

# WORKSHOP OUTLINES



## UFCW STEWARDS IN ACTION!



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# **TABLE OF CONTENTS AND FACILITATOR NOTES**

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## TABLE OF CONTENTS

### **Facilitator Notes**

#### **Section 1: Congratulations! You're a Union Steward**

The Role of a Union Steward

The UFCW and the Labor Movement

Taking History to Heart

Understanding Our Contract

#### **Section 2: Union Stewards Solving Worksite Problems**

Organizing around Workplace Issues

Investigating and Writing Grievances

#### **Section 3: Legal Rights and Responsibilities of Union Stewards**

Legal Rights and Responsibilities of Union Stewards

#### **Section 4: Union Stewards Organizing for Power**

Union Power = Active Members

Organize!

### Facilitator Notes

An important note about steward training...

- While there are specific learning goals for steward trainings, **the main objective is for stewards to leave feeling more empowered in their role as a leader in our union.** It's critical for steward training facilitators to keep this in mind at all times.
- Everyone who attends a steward training already has knowledge about our union and, often, about the role of a steward. They may not have previously participated in a steward training, but they've probably observed other stewards/active members at their current or previous job.
- In addition to this knowledge, the participants also bring lots of life experience relevant to their work as a steward.
- Education that empowers workers acknowledges and builds upon these experiences.
- In order for workers to feel like they can share their experience, they need to feel welcome and invited to participate. This requires the facilitator(s) to not only pause and ask questions, but to also address possible imbalances (in terms of who's speaking, language needs, etc) within the group.
- Union education is all about taking action. We are helping people to become better equipped to make real change at their workplace and in the community.
- Taking action requires planning, and whenever possible, each training should include some next steps/follow-up plans for what the stewards can do in the upcoming weeks and months.

### Before the training...

- Prepare your materials in advance—handouts, flip charts, markers, food, name tags, sign-in sheets, A/V equipment, etc.
- Think about who will be participating. How many people? Are they newer members, or long-term activists? What issues are most likely important to them? Where do they work?
- Think about language needs at least two weeks prior to your training—and whether interpretation will be needed. You may also want to consider holding the training in languages other than English. Currently, the handouts for these training outlines are available in Spanish.

Given who the group is, decide how to best use the workshop outlines.

You may decide to add an additional activity or to skip a certain section. If

everyone will have a shared employer, you may be able to use more specific examples from their contract and workplace.

- Create and time out your agenda, based on the group and what you hope to accomplish. The times listed in the workshop outlines are approximate. It's important to build in short breaks (10-15 mins) after each 1.5-2 hours of training. Depending on the energy of the group, you may want to build in additional breaks and/or 'energizers' (stand up and stretch, play a short game, etc.).
- Set up the room so that everyone can see each other and the flip-charts, screen, etc. If possible, try to avoid using a traditional classroom style for the chairs and/or tables.
- Hold the training in an accessible space for people who use wheelchairs and/or need other accommodations (try to find out what these are in advance).
- Try to have at least two flip charts set up in the training room. If you're working with a large group, you may want to project (versus flip-charting) some of the directions and other information.
- Various symbols will be used throughout the modules (see icons on page 4). For example, the Flipchart Icon highlights information intended for the flip charts/projection. Try to write out most of the flip charts in advance and leave a few blank pages between each for input from the participants.
- When writing on the flip charts, use different colored markers to help differentiate items.

### At the beginning of the training...

A local union officer may begin the training by welcoming the stewards, or, you may begin the training as the facilitator. Either way, introduce yourself and briefly share why you're excited about the training and how steward education helps to strengthen our power. Explain that this training is designed to be interactive and to build upon the knowledge that's in the room. This means that the success of the training depends on everyone's participation and that you're looking forward to learning with and from everyone.

Ask the group to turn their cell phones off and indicate where the restrooms are located.

Distribute the UFCW Steward Handbooks. Explain that the training outlines and the Handbook work best when used together. In order to fully participate, encourage the group to hold off on reading it during the

workshop (other than when reviewing certain sections together).

Ask the participants to introduce themselves:

- Name
- Job (and workplace, if stewards are from different locations)
- How many years they've been a union member (if the group includes a mix of more and less experienced stewards you can change this question to be how long they've been a steward).

Add up the total years of experience reported and share this number, highlighting how much experience is in the room. Remind the group that the training is designed to utilize the knowledge that everyone brings.

Review the agenda (have it pre-charted and/or distribute copies of the agenda) and ask what questions people have.

Post a blank piece of flip chart paper on the wall and explain that you'll be keeping track of questions and ideas that come up that aren't directly related to the topic at hand, but are important nonetheless. This is called the "parking lot." Let the group know that you'll revisit the parking lot at the end of the training to decide how/when the items listed on the sheet will be addressed.

Explain that in addition to having our cell phones off, it's often useful to list additional 'ground rules' or 'group norms' — agreements we want to make in terms of what we need in order for the training to go well. Chart the responses (example: give other people a turn to talk if you've already spoken) and ask if everyone can agree to the list. Post it in a visible location for the duration of the training(s).

### At the end of the training...

Thank everyone for participating. Refer back to the workshop goals reviewed at the beginning of the training (each section has its own goals). Ask the group if they think the workshop met these goals and what they found most useful. Ask what they think could be improved. Solicit specific suggestions.

### Module Icon Key



Flip Chart



Ideas



In Handbook



Worksheet/  
Handout

## NOTES