</u>
Opening	10 Minutes	0-3
Introductions	25 Minutes	4
Objectives	5 Minutes	5
History and Structure	3 Minutes	6
History and Labour Movement	15 Minutes	8
Why a Union?	20 Minutes	9
Without a Union/With a Union	30 Minutes	10-12
Structure of the Teamsters	30 minutes	14-15
Section III-		
Roles and Responsibilities	2 Minutes	16
Working Better with the Members	30 Minutes	18-20
Local Chair and		
Vice Local Chair Representative	45 Minutes	23-26
Duty of Fair Representation	20 Minutes	28-29
Getting Your Facts Straight	30 Minutes	30-31
How to Better Listen to Our Members	30 Minutes	32-35
Section III-		
How to Handle a Dispute	5 Minutes	38
Your Grievance Procedure	15 Minutes	40
How to handle a Dispute	5 Minutes	41
Phase 1 – The Union Inquiry	20 Minutes	42
The Union Inquiry-		
A Fact-Finding Mission	30 Minutes	43-45
Union Inquiry Report	5 Minutes	46-47
Witness Deposition	10 Minutes	48-49
Conduct of the Division Officer	20 Minutes	50-51
A Division Officer, Be aware...	20 Minutes	52
Phase 2 – The Statement	30 Minutes	53
Steps of the Statement – Exercise	40 Minutes	55-61

Disciplinary Investigation Statement	10 Minutes	62
Rights	5 Minutes	63
Preparing the Member for Investigation	20 Minutes	65-67
Steps of the Statement	60 Minutes	68-74
Some reminders	10 Minutes	75
Phase 3 – The Analysis	30 Minutes	78-80
What is a Grievance?	30 Minutes	81-88
<b>(+ Worksheet on 89- debrief instructions on next page))</b>		
The Limits – Exercise	30 Minutes	89
What do you Think? –		
Exercise – CROA 3679	25 Minutes	90
What do you Think? –		
Exercise – CROA 3680	20 minutes	91
Phase 4 – The First Approach	10 minutes	93
Phase 5 – Drafting a Grievance Letter	60 Minutes	95-98
Drafting a Grievance Letter – Exercise	30 Minutes	99
Sample Grievance –		
20 Demerits	15 Minutes	100-101
Sample Grievance-		
20-day suspension	25 Minutes	102-103
Sample Grievance –		
Wage Claim	15 Minutes	104-105
Phase 6 – The Settlement	10 Minutes	112
The settlement –		
Meeting with the Company	5 Minutes	114-115
Grievance Settlement-		
Some Issues to Consider	10 Minutes	116
Phase 7 – Transfer the File		
To the General Chair	30 Minutes	118-120
Phase 8 – Final and		
Binding Arbitration	30 Minutes	122-124
Call to Action and Conclusion	15 Minutes	126-127

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**You have Completed the course**

**Congratulations!**