

IATSE OFFICER INSTITUTE LEADERSHIP DEVELOPMENT WEEK

Maritime Conference Center, Linthicum Heights, MD | February 9 – 13, 2026

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.

1. APPLICANT				
LAST NAME		FIRST NAME		MIDDLE INITIAL
NAME AS YOU WISH IT TO APPEAR ON DIPLOMA, if different from above:			CELL PHONE ____-____-____	
NAME AS YOU WISH IT TO APPEAR ON NAME BADGE/TABLE TENT:			HOME PHONE ____-____-____	
STREET ADDRESS			WORK PHONE: ____-____-____	
CITY	STATE/PROVINCE	ZIP/POSTAL CODE		____
EMAIL ADDRESS (please print)				

2. CHOOSE YOUR COURSES (See reverse for course descriptions)			
ALL COURSES OPEN TO BOTH CANADIAN AND U.S. LOCALS			
CHOOSE ONLY ONE: <u>Monday 2/9 & Tuesday 2/10</u> <input type="checkbox"/> Collective Bargaining <input type="checkbox"/> Managing with Labor's Values <input type="checkbox"/> Local Union Trustee Training	CHOOSE ONE 2-DAY COURSE: <u>Wednesday 2/11 & Thursday 2/12</u> <input type="checkbox"/> Positioning for the Future: Intergenerational Solidarity, Leadership Development, and Succession Planning	CHECK HERE TO APPLY FOR: <u>Friday 2/13</u> (morning only) <input type="checkbox"/> The Chart: A Tool to Guide Success in Organizing, Bargaining, and Building Your Local	
	CHOOSE ONLY ONE: <u>Wednesday 2/11</u> <input type="checkbox"/> Labor Law <input type="checkbox"/> Bargaining for Safety & Health	CHOOSE ONLY ONE: <u>Thursday 2/12</u> <input type="checkbox"/> Weingarten Rights <input type="checkbox"/> Time Management for Leaders	

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 mail: IATSE Officer Institute, 207 West 25th Street, Fourth Floor, New York, NY 10001
 or email: officerinstitute@iatse.net

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COLLECTIVE BARGAINING This 2-day course 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 local's objectives, priorities and bargaining positions, writing proposals, anticipating management demands, negotiating-table basics, communicating with workers and others about negotiations, contract campaigns, eleventh-hour negotiations, settling difficult issues and reaching an agreement, and preparing a memorandum of agreement. 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. **Monday, 2/9 and Tuesday, 2/10**

MANAGING WITH LABOR'S VALUES Navigating a leadership role while advocating for workers' rights is undeniably challenging. Elected officers, directors, organizers, and staff of Local Unions face specific conditions that make their work particularly demanding, from limited funding, time, and capacity to hard campaigns to protect the most vulnerable workforce. This workshop aims to develop new skills for people in positions of leadership, equipping them with techniques for helping their staff and volunteers succeed, holding them accountable, and addressing common staff management issues in line with the labor movement's values. **Monday, 2/9 and Tuesday, 2/10**

LOCAL UNION TRUSTEE TRAINING IATSE Local Union Trustees may attend this 2-day course designed specifically for IATSE Local Unions. The instructors are Certified Public Accountants and IATSE Staff and are experienced educators and experts in their field with considerable experience overseeing audits and investigations. 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 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. **Monday, 2/9 and Tuesday, 2/10**

POSITIONING FOR THE FUTURE: INTERGENERATIONAL SOLIDARITY, LEADERSHIP DEVELOPMENT AND SUCCESSION PLANNING How can your local union improve generational divides and build member solidarity? Who will lead your local in the years to come? This 2-day class will help answer these questions through instruction, discussion, sharing tools, and creating strategies to connect members beyond real and perceived divisions. The class tackles often-raised concerns about succession planning. **Wednesday, 2/11 and Thursday, 2/12**

LABOR LAW This workshop is specially designed to introduce union members and labor leaders to the laws governing the operation of labor unions, covering relationships with workers and employers, the duty of fair representation, contract negotiations, organizing, internal union procedures, new cases dealing with social media, 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 strategies, 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. **Wednesday, 2/11 (one day course)**

BARGAINING FOR SAFETY & HEALTH Shifting political agendas are threatening our longstanding occupational safety and health protections. Workers in the U.S. can no longer rely on the federal government to predictably enforce existing safety laws, but unions can use the power of collective bargaining to secure these protections for their members. This three-part, full-day class will explore why we need to include safety and health language in our contracts and provide actionable steps on how to get there. **Wednesday, 2/11 (one day course)**

WEINGARTEN RIGHTS Understand the ins and outs of union representation in meetings with management that could result in discipline, such as how to exercise worker rights; prepare for meetings; advise and prepare workers; and use the most effective persuasion techniques. **Thursday, 2/12 (one day course)**

TIME MANAGEMENT FOR LEADERS Time is a leader's most valuable resource, yet balancing competing priorities can overwhelm the best of us. Learn practical strategies to help you prioritize tasks, structure time effectively, minimize distractions, optimize focus, improve decision-making, stay on track, and make the most of each workday. Participants will: Consider their personal approach to task management and learn how it impacts their productivity; Walk through a personal planning process; Explore time-tracking and focus tools; And understand how data can improve productivity and decision-making. **Thursday, 2/12 (one day course)**

THE CHART: A TOOL TO GUIDE SUCCESS IN ORGANIZING, BARGAINING, AND BUILDING YOUR LOCAL Whether organizing new members into your local, building capacity internally to strengthen your local, or negotiating a new or longstanding contract – there are core principles and steps for success. Students will learn tools and an approach to ground their work. They will apply the steps and principles to their own priorities and realities, ready to return to their union prepared for the challenging work of building our unions. **Friday, 2/13**

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