

SkillBriefs and Links for the Politics and Legislation Track

Title	Course	File Name
Active Listening Skills & Examples	All	SkBr_ActiveListening
Building Empathy	All	SkBr_BldgEmpathy
Dealing with Difficult People	All	SkBr_DealWithDiffPeople
Defusing Conflict	All	SkBr_DefusingConflict
Ethical Practices and Conflict of Interest Policy, SEIU Code of	All	SkBr_EthicsCode
Ethics Questions	All	SkBr_EthicsQs
Feedback in Active Listening	All	SkBr_FeedbackInActiveListening
Glossary of Steward Terms	All	SkBr_GlossaryOfStewardTerms
Lessons on Teamwork from Geese	All	SkBr_TeamLessonsFromGeese
Make Meetings Work for You	All	SkBr_MakeMeetingsWorkforYou
Making Meetings Meaningful	All	SkBr_MakingMtgsMnful
Policy File, SEIU Local 1000	All	SkBr_PolicyFile_Sept_2010
Sign-In Sheet: Volunteer GOTV	All	SkBr_GOTVSign-In
Steward's Manual, The	All	SkBr_SEIU_StewardsManual
Strategies to Build Rapport	All	SkBr_BldgRapport
Ballot Measures and Initiatives	100	SkBr_PLG_Ballot_Init
Bargaining Units	100	SkBr_BargainingUnits
California State Government Chart	100	SkBr_PLG_CASStateGovOrgChart
California's Legislative Process	100	SkBr_CA_LegislativeProcess
Links to Videos	100	SkBr_PLG100_LinksToVideos
SEIU Snapshots (Quick Facts)	100	SkBr_PLG_SEIUSnapshots
Steward as Advocate, The	100	SkBr_PLG_StewAdvocate
Steward as Organizer, The	100	SkBr_PLG_StewOrg
Steward as Political Activist, The	100	SkBr_PLG_StewPolAct
Legislative Resources	110	SkBr_PLG_LegislativeResources
Public Speaking Tutorial	110, 120, 200, 210	SkBr_PublicSpeakingTutorial
Lobbying Day Report Form	110, 210	SkBr_PLG_LobbyReportForm
Lobbying Dos and Don'ts	110, 210	SkBr_PLG_LobbyDosDonts
Meeting with your Legislator	110, 210	SkBr_MtgWithLegislator
What to Expect when Testifying	110, 210	SkBr_PLG_WhatToExpectWhenTestifying

How a Bill Becomes a Law - Long version	110, 310	SkBr_PLG_Bill2Law_Long
How a Bill Becomes a Law - Short version	110, 310	SkBr_PLG_Bill2Law_Short
Art of the Interview, The	120	SkBr_PLG_ArtOfInterview
Basic Principles of Organizing	120	SkBr_PLG_BasicPrinOrg
Checklist for a Well-Organized Worksite	120	SkBr_PLG_CklistWellOrgWorksite
How to Plan a Worksite Meeting	120	SkBr_PLG_HowToPlanWksiteMtg
Phone Bank Instructions	120	SkBr_PLG_PhoneBankInstr
Phone Bank Report Form	120	SkBr_PhoneBankReportForm
Phone Bank Summary Form	120	SkBr_PhoneBankSummary
Phone Bank: How to Organize	120	SkBr_PLG_HowToOrgPhoneBank
Phone Bank: How to Train a New Volunteer	120	SkBr_PLG_PhoneBank_TrainNewVol
Phone Bank: Sample Instructions for Reading and Marking the List	120	SkBr_PLG_PhoneBankRdgMarkingList
Phone Bank: Sample Rap	120	SkBr_PLG_PhoneBankSampleRap
Phone Bank: Sample Script	120	SkBr_PLG_PhoneBankSampleScrip
Phone Bank: Volunteer Training	120	SkBr_PLG_PhoneBank_VolTraining
Sign-up: Political Action Volunteer	120	SkBr_SignUp_PolitActionVol
Welcome New Employees	120	SkBr_PLG_WelcomeNewEmps
What Can Be Said in the Worksite	120	SkBr_PLG_WhatCanBeSaidWksite
What Difference Does a Union Make?	120, 200, 210	SkBr_PLG_DiffUnionMakes
Coalition Member Roles and Responsibilities	200	SkBr_PLG_CoalitionRolesResp
How To Build a Community Coalition	200	SkBr_PLG_HowToBldCommCoalition
International Unions in California	200	SkBr_PLG_IntlUnionsInCA
SEIU State Council	200	SkBr_PLG_SEIU_CAShateCouncil
Sign-In Sheet: Interest List	200	SkBr_PLG_SampleSign-InSheet
Central Labor Councils	200, 210	SkBr_PLG_CentralLaborCouncils
Legislative Committees	210	SkBr_PLG_LegCommittees
Persuasive Speech Tips	210	SkBr_PersSpeechTips
Tips and Tricks for a Successful Persuasive Presentation	210	SkBr_PLG_PersTipsTricks
Why Organize?	210	SkBr_PLG_WhyOrganize
Benefits brought to you by Unions	220	SkBr_PLG_BenefitsFromUnions
Develop Your Volunteer 'Ask'	220	SkBr_PLG_DevelopVolAsk
Developing a Turnout Plan	220	SkBr_PLG_DevelopTurnPlan
How to Increase Team Participation	220	SkBr_PLG_IncTeamPart
Legislative and Contractual Gains	220	SkBr_PLG_LegContrGains

Sign-Up: Election Volunteer	220	SkBr_SignUp_ElectionVol
COPE Manual	300	SkBr_COPE_Manual7-5-06
COPE: Daily Debrief Questions	300	SkBr_COPE_StaffDailyDebrief
COPE: How it Relates to the Union	300	SkBr_COPE_HowItRelates
COPE: Leads Training Staff Assessment Form	300	SkBr_PLG_COPE_StaffAssessForm
COPE: PAC Funds at Work	300	SkBr_L1KPAC_FundsAtWork
COPE: Sample COPE Rap	300	SkBr_PLG_COPE_SampleRap
COPE: Sample Responses to COPE Questions	300	SkBr_RespsToCOPEQs
COPE: Senior Staff Check List	300	SkBr_COPE_SrStaffCkList
COPE: Staff Planning Calendar	300	SkBr_COPE_StaffPlanCal
COPE: Staff Planning Form	300	SkBr_COPE_StaffPlanForm
COPE: The Process of Asking for Money	300	SkBr_COPE_AskingForMoney
Rule of Halves	300	SkBr_RuleOfHalves
Tips on Asking for Money	300	SkBr_PLG_TipsAskForMoney
AB172 Update	310	SkBr_PLG_AB172Update
How to Read a Bill	310	SkBr_HowToReadaBill
Life Cycle of Legislation	310	SkBr_PLG_LifeCycleLeg
Purpose Statement	310	SkBr_PLG_PurposeStmnt_BecUnionWorld

Links of interest for Politics and Legislation

1. Truth About The Economy – Robert Reich

<http://www.youtube.com/watch?v=JTzMqm2TwgE>

2. Rachel Maddow: Wisconsin's contribution to unemployment, worker's compensation, weekend/40 hour work week, corporate campaign spending.

S:\SEIU1000\FIELD DEPARTMENT\FFE DOCUMENTS\Economy Training 2011\Rachel Maddow low res.mp4

SkillSoft Courses suggested for the Politics and Legislation Track

1. Leadership Essentials: Building Your Influence as a Leader

Overview/Description

Why is it so hard to get people to agree to a good idea? Why are some leaders constantly faced with challenges and objections? Reaching agreement as a leader does not mean you should manipulate or force people to accept your ideas and accomplish your objectives; there are ethical ways for leaders to successfully build influence. Leaders attempting to influence and persuade others are faced with the challenges of navigating through organizational politics. An effective leader recognizes that organizational politics can provide positive ways to influence others in order to accomplish goals.

In this course, you will be guided through numerous methods and strategies for effectively influencing a team to accept your ideas. You'll be introduced to the importance of political awareness and the essential skills involved in using positive politics and avoiding negative politics when persuading others. You'll also have an opportunity to practice methods for influencing effectively and ethically. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.

Target Audience

Supervisors, managers, directors, and individuals wanting to develop their leadership skills

Expected Duration: 1.0 hours

Course Overview

Techniques for Influencing and Persuading Others

- recognize and classify examples of techniques for influencing people

Influence and Organizational Politics

- recognize actions that use politics to influence others in a positive way

Influencing Others as a Leader

- use influence techniques to persuade others while avoiding the negative use of politics, in a given scenario

SkillBriefs

Techniques for Influencing and Persuading Others

Influence and Organizational Politics

Influencing Others as a Leader

Influence and Organizational Politics

Power, Politics, and Upward Relationships [Launch] [Hide Details]

Power and Politics

Understanding Communication

Managing Virtual Teams

2. Mastering Negotiation

Overview/Description

"Knowledge is a treasure, but practice is the key to it." This quote by Thomas Fuller captures one of the guiding philosophies of master negotiating--the desire to constantly hone negotiation skills. Discovering your negotiation power is the first step. Unleashing your negotiating power is the second step; however, you can't stop there. You need more than gumption and gusto to become a master negotiator.

Commitment and discipline are a necessity.

In this course, you will discover ways to develop mastery in negotiation.

Adopting the values, attitudes, and beliefs of master negotiators is a significant step in the process. You will also become familiar with methods of positively influencing others and assuming a power stance. Effective habits of master negotiators are presented along with a tool kit of sure-fire negotiating tips. You may be surprised to discover that developing mastery skills in negotiation is enjoyable and well worth the investment of your time and attention. The best way to get what you want in negotiation is to create opportunities through which to reap your own rewards. Ask yourself, "If not now, when?" The choice is yours.

Expected Duration: 1.5 hours

Course Overview

- recognize benefits of being a master negotiator.
- select characteristics of a master negotiator.
- identify personality traits of an effective negotiator.

- identify attitudes of a win-win negotiator.
- recognize the importance of developing negotiating power.
- identify sources of negotiating power.
- identify techniques for using negotiating power.
- select techniques for handling a counterpart's power.
- recognize benefits of developing good negotiating habits.
- differentiate between helpful and harmful negotiating habits.
- identify ways to develop helpful negotiating habits.
- select ways to be in control of a negotiation.
- recognize the value of having a negotiating tool kit.
- match sure-fire tips for negotiating with examples of those tips.
- identify strategies of a master negotiator.
- match aspects to evaluate in a negotiation with examples.

SkillBriefs

- Master Negotiators
- Being WISE
- The ABCs of Attitude
- Negotiating Power
- Using Your Power
- Handling Powerful Counterparts
- Helpful and Harmful Habits
- Developing Good Habits
- Being in Control of Negotiations
- Negotiation Tips
- Negotiation Strategies
- Evaluating Your Performance

3. The Process of Negotiation

Overview/Description

"Let us never fear to negotiate. But let us never negotiate out of fear." What do you think John F. Kennedy was thinking about when he spoke these words? Have you ever felt fearful while negotiating? Negotiating is unavoidable. It is a natural part of life, like the emotion of fear. Understanding that fear is a form of stress can help explain why it can crop up during the negotiation process if you are unprepared. Feelings of uncertainty can wreak havoc with any deal.

The intent of this course is to prepare you to negotiate from a place of strength, not fear. The process

and stages of negotiation are explained in a step by step, practical way. Investigator, presenter, bargain-hunter, and winner--you'll explore how to assume each of these roles as you learn about the essential aspects of what you need to know and do before, during, and following negotiation. From the beginning, you'll discover how to ask for what you want and how it is possible to achieve a win-win solution in any negotiation situation.

Expected Duration: 2.0 hours

Course Overview

- recognize the reasons why the investigative and planning stages in negotiation are important.
- match the examples with the three areas a negotiator should always investigate before opening discussions.
- select the environmental factors that are likely to affect negotiations in a specific scenario.
- sequence the steps involved in successfully planning outcomes in negotiation.
- recognize the benefits of doing a good job at the presentation stage of negotiation.
- choose the solid tips based on the STAR model for organizing a presentation effectively.
- select the tips for successfully using visual aids to enhance your presentation.
- identify the successful techniques for delivering a presentation.
- recognize the importance of successfully completing the bargaining stage in negotiation.
- sequence the steps needed to present a proactive bargaining position.
- differentiate among given statements as examples of persuasion--a positive tactic--from coercion--a negative tactic.
- identify the accepted guidelines for making concessions and compromises.
- recognize the importance of carrying out the agreement stage in negotiation effectively.
- identify the signals that could indicate that it's time to close the agreement in a given situation.
- match the key elements of an effective agreement with the appropriate provisions that address each.
- match the negotiation aspects to be evaluated with the appropriate questions to ask when evaluating that aspect.

SkillBriefs

- Conducting Research Prior to a Negotiation
- Environmental Influences on Your Negotiations
- Planning the Outcomes of a Negotiation
- Using the STAR Model during Negotiations
- Using Visuals during Negotiations

- Delivering Presentations during Negotiations
- Taking a Proactive Bargaining Position
- Dealing with Power and Fear in Negotiations
- Effectively Using Concessions during Negotiations
- Bringing Negotiations to a Close
- Elements of a Negotiation Agreement
- Evaluating Your Negotiations