

MEMORANDUM

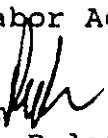
TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 9, 1995
REFERENCE CODE: 95-13

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers and Staff

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Negotiating Labor Agreements Course

CONTACT: Rick McWilliam 
Chief of Labor Relations
Department of Personnel Administration

Attached is information on a federal course entitled *Negotiating Labor Agreements*. This course is sponsored by the U.S. Office of Personnel Management. This is an outstanding training course for anyone interested in labor-management relations and negotiations. Registration is by nomination only and space is limited.

Attachment



NEGOTIATING LABOR
AGREEMENTS

MONTEREY, CA

April 24-28, 1995

U.S. OFFICE OF PERSONNEL MANAGEMENT



PERSONNEL MANAGEMENT INSTITUTE
SAN FRANCISCO REGIONAL TRAINING CENTER

U. S. Office of Personnel Management
San Francisco Training Center
120 Howard Street, 7th Floor
San Francisco, California 94105

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 hours sessions will be held.

OBJECTIVES

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

- organize an effective management team to negotiate labor contracts
- anticipate and understand union proposals and tactics in negotiation
- assess the relative merits of bargaining proposals
- apply a pro-active approach to developing management negotiation philosophy and proposals
- discuss interest based bargaining approaches

CONTENT

Topics to be covered include:

- How to Apply a Pro-active Approach to Developing Management Negotiation Philosophy and Proposals
- Application of Refined Management Bargaining Skills and Tactics
- Good-Faith Bargaining
- Impasse Resolution Procedures; How to Deal Successfully with the Federal Mediation and Conciliation Service

AUDIENCE

Federal, State, County, and City supervisors, managers, attorneys, and personnelists who negotiate labor agreements or advise management negotiators. Prior labor relations training is advantageous but not required.

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: \$700.00.

THIS PRICE DOES NOT INCLUDE
HOTEL ACCOMMODATIONS OR
MEALS.

LODGING

The federal room rate is \$74.00 (plus tax), at the Bay Park Hotel, (408) 649-1020 or 800-338-3564.

DATES AND LOCATIONS

April 24-28, 1994

Monterey, California

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

NOMINATIONS: Due to limited space, seating will be reserved according to the date your nomination is received at OPM.

FAX YOUR NOMINATION TO: (415) 281-7026

CANCELLATIONS: One week before the day of the course.

EMPLOYEES WITH DISABILITIES: The U.S. Office of Personnel Management makes every effort to ensure accessibility of our programs to the handicapped. We ask individuals with special needs to inform us in advance if any special provisions may be necessary. Please contact Deborah Zipp at (415) 281-7039.

FOR MORE INFORMATION: Please call (415) 281-7025 for the status of your nominations. Call (415) 281-7069 for information on course content.



