

Gov100: Introduction to Governance

Required for Certificate.

This introductory course is a history of SEIU Local 1000 and describes the process of becoming an independent union.

Requirements: Students are required to take a post test.

Prerequisites: Enrollment in the Leadership Academy

Estimated Time: 60 minutes

Gov110: Introduction to Governance Structure

Required for Certificate.

This introductory course gives an in-depth explanation of the governance and structure of SEIU Local 1000, from DLCs to the SBAC.

Requirements: Students are required to take a post test.

Prerequisites: GOV 100 & 110

Estimated Time: 60 minutes

Gov120: DLC Leadership

Required for Certificate.

This course deals with defining leadership and the various ways to be a leader at your worksite and in SEIU Local 1000. You will learn about mentoring, building teams and the politics and ethics you will encounter as a member leader.

Requirements: Students are required to take a post test.

Prerequisites: GOV 100 & 110

Estimated Time: 60 minutes

Gov200: Conducting Effective Meetings

Required for Certificate.

Robert's Rules of Order are the central focus of this course. How to work with the structure of Robert's Rules and conduct an effective, interesting and productive meeting is the central theme of Governance 200.

Requirements: Students are required to take a post test.

Prerequisites: GOV 100 & 110

Estimated Time: 45 minutes

Gov300: Reporting & Record-Keeping, for Chief Stewards

Required for Certificate. *Only required for Chief Stewards

Chief Stewards are required to take this course to earn the Certificate of Completion in the Governance track. There are several required and recommended reports to be filed and recorded in the Chief Steward position. The course will also be useful for any steward who is interested in staying organized and understanding how some information is communicated in Local 1000.

Requirements: Students are required to take a post test.

Prerequisites: Gov 100 & 110, Be a Chief Steward

Estimated Time: 30 minutes

Gov310: Treasurer's Workshop

Required for Certificate.*Treasurers Only

Governance 310 contains all of the DLC Treasurer's Handbook. DLC Treasurers and Secretary/Treasurers are required to take this course to earn the Certificate of Completion in the Governance track. All forms are taught and downloadable from the Leadership Academy.

Requirements: Students are required to take a post test.

Prerequisites: Gov 100 & 110, only required for Secretary/Treasurers

Estimated Time: 120 minutes

COURSE CATALOG

G O V E R N A N C E T R A C K

Revised: 11 July 2012