

Title	Course	File Name
Active Listening Skills & Examples	All	SkBr_ActiveListening
Bargaining Manual	All	SkBr_BargManualPart5
Benefits Brought to you by Unions	All	SkBr_BenefitsFromUnions
Ethics Code, SEIU	All	SkBr_EthicsCode
Ethics Questions	All	SkBr_EthicsQs
Feedback in Active Listening	All	SkBr_FeedbackInActiveListening
Glossary of Steward Terms	All	SkBr_GlossaryOfStewardTerms
Interview Techniques	All	SkBr_InterviewTechiques
Lessons on Teamwork from Geese	All	SkBr_TeamLessonsFromGeese
Making Meetings Meaningful	All	SkBr_MakingMtgsMnful
Making Time for Training	All	SkBr_MakeTimeForTrng
Self-Management Skills	All	SkBr_SelfMgmtSkills
Sign-In Sheets	All	SkBr_SignInSheets
Steward's Manual	All	SkBr_StewardsManual
Union Leave Request Form	All	SkBr_BAR_UnionLeaveReqForm
Bargaining Units	100	SkBr_BargainingUnits
Council Chart - Local 1000 Council Structure	100	SkBr_CouncilChart
Establishing the Bargaining Relationship	100	SkBr_BAR_EstBargRelationship
Legal Requirements for Bargaining	100, 110	SkBr_BAR_LegalReqtBarg
Bargaining Chart	100, 110, 200	SkBr_BargainingChart
DLC E-Board Chart	100, 200	SkBr_DLC_EBoardChart
Local 1000 Governance Chart	100, 200	SkBr_L1000GovChart
Mandatory Subjects of Bargaining	100, 200, 250	SkBr_BAR_MandSubjs
Tips for E-Learning	100, 200, 250	SkBr_TipsForELrng
Agendas - Two Samples	110	SkBr_BAR_SampleAgendas
Dylan DBUR Runs a Meeting	110	SkBr_BAR_DylDBUR
How to Lead Effective Meetings	110	SkBr_BAR_HowToLeadEffMtgs
Meeting Check List	110	SkBr_BAR_MtgChecklist
Negotiating Team, The	110	SkBr_BAR_NegotiatingTeam
Organizing Planning Form	110	SkBr_BAR_ORGPlanningForm
Organizing Planning Worksheet	110	SkBr_ORG_OrgActionPlanWksht
Roles of a CBUR	110	SkBr_BAR_RolesOfCBUR

SEIU Local 1000 Policy File	110	SkBr_PolicyFile_Sept_2010
Unit 1 SBAC and BUNC Rules	110	SkBr_Unit1SBACRules
Unit 11 SBAC and BUNC Rules	110	SkBr_Unit11SBACRules
Unit 14 SBAC and BUNC Rules	110	SkBr_Unit14SBACRules
Unit 15 SBAC and BUNC Rules	110	SkBr_Unit15SBACRules
Unit 17 SBAC and BUNC Rules	110	SkBr_Unit17SBACRules
Unit 20 SBAC and BUNC Rules	110	SkBr_Unit20SBACRules
Unit 21 SBAC and BUNC Rules	110	SkBr_Unit21SBACRules
Unit 3 SBAC and BUNC Rules	110	SkBr_Unit3SBACRules
Unit 4 SBAC and BUNC Rules	110	SkBr_Unit4Rules62008
Worksite Lunch Union Meetings	110	SkBr_BAR_WkSiteLunchUnionMtg
BUNC Quiz with Answers	110, 210, 220	SkBr_BAR_BUNCQuiz
Ground Rules for the BUNC	110, 210, 220	SkBr_BAR_GrndRulesForBUNC
Bargaining to Organize	200	SkBr_BAR_BargToOrg
Mapping the Worksite	200	SkBr_MappingWorksite
What is Organizing?	200, 210	SkBr_BAR_WhatIsOrganizing
Dealing with Difficult People	200, 240	SkBr_DealWithDiffPeople
Defusing Conflict	200, 240	SkBr_DefusingConflict
Article 24.1 - Entire Agreement	210	SkBr_BAR_Art24_EntireAgr
Checklist for Choosing an Organizing Issue	210	SkBr_BAR_ChklistChoosOrgIssue
Consensus Decision-Making	210	SkBr_BAR_ConsenDecisionMaking
Dills Act - Full Text	210	SkBr_DillsActFullText
Dills Act - Sections 3519 and 3517	210	SkBr_DillsAct3517-3519
Meet and Confer Contract Language	210	SkBr_BAR_MeetConfer24-1
Responsibilities of Committee Members	210	SkBr_BAR_RespCommMembers
Sample Meet and Confer Response Letter	210	SkBr_BAR_MeetConferRespLtr
Solving Worksite Problems Through Organizing	210	SkBr_BAR_SolveWkstProbsThruOrg
Union Roles During Negotiations	210	SkBr_BAR_UnionRolesDuringNeg
Make Meetings Work for You	210, 220	SkBr_MakeMeetingsWorkForYou
Internal Ground Rules for Bargaining Committees	210, 250	SkBr_BAR_InternalGroundRules
Negotiating Psychology	210, 250	SkBr_PsychOfNeg_Short
Psychology of Negotiating, The	210, 250	SkBr_PsychOfNeg_Long
Campaign Wrap-Up	220	SkBr_BAR_CampaignWrapUp
Communication to the Membership during the Worksite JLMC Process	220	SkBr_BAR_CommtoMembDuringJLMC

Contract Ratification	220	SkBr_BAR_ContractRatification
Fact-Finding, Mediation and Arbitration	220	SkBr_BAR_FactFindMedArb
JLMC Contract Language, 2011, Complete	220	SkBr_JLMC_ContractLang
Last Days of Bargaining, The	220	SkBr_BAR_LastDaysBarg
Off-the-Record Talks	220	SkBr_BAR_OffTheRecordTalks
Planning a Worksite JLMC	220	SkBr_BAR_PlanWorksiteJLMC
Worksite JLMC Contract Language: Article 5.10	220	SkBr_BAR_WksiteJLMCLang_Art5-10
Budget Documents	230	SkBr_BAR_BudgetDocuments
Budget Process Chart	230	SkBr_BAR_BudgetProcessChart
Budget Process Works, How the	230	SkBr_BAR_HowTheBudgetProcWorks
Budget Timeline	230	SkBr_BAR_BudgetTimeline
Dills Act - Section 3518	230	SkBr_DillsAct_3518
Filing ULPs	240	SkBr_BAR_FilingULPs
Making a Campaign Issue of ULPs	240	SkBr_BAR_MakingCampIssueULPs
Training Members on Unfair Labor Practices	240	SkBr_BAR_TrngMembersOnULPs
Avoiding Impasse	250	SkBr_BAR_AvoidImpasse
Breaking a Deadlock at the Table	250	SkBr_BAR_BrkDeadlockAtTable
Drafting Contract Language	250	SkBr_BAR_DraftContractLang
Preparing and Presenting an Opening Package	250	SkBr_PrepPresOpenPkg
Role of the Caucus, The	250	SkBr_BAR_RoleOfCaucus
Taking Notes During Bargaining	250	SkBr_BAR_TakingNotesDuringBar

Other SkillSoft Courses Recommended for the Bargaining Track

The Process of Negotiation

Handling Conflict

Resources for JLMC

1. <http://www.state.nj.us/health/eoh/peoshweb/jlmhsc.pdf>
 - a. Guide To Effective Joint Labor/Management Safety & Health Committees
 - b. New Jersey Department of Labor and Workforce Development
2. Definition
 - a. Joint-committee comprising of employers, workers, and often union representatives. Their purpose is to suggest (and monitor the implementation of) improvements in efficiency and working conditions, and to iron out minor problems. If the proposed changes, however, are mandatory subjects of collective bargaining, they must be formally negotiated.
 - b. BusinessDictionary.com
3. Joint Labor-Management Committees and Unionism
 - a. By Dave Huff
 - b. IBEW Local 18, Los Angeles
4. UW/SEIU 1199 Contract - Article 17 Committees
 - a. 17.1 Joint Labor/Management Committees: Purpose and Membership. Joint Labor/Management Committees are established to provide a forum for communications and problem-solving between the two parties and to deal with matters of a general personnel Union/Employer concern, as well as professional practices within the hospital related to patient care and professional issues. The Committees will work toward the improvement of patient care and recommend ways and means to improve patient care; and will address problems and concerns related to staffing and workloads. The Committees' function will be limited to an advisory capacity and shall not include any decision making or collective bargaining authority.