Crash Course for Newly Elected Union Leaders
Mon, Oct 9 – Wed, Oct 11
Tuition: $780 | Register by: Sep 8

Financial Officer Training
Thu, Oct 12 – Fri, Oct 13
Tuition: $590 | Register by: Sep 8

Intro to Worker’s Comp
Mon, Nov 6 – Tue, Nov 7
Tuition: $590 | Register by: Oct 6

Advanced Worker’s Comp
Wed, Nov 8 – Fri, Nov 10
Tuition: $705 | Register by: Oct 6

Preparing for Bargaining
Mon, Dec 11 – Tue, Dec 12
Tuition: $590 | Register by: Nov 10

At the Table: The Negotiations Process
Wed, Dec 13 – Fri, Dec 15
Tuition: $705 | Register by: Nov 10
On-demand institutes are comprehensive, non-credit courses developed online by university faculty at the affordable tuition rate of $99 per course. You can access the course 24/7, for up to six months after registration, to explore and complete the course material when it's convenient for you.

Institute descriptions

**new! 20th Century Labor History - $99**

History can provide critical lessons for today. Through the exploration of recent labor history, learn not only the ‘what’ but the ‘how’ and ‘why’ unions and workers’ rights have evolved into what we know today. Explore the U.S. labor movement’s modern victories and defeats, seeking lessons to point a way forward. Topics include:

- How the National Labor Relations Act came about
- The surge of labor organizing in the 1930s and 1940s
- The growth of unions in the public sector
- The impacts of the PATCO strike, globalization, and the transformation of work
- Signs of future labor movement renewal

**Essentials for Union Stewards - $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 and Medical Leave Act - $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.

*Registration is always open at schoolforworkers.wisc.edu/register!*
Registration and payment

Register by phone at 608-262-2112 or online at schoolforworkers.wisc.edu/register. Credit card payments can be made at 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

Residential institutes are held at the University of Wisconsin-Madison Fluno Center, located at 601 University Ave., Madison, WI 53715. A block of hotel rooms is also available for class participants to reserve at the Fluno Center. 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 Fluno Center directly at 608-441-7117. If you need parking, inform the center when you book your room.

Cancellation policy

To receive a full refund, School for Workers must receive a cancellation notification 14 days before a residential institute start date. Notification can be made by emailing schoolforworkers@dcs.wisc.edu or by calling 608-262-2112. When the 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.

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.

Bundle and save!

Register for two classes held in the same week and save at registration! Bundled tuition is only $1,080.
Residential institutes

Institutes are intended for union members, officers, and staff seeking to advance their knowledge and skills. Residential institutes are offered during a fall session and spring session in-person on the UW-Madison campus. The high-quality, noncredit courses are taught by university faculty and are two to five days in length.

Institute descriptions

Crash Course for Newly Elected Union Leaders

Effective leadership is essential to the success of local unions. This class can help you make a quick transition into your role and make an impact from the start.

You will learn:
- Qualities of effective leaders
- Goal setting and strategic thinking
- Communication and capacity-building strategies
- Developing meetings that have impact
- Legal and financial basics

Financial Officer Training

Designed specifically for union financial officers including new treasurers, financial secretaries, trustees, and other union officers, the program covers regulations from the U.S. Department of Labor as well as record-keeping best practices to help you comply with the requirements of the Labor-Management Reporting and Disclosure Act. You will learn:
- The fiduciary responsibilities of key union positions
- Effective recordkeeping and potential pitfalls
- Preparing budgets and financial reports
- 10 steps in a successful audit preparation
- Practice audit for real-world experience

For more information, visit schoolforworkers.wisc.edu/institutes.
Intro to Worker’s Comp

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
- Worker’s Compensation Administration
- Recent and upcoming legal changes
- Filing claims and medical releases
- Participants’ workplace experience

Advanced Worker’s Comp

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. 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

Preparing for Bargaining

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

At the Table: The Negotiations Process

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
School for Workers
UNIVERSITY OF WISCONSIN–MADISON

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