School for Workers
Program Guide

Education for workplace democracy

Fall 2021
Fall 2021

institute schedule

Essentials of Union Leadership
   Sep 6 - 26 | Tuition: $200
   Register by: Sep 1

Time Study
   Oct 4 - 8 | Tuition: $925
   Register by: Sep 20

Introduction to Worker's Compensation
   Nov 8 - 9 | Tuition: $525
   Register by: Oct 25

Advanced Worker's Compensation
   Nov 10 - 12 | Tuition: $685
   Register by: Oct 27

Preparing for Bargaining
   Dec 6 - 7 | Tuition: $525
   Register by: Nov 22

At the Table: The Negotiations Process
   Dec 8 - 10 | Tuition: $685
   Register by: Nov 24

Register for two classes held in the same week and save $215 at registration!

- Introduction to Worker's Compensation
- Advanced Worker's Compensation
- Preparing for Bargaining
- At the Table: The Negotiations Process

$995

$995
New!

On-demand institutes

On-demand institutes offer access to online classes at a time and place convenient to you. The institutes have open, ongoing registration, and participants can access the course 24/7 for up to six months after registration.

The courses are divided into units with various readings, short videos, supportive documents, and quizzes to explore a set topic at your own pace.

Tuition is only $99 per institute.

Essentials for Union Stewards

Registration opens September 2021...

Advanced Steward Training

Fundamentals of the Families Medical Leave Act

For more info visit schoolforworkers.wisc.edu
**Online institute**

**Education for Workplace Democracy**

**Essentials of Union Leadership**
Online asynchronous institute
Sep 6 - 26
Tuition: $200
Register by: Sep 1

For more info, visit schoolforworkers.wisc.edu

**Residential institute class descriptions**

**Time Study**

Tuition: $925
Oct 4 - 8
M - Th, 8:30 a.m. - 4:30 p.m. and F, 8:30 a.m. - 12:00 p.m.
Room block closes: Sep 4
Register by: Sep 20

**Introduction to Worker’s Compensation**

Tuition: $525
Nov 8 - 9
M - T, 8:30 a.m. - 4:30 p.m.
Room block closes: Oct 9
Register by: Oct 25

**Advanced Worker’s Compensation**

Tuition: $685
Nov 10 - 12
W - F, 8:30 a.m. - 4:30 p.m.
Room block closes: Oct 11
Register by: Oct 27

**Preparing for Bargaining**

Tuition: $525
Dec 6 - 7
M - T, 8:30 a.m. - 4:30 p.m.
Room block closes: Nov 6
Register by: Nov 22

**At the Table: The Negotiations Process**

Tuition: $685
Dec 8 - 10
W - F, 8:30 a.m. - 4:30 p.m.
Room block closes: Nov 8
Register by: Nov 24
Participants gain a working knowledge of the various systems used to establish a fair day's work as well as incentive production standards. Instruction covers the theories, assumptions, and applications of stopwatch time study, including conducting stopwatch time studies, the steps required to calculate and audit production standards, and strategies for handling standards grievances and negotiating standards contract language. You will learn about:

- Performance rating and allowance factors
- Production standards and incentive calculations
- Proper use and application of stopwatch for timing
- Standard data and predetermined motion-time systems
- Handling grievances and bargaining contract language

This institute is intended to provide the basics of the Wisconsin State Worker's Compensation Law. Participants will hear from faculty, representatives of the Department of Workforce Development, and attorneys specializing in representing workers. You will learn about:

- Rights and obligations of workers and employers
- Worker’s Compensation administration
- Recent and upcoming legal changes
- Filing claims and medical releases
- Participants workplace experiences

Improve your skills in representing injured workers with an in-depth examination of filing claims and representing workers before administrative law judges at the Department of Workforce Development. This institute is intended for representatives with a working knowledge of Wisconsin's Worker's Compensation system, whether from previous instruction or job-site experience. Participants will apply their new skills in a mock hearing before an administrative law judge. You will learn about:

- Benefit calculations for injured workers
- General licensing and permissions needed to represent injured workers
- Common pitfalls experienced by workers in attempts to receive benefits

What are the things your union needs to accomplish before you sit down to negotiate with your employer? This institute will guide you through the steps of preparing for collective bargaining in a way that positions you for success. You will learn about:

- Factors that influence bargaining
- The bargaining process
- Research and proposal costing
- Mobilizing members
- Developing a bargaining plan and campaign

Your union has done its planning and preparation, and now it is time to negotiate. What does this look like? This institute will educate you about what a union does during the bargaining process in its effort to reach a successful settlement. You will learn about:

- Bargaining table do’s and don’ts
- Consensus decision-making
- Labor law and bargaining in good faith
- Member activities
Registration and payment

Registration and payment deadlines are 14 days before the class start date. Registration payment includes tuition, instructional materials, refreshment breaks, and lunches. Please do not include lodging fees in your payment to School for Workers. Register by phone at 608-262-2112 or online at schoolforworkers.wisc.edu. Payments by credit card can be completed at our secured payment site charge.wisc.edu/schoolforworkers or send a check payable to UW-Madison to: 610 Langdon St., Rm 229 / Madison, WI 53703.

Class location and lodging

Fall 2021 classes will be held at the Madison Concourse Hotel. The hotel is located in downtown Madison – 1 W Dayton St., Madison, WI 53703. A block of rooms at the Madison Concourse Hotel is available for class participants to reserve. Participants are responsible for arranging their own lodging and parking. We encourage you to secure your lodging soon after registering for your class to ensure a hotel room for your stay in Madison. To reserve your room call the Madison Concourse Hotel directly at 1-800-356-8293 and reference your institute for the block rate. If you need parking, inform the hotel when you book your room.

Cancellation policy

For a full refund, you must notify the School for Workers at least 14 days before the institute start date. Cancellation notification can be done by emailing schoolforworkers@dcswisc.edu or by calling 608-262-2112. If the cancellation notification is received less than 14 days before the institute’s start date, or no notification is provided at all, the cancellation fee will be a minimum of $100. When enrollment criterion is not met or conditions beyond control intervene, School for Workers reserves the right to cancel the institute. If the school cancels an institute, registrants will be notified and tuition is refunded in full; participants will be responsible for all their personal traveling arrangement costs.

Important health and safety information

School for Workers is committed to the health and safety of our students, faculty, and staff. As the COVID-19 pandemic response continues to adapt, School for Workers adheres to the guidance of the U.S. Centers for Disease Control and Prevention, Public Health Madison and Dane County, and the University of Wisconsin-Madison. If you choose to register for a residential institute with School for Workers you are agreeing to follow the latest guidelines in effect at the time of your institute - this may include masking, social distancing, testing, etc. Individuals who do not abide by the guidelines will not be able to participate in the institute.

Accessibility

UW-Madison provides equal opportunities in programming. If you are in need of an interpreter or have a disability and would like accommodations, contact the School for Workers office. Requests are confidential.