School for Workers
Program guide

Updated fall 2021
Now all online institutes!
education for workplace democracy
School for Workers is committed to the health and safety of our students, faculty, and staff. In response to the current developments with the pandemic and recognizing the barriers it creates for students across the nation to attend classes in Madison, all fall 2021 institutes have been converted to online institutes. We remain dedicated to continuing to provide education for the advancement of worker empowerment.

Online learning may be new to you, but School for Workers faculty and staff are available to ensure your success! Participants will receive information before the class start date on navigating the online platform and online learning best practices. Tips and guidance are available within the online classes, too.

**Production Standards in Union Settings**
Tuition: $200 | Register by: Oct 27  
Mon, Nov 1 - Sun, Nov 21  
Live online class sessions on Nov 2, 9, and 16 from 6:30 p.m. - 8:00 p.m.

**Preparing for Bargaining**
Tuition: $200 | Register by: Oct 27  
Mon, Nov 1 - Sun, Nov 21  
Live online class sessions on Nov 4, 11, and 18 from 10:00 a.m. - 12:00 p.m.

**At the Table: The Negotiations Process**
Tuition: $200 | Register by: Nov 24  
Mon, Nov 29 - Sun, Dec 19  
Live online class session on Dec 13 OR Dec 15 from 10:00 a.m. - 12:00 p.m.

**Wisconsin Workers Compensation**
Tuition: $200 | Register by: Nov 24  
Mon, Nov 29 - Sun, Dec 19  
Live online class sessions on Dec 2, 9, and 16 from 4:30 p.m. - 6:30 p.m.

**Program info**
All fall 2021 institutes have been converted to online hybrid institutes and the previously scheduled residential institutes are canceled.

School for Workers is committed to the health and safety of our students, faculty, and staff. In response to the current developments with the pandemic and recognizing the barriers it creates for students across the nation to attend classes in Madison, all fall 2021 institutes have been converted to online institutes. We remain dedicated to continuing to provide education for the advancement of worker empowerment.

**Results**
99% of online students surveyed said they would consider taking another online class with School for Workers.
Production Standards in Union Settings

An online hybrid institute
Tuition: $200 | Register by: Oct 27
Mon, Nov 1 - Sun, Nov 21
Live online class sessions on Nov 2, 9, and 16 from 6:30 - 8:00 p.m.
Central Time

This three-week hybrid course explores the genesis of production standards, the scientific management theory of Fredrick Taylor, the fundamentals for setting production standards, and the characteristics of various systems in use today. Developing a union philosophy around the use of standards and how these systems intersect with grievance procedures and contract bargaining is also discussed.

Preparing for Bargaining

An online hybrid institute
Tuition: $200 | Register by: Oct 27
Mon, Nov 1 - Sun, Nov 21
Live online class sessions on Nov 4, 11, and 18 from 10:00 a.m. - 12:00 p.m. Central Time

What are the things your union needs to get done before you sit down to negotiate with your employer? This 100% online class will guide you through the steps of preparing for collective bargaining in a way that positions you for success. You will learn:

- The bargaining process
- Factors that influence bargaining
- Research
- Developing a bargaining plan and campaign
- Drafting proposals
At the Table: The Negotiations Process
An online hybrid institute
Tuition: $200 | Register by: Nov 24
Mon, Nov 29 - Sun, Dec 19
Students will have one live online class session and will choose from Dec 13 OR 15 from 10:00 a.m. - 12:00 p.m. Central Time

Your union has done its planning and preparation, and now it is time to negotiate. What does this look like? This online 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 involvement and activity
- Impasse, mediation, and strikes

Wisconsin Workers Compensation
An online hybrid institute
Tuition: $200 | Register by: Nov 24
Mon, Nov 29 - Sun, Dec 19
Live online class sessions are scheduled for Dec 2, 9, and 16 from 4:30 - 6:30 p.m. Central Time

Students will review the basics of Wisconsin Workers Compensation law and benefits. Participants will learn how to become an advocate for injured workers, explore any recent changes to the law, and incorporate COVID-19 updates. This institute will address the topics of:
- Proving an injury is work-related and thus compensable
- Benefits available to injured workers
- Rights and obligations of workers and employers
- Filing of claims
- Representing workers in hearings before the Wisconsin Department of Workforce Development
- COVID-19 as a compensable injury
Registration
Register online at schoolforworkers.wisc.edu by the Wednesday before the class start date.

Payment
Tuition is due 48-hours prior to your class start date and is accepted only online at charge.wisc.edu/schoolforworkers.

Cancellation policy
To receive a full refund, cancellation notification must be received 48-hours in advance or more prior to the program start date to schoolforworkers@dcs.wisc.edu or by calling 608-262-2112. If notification is received less than 48-hours prior to the class start date, the cancellation fee will be at a minimum of one-third of the registration fee. School for Workers reserves the right to cancel programs when enrollment criteria are not met or when conditions beyond our control intervene. If the school cancels a class, tuition fees are refunded in full.

Accessibility
University of Wisconsin-Madison provides equal opportunities in programming. If you are in need of an interpreter or have a disability and would like accommodations, please make your request at registration. You may also make this request by contacting the School for Workers office at 608-262-2112 or schoolforwrkers@dcs.wisc.edu. Requests are confidential.

For more information, visit schoolforworkers.wisc.edu/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 $99 per institute.

**Essentials for Union Stewards | Tuition: $99**
Union members know their workplaces better than anyone, and effective stewards are one of a union’s most important assets. Stewards are the eyes, ears, and embodiment of the union in the workplace. This Essentials for Union Stewards institute is designed to prepare members to understand labor in the economy, know their legal rights, recognize potential grievances, and investigate and assist bargaining unit members in the workplace and in grievance or investigatory meetings. Becoming a steward requires taking on more responsibility than being a member, but this class prepares students to confidently fulfill that role and find the satisfaction of making a real difference in their workplace.

**Fundamentals of the Family Medical Leave Act | Tuition: $99**
Most workers understand that employees at workplaces with 50 or more employees have the right to take up to 12 weeks of unpaid time off for either their own serious health condition or that of a close family member. But applying the Family and Medical Leave Act (FMLA) in practice gets complicated. Which employers are covered? Who are close family members? What conditions are covered? How does leave taken during COVID-19 interact with FMLA? This course is designed for any worker curious to know more about the FMLA and worker representatives responsible to help workers navigate the process to learn the essentials of workers’ FMLA rights.
Our mission
We advance the empowerment of working people, labor organizations, and community partners through teaching, research, and service.

Contact us
608-262-2112
schoolforworkers@dcs.wisc.edu
schoolforworkers.wisc.edu
610 Langdon St., Rm 229 | Madison, WI 53703

Education for workplace democracy