

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: September 26, 1989

Reference Code: 89-58

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

From: **Department of Personnel Administration**

Subject: Training Course, "Negotiating Labor Agreements"

Attached is information regarding an excellent course on "Negotiating Labor Agreements." It is scheduled for October 30 - November 3, 1989, and is designed for Personnel Officers and Employee Relations Officers, and is excellent for line managers who need to have an appreciation for the bargaining process but may not be on a negotiating team.



Rick McWilliam
Chief of Labor Relations

Attachment



Announcing

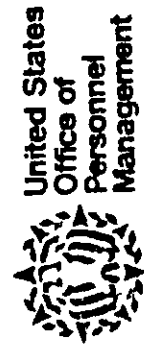
LABOR RELATIONS

**NEGOTIATING LABOR
AGREEMENTS**

Monterey, California

October 30-November 3, 1989

Personnel and Management Development Institute



San Francisco Regional Training Center

**UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT
SAN FRANCISCO REGIONAL TRAINING CENTER
120 HOWARD STREET 2ND FLOOR
SAN FRANCISCO, CA 94105**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**



**POSTAGE AND FEES PAID
U.S. OFFICE OF
PERSONNEL MANAGEMENT
OPM-245**

NEGOTIATING LABOR AGREEMENTS

46AC

5 DAYS

DESCRIPTION

This course prepares the participant to bargain labor contracts. Each student is assigned to a management bargaining team and spends most of the scheduled five days preparing for and engaging in mock negotiations against a professional opposing team. The workshop effectively simulates an actual contract bargaining situation with its inevitable conflict, pressure, and extended hours. Nominees must live in at the training site and be prepared to devote their full time and attention to the exercise. After work hour sessions will be held.

OBJECTIVES

Upon completion of this course, participants should be able to:

- organize an effective management team to negotiate labor contracts
- prepare management-positive proposals for negotiation
- anticipate and understand union proposals and tactics in negotiations
- develop refined management skills and tactics for negotiations
- firmly assert management's objectives in effective and convincing ways
- bargain positive, effective labor contracts
- deal successfully with the Federal Mediation and Conciliation Service

CONTENT

Topics to be covered include:

- How to Apply a Pro-Active Approach to Developing Management Negotiations Philosophy and Proposals
- Assessing the Merits and Negotiability of Bargaining
- Good-Faith Bargaining
- Impasse Resolution Procedures

AUDIENCE

Supervisors, managers, attorneys, and personnelists who negotiate labor agreements or advise management negotiators. Prior labor relations training is advantageous but not required.

Because this course includes management guidance on adversarial strategy, attendance is limited to persons occupying supervisory, management, or staff positions not included or eligible for inclusion in a bargaining unit. Other candidates cannot be accepted.

This workshop is organized and directed by permanent staff of the OPM Office of Labor-Management Relations. Private sector resource persons serve as chiefs of bargaining teams, as team coaches, or as speakers and panelists

TUITION: \$570.00. THIS PRICE DOES NOT INCLUDE HOTEL ACCOMMODATIONS OR MEALS.

DATES AND LOCATIONS

October 30–Nov 3, 1989 Monterey, CA

NOMINATION PROCEDURES

Federal and military personnel may submit nominations on Standard Form 182, Optional Form 170, DD Form 1556, or other agency-approved training forms through authorized officials. State and local government personnel may nominate by letter. Please be sure to include the following information:

- Name, office address, and telephone number of nominee
- Position title
- Course title, dates, and code
- Name, office address, and telephone number of nominating official
- Agency billing address

PLEASE MAIL ALL NOMINATIONS TO

**Regional Training Center
U.S. Office of Personnel Management
120 Howard Street, 2nd Floor
San Francisco, CA 94105**

DEADLINES

NOMINATIONS: Three weeks before the day of the course.

CANCELLATIONS: Two weeks before the day of the course.

NOMINATIONS WILL BE ACCEPTED AFTER THE NOMINATION DEADLINE ON A SPACE-AVAILABLE BASIS

HANDICAPPED EMPLOYEES: The U.S. Office of Personnel Management makes every effort to ensure accessibility of our programs to the handicapped. We do ask nominating officials to write or to call us in advance if any special provisions may be necessary.

FOR MORE INFORMATION: Please call (415) 974-7700 (commercial) or 454-7700 (FTS) for the status of your nominations. Call (415) 974-9674 (commercial) or 454-9674 (FTS) for information on course content.