

IATSE OFFICER INSTITUTE LEADERSHIP DEVELOPMENT WEEK

Philadelphia, PA | May 1 – 5, 2023

Applications must be submitted to the IATSE Education Department at least 2 weeks prior to the beginning of the course. The IATSE International reserves the right to accept or reject all applications. There is a limit of 3 students per local for each course.

PARTICIPANTS MUST ATTEND THE ENTIRE COURSE/S IN WHICH THEY ARE ENROLLED TO GRADUATE AND RECEIVE A CERTIFICATE.

Please print legibly.

1. APPLICANT				
LAST NAME		FIRST NAME		MIDDLE INITIAL
NAME AS YOU WISH IT TO APPEAR ON DIPLOMA, if different from above:			CELL PHONE _____-_____-_____	
STREET ADDRESS			HOME PHONE _____-_____-_____	
CITY	STATE/PROVINCE	ZIP/POSTAL CODE		WORK PHONE: _____-_____-_____
EMAIL ADDRESS (please print)				
2. TAKE 1, 2, OR 3 COURSES - NO MORE THAN ONE COURSE FROM EACH CLASS PERIOD. See reverse for course descriptions.				
Class Period 1: Mon. May 1 - 1:00 p.m. – 6:00 p.m. Tues. May 2 - 9:00 a.m. – 5:00 p.m. <input type="checkbox"/> Labor Law <input type="checkbox"/> Communication Fundamentals <input type="checkbox"/> Mental Health First Aid (U.S. only)		Class Period 2: Wed. May 3 – 9:00 a.m. – 5:00 p.m. Thurs. May 4 – 9:00 a.m. – 5:00 p.m. <input type="checkbox"/> Braving Challenging Situations Through Effective Online Communication <input type="checkbox"/> Running Union Meetings that Build Union Power <input type="checkbox"/> Collective Bargaining <input type="checkbox"/> Local Union Trustee Training		Class Period 3: Fri. May 5 – 8:30 a.m. – 12:30 p.m. <input type="checkbox"/> Forming Effective Teams in Challenging Times
3. LOCAL UNION INFORMATION				
LOCAL NUMBER	LOCAL UNION CITY/ STATE	POSITION AT LOCAL	HOW LONG IN CURRENT OFFICE	
OTHER UNION POSITIONS PREVIOUSLY HELD:				
4. APPLICANT SIGNATURE				
I certify that all the information on this form is true and complete to the best of my knowledge. I agree that the I.A.T.S.E. can share my name with its General Executive Board and with any local union. I consent to the use by I.A.T.S.E. of my name or likeness to promote or publicize the I.A.T.S.E. (whether in print or electronic form or otherwise). I hereby release I.A.T.S.E. from any and all liability for using my name or likeness and waive all claims against I.A.T.S.E. arising from the use of such information. I also hereby grant a license to I.A.T.S.E. to use my name or likeness and expressly disclaim all rights to all value and benefit(s) I.A.T.S.E. may gain through the use of such information.				
SIGNED			DATE	
5. AUTHORIZATION FROM THE LOCAL UNION EXECUTIVE BOARD – THE IATSE WILL VERIFY YOUR APPLICATION WITH YOUR LOCAL.				
I certify that I.A.T.S.E. LOCAL _____ endorses the enrollment of the above-named applicant in the I.A.T.S.E. Officer Institute.				
SIGNED			DATE	
TITLE		EMAIL		
FOR I.A.T.S.E. EDUCATION DEPARTMENT USE				
APPLICATION RECEIVED	STATUS AND NOTIFICATION		INITIALS	

Return Completed Application via Email or Mail to:

IATSE Officer Institute, 207 West 25th Street, Fourth Floor, New York, NY 10001

Email: officerinstitute@iatse.net Facebook/Twitter: @iatse

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Class Period 1: Monday May 1 from 1:00 p.m. to 6:00 p.m. and Tuesday May 2 from 9:00 a.m. to 5:00 p.m.

LABOR LAW will introduce labor leaders to the laws governing the operation of unions, covering relationships with workers and employers, the duty of fair representation, contract negotiations, organizing, internal union procedures, new cases dealing with social media, small bargaining units, and more. Emphasis will be placed on the practical day-to-day application of the law, to help students gain confidence in running their locals, creating organizing strategy, and negotiating and interpreting their contracts. Class work will include lectures and group exercises. This course will serve as a good introduction to Labor Law for new officers, and a review for more experienced officers. **This course is offered for both Canadian and U.S. locals.**

COMMUNICATION FUNDAMENTALS will teach participants how to communicate strategically to support union goals, building a plan for their local from the bottom up. Communication is one of the IATSE's Four Pillars of Success, and whether you are writing an email newsletter, motivating members to get involved, or creating organizing campaign messaging, effective communication is critical to the success of union activities. Participants will apply lessons to real-life union situations, practice concrete skills, and begin work on a communications plan designed to address challenges and build stronger Locals. **This course is offered for both Canadian and U.S. locals.**

MENTAL HEALTH FIRST AID is a skills-based training course that teaches you how to recognize, identify, understand, and respond to signs of mental health challenges and substance use disorders in our co-workers, family members, friends, and others. You will learn how to listen non-judgmentally and give reassurance to someone who may be experiencing a mental health challenge, and how to refer a person to appropriate professional support and services. Upon completing the course, you will become a certified Mental Health First Aider which is valid for three years. **This course is offered for U.S. locals only.**

Class Period 2: Wednesday May 3 from 9:00 a.m. to 5:00 p.m. and Thursday May 4 from 9:00 a.m. to 5:00 p.m.

BRAVING CHALLENGING SITUATIONS THROUGH EFFECTIVE ONLINE COMMUNICATION With a focus on social media, this class looks at the ecosystem of mis/dis/mal information and how to strategically build online communication tools and messages that build our union. For some members, their strongest connection to our union is online and through social media. Components of the course will include historical context, hands on tools, and narrative message development. **This course is offered for both Canadian and U.S. locals.**

RUNNING UNION MEETINGS THAT BUILD UNION POWER is an interactive course that will examine strategies for union meetings that engage and empower members. The course will include a variety of teaching methods, including group discussion, activities, and role play. Topics will include ideas for meaningful membership engagement at union meetings; how to make your meetings more inclusive; Robert's Rules of Order; and ways to build more opportunities for member education into union meetings. **This course is offered for both Canadian and U.S. locals.**

COLLECTIVE BARGAINING/NEGOTIATIONS will teach tools and techniques for effective local union contract negotiations, including the importance of advance strategic planning; selecting and managing a bargaining committee; determining the objectives; setting priorities and bargaining positions; writing proposals; anticipating management demands; negotiating table basics; communicating with workers and others about negotiations; settling difficult issues and reaching an agreement; and preparing a memorandum of agreement. The class is interactive and participatory. This course is appropriate for local union officers who negotiate directly with employers on behalf of their workers, and union members who are scheduled to serve on or lead negotiations on behalf of their locals. **This course is offered for both Canadian and U.S. locals.**

LOCAL UNION TRUSTEE TRAINING is a two-day course designed specifically for IATSE Local Union Trustees. After sessions on Fraud Prevention, the Role of the Trustee, and Planning an Audit, the class will conduct a mock audit. Only members who serve their local unions as Trustees and are responsible for periodically auditing their locals' books and records are eligible for this training. There is no other prerequisite. This training is NOT applicable for Benefit Fund or Training Fund Trustees. **This course is offered for both Canadian and U.S. locals.**

Class Period 3: Friday May 5 from 8:30 a.m. to 12:30 p.m.

FORMING EFFECTIVE TEAMS IN CHALLENGING TIMES is a three-hour course that may be taken on its own or as a capstone to any of the week's other courses. Regardless of your role at your local, all of us are tasked to work collaboratively to keep our locals strong, growing, engaged, and respectful. Led by staff from the Federal Mediation and Conciliation Service, this session is a practical look at managing difficult situations and challenges. **This course is offered for both Canadian and U.S. locals.**