

## AGENDA – Train-the-Trainer

Time	ACTIVITY	Notes
10:00 AM	<ul style="list-style-type: none"> <li>Welcome and Housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>Handout #1 (Agenda)</li> </ul>
	<ul style="list-style-type: none"> <li>Icebreaker</li> </ul>	
	<ul style="list-style-type: none"> <li>Introductions</li> </ul>	
	<ul style="list-style-type: none"> <li>Purpose of this training               <ul style="list-style-type: none"> <li>The purpose of this "train the trainer" program is to equip DLC Presidents, Chief Stewards or appointee with the skills and knowledge necessary to effectively train others in the MEMS program.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Objectives               <ul style="list-style-type: none"> <li>Ensure that trainers are able to effectively transfer knowledge and skills to their learners</li> <li>Providing trainers with the skills and knowledge they need to succeed</li> <li>Ensure that the MEMS training is effective and efficiently</li> <li>Trainers will gain the tools and techniques to facilitate effectively and provide great learning experiences</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Adult Learning Theory               <ul style="list-style-type: none"> <li>To be respected</li> <li>To see the immediate usefulness of the learning</li> <li>A safe learning environment</li> <li>To be engaged in their learning</li> <li>Learning to be relevant to their lives</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Handout #2 (Adult Learning)</li> </ul>
	<ul style="list-style-type: none"> <li>Learning Styles               <ul style="list-style-type: none"> <li>Visual</li> <li>Auditory</li> <li>Kinesthetic</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Handout #3 (Learning Styles)</li> </ul>

Time	ACTIVITY	Notes
	<ul style="list-style-type: none"> <li>How I Learn Best – Activity</li> </ul>	<ul style="list-style-type: none"> <li>Breakout rooms</li> </ul>
	<ul style="list-style-type: none"> <li>Preferences for Learning <ul style="list-style-type: none"> <li>Understand your own preferences</li> <li>Accept that people learn differently</li> <li>Include a variety of approaches in your training sessions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Handout #3 (Learning Styles)</li> </ul>
	<ul style="list-style-type: none"> <li>Presentation and Facilitation <ul style="list-style-type: none"> <li>Create a safe haven for learning</li> <li>Create a comfortable environment</li> <li>Facilitate more than you present</li> <li>Encourage participants to track their own progress</li> <li>3 Types of Participants</li> <li>Engaging Participants</li> <li>Characteristics of an Ideal Trainer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Handout #4 (Presentation and Facilitation)</li> </ul>
	<ul style="list-style-type: none"> <li>Planning and Preparation <ul style="list-style-type: none"> <li>Have a checklist</li> <li>Prepare Physically</li> <li>Prepare Mentally</li> <li>Practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Handout #5 (Planning and Preparation)</li> </ul>
	<ul style="list-style-type: none"> <li>Questions</li> </ul>	
<b>Break</b>		
<b>11:30 AM</b>	<ul style="list-style-type: none"> <li>Module 1: Welcome to MEMS and The History of Unions <ul style="list-style-type: none"> <li>The Purpose of MEMS</li> <li>The History of Unions</li> <li>SEIU Local 1000 Timeline</li> <li>Answer your questions about the Union</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>History Timeline Handout</li> <li>Thank Unions Flyer</li> <li>The Benefits of SEIU Local 1000 Handout</li> <li>Local 1000 Purposed Statement</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>

Time	ACTIVITY	Notes
	<ul style="list-style-type: none"> <li>Module 2: District Labor Councils               <ul style="list-style-type: none"> <li>What Are District Labor Councils (DLCs)</li> <li>What Is The DLC Executive Board (E-Board) and their duties</li> <li>How Can You Get Involved in Your DLC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Structure of Local 1000</li> <li>DLC E-Board Org Chart</li> <li>DLC E-Board Contact Sheet</li> <li>Any DLC Literature</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 3: Board Of Directors               <ul style="list-style-type: none"> <li>Who Are The Board of Directors</li> <li>What Are The Responsibilities of the Board of Directors</li> <li>Get involved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Policy File – Board of Directors Handout</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 4: Bargaining Basics               <ul style="list-style-type: none"> <li>What is Collective Bargaining</li> <li>Why is Bargaining important</li> <li>What are the Bargaining dynamics</li> <li>How You Can Get Involved in Bargaining</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Bargaining Handout</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 5: Politics Matter               <ul style="list-style-type: none"> <li>Why Is Your Union Involved In Politics</li> <li>How Does Your Union's Involvement In Politics Benefit You</li> <li>How to Get Involved in Politics in Your Union</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Why Do Politics Matter to My Union Handout</li> <li>How Your Dues Dollar Works for You Handout</li> <li>CA Government Structure</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 6: Union Committees               <ul style="list-style-type: none"> <li>Why Do We Have Committees Within Our Union</li> <li>What Are the Different Committees We Have</li> <li>How Do Committees Benefit You</li> <li>How Can You Become Involved In a Committee</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>List of Committees</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>

Time	ACTIVITY	Notes
	<ul style="list-style-type: none"> <li>Module 7: Representation               <ul style="list-style-type: none"> <li>What is Representation</li> <li>Representation: Roles and Responsibilities</li> <li>Factors Which May Involve Representation</li> <li>Getting Involved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Duty of Fair Representation Handout</li> <li>Dills Act Hand out</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 8: Organizing               <ul style="list-style-type: none"> <li>The Purpose of Organizing</li> <li>3 Goals of Organizing</li> <li>How Organizing Benefits You</li> <li>What Makes an Effective Organizer</li> <li>Getting Involved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Service Model vs Organizing Model Handout</li> <li>Member vs Non Member Handout</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 9: The Role of the Job Steward               <ul style="list-style-type: none"> <li>The Purpose of the Steward</li> <li>The Types of Stewards</li> <li>Duties of a Steward</li> <li>How to Become a Steward</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Policy File - Job Steward Handout</li> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 10: Apprenticeship               <ul style="list-style-type: none"> <li>What is Apprenticeship</li> <li>SEIU Local 1000 Apprenticeship Overview</li> <li>Looking Forward</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 11: The Greatest Goal, The Contract               <ul style="list-style-type: none"> <li>What Makes a Great Contract</li> <li>How Do We Get a Great Contract</li> <li>How Can You Help Get a Great Contract</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>
	<ul style="list-style-type: none"> <li>Module 12: The Future of SEIU Local 1000               <ul style="list-style-type: none"> <li>Review of MEMS Modules 1-12</li> <li>What is Your Future Vision of Local 1000</li> <li>What Can You Do To Continue Steering Local 1000 in the Right Direction</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Why Join The Union Pamphlet</li> <li>Membership Cards</li> </ul>

Time	ACTIVITY	Notes
	<ul style="list-style-type: none"> <li>• Questions</li> </ul>	
	<ul style="list-style-type: none"> <li>• Next steps               <ul style="list-style-type: none"> <li>○ Certified as a MEMS trainer</li> <li>○ Participants will receive links to documents</li> <li>○ Train others</li> <li>○ Practice, practice, practice</li> <li>○ Provide feedback</li> </ul> </li> </ul>	
1:00 PM	<ul style="list-style-type: none"> <li>• Thank you and Evaluation</li> </ul>	