



newsletter school for workers

university extension division
the university of wisconsin

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Three Winter Classes Open to All Milwaukee-Area Union Members

Begin First Week in January At Milwaukee Vocational School



THIRTEEN GENERAL AND SPECIAL LABOR CLASSES UNDER WAY IN STATE PROGRAM

Eleven general and special labor classes are being conducted by the School for Workers staff throughout the state, concentrated in the heavily industrialized lake-shore area. Currently under way in the Milwaukee area are the three general classes at the Vocational School (Effective Speaking, Steward Training, Collective Bargaining Techniques); a class for Steelworkers Stewards at the Mitchell School; and a course in Job Evaluation for members of Local 1169, IBEW, at the LaFollette School. All of these classes are being offered in cooperation with the Milwaukee Vocational School.

Special classes cosponsored directly with the unions involved include a course in Union Administration and the Job Steward with members of Local 1114, United Steelworkers (including a session for second-shift workers); and a course in Steward Training with stewards and officers of Local 200, Teamsters.

Other State Classes and Activities

In other areas of the state, the School is cooperating with the local labor movement and local vocational schools in the conduct of first- and second-shift stewards' classes for Lodge 21 of the IAM in La Crosse; a course in Stewards' Training in Prairie du Chien; a course in Automation and Related Problems at Wausau; and one in Union Administration for stewards and officers of UAW Local 180 in Racine.

The School continues to offer its services to locals and central bodies in the planning and conduct of one- and two-day weekend institutes and has done so this fall in cooperation with the Allied Industrial Workers at Edgerton, District Council 48 of the AFSCME in Milwaukee and District 48 of the IAM in the Waukesha area.

The School for Workers of The University of Wisconsin, University Extension Division, the Milwaukee School of Vocational and Adult Education; and Milwaukee area labor organizations are announcing a program of three labor classes to be offered to all Milwaukee union members during a nine-week period beginning the first week in January, 1960, at the downtown center of the Milwaukee Vocational School, 1015 North Sixth Street.

Scheduled to begin on Tuesday, January 5, are classes in Parliamentary Procedure and Contract Negotiations; a class in Contract Administration will begin on Thursday, January 7. The classes are designed to provide union members with a better understanding of the background, goals, and methods of labor unions and to assist labor organizations in the training of union leadership. Instructors come from the regular staff of the School for Workers.

Classes meet once a week for nine weeks, beginning at 7:15 and ending at 9:15 p.m. They are open to all men and women interested in studying union problems. No previous educational experience is necessary and there are no examinations. Officers and members are welcome. Certificates are awarded to class members who satisfactorily complete the courses of their choice.

Registration

Interested persons may register at the Vocational School any time before the starting date of their class or before 7:15 p.m. on the night of the first class session. The registration fee is \$2 for Milwaukee residents; students already enrolled in the fall program may register for the winter classes at no additional cost.

A preregistration form is included with this announcement on which persons may indicate their intentions with regard to the winter classes.

Course Descriptions

The class in *Parliamentary Procedure* will cover: the basic principles of a well-conducted union meeting; the duties of local officers; the various motions and the rules which apply to them; making the meeting shorter and more interesting. Films will be used to dramatize principles of parliamentary procedure and time will be allotted to the practical application of the rules at mock union meetings. The class begins on Tuesday, January 5.

Contract Negotiations will deal with opening the contract; economic factors underlying wage rates; the study of effective control clauses in such areas as seniority, management prerogatives, union security, grievances and arbitration, and job security. Practice bargaining sessions will highlight the strategy of both unions and management. The class includes information on understanding company financial statements and the preparation of economic and wage information to support contract proposals. It begins on Tuesday, January 5.

The class in *Contract Administration* will cover the operation of the grievance procedure at the level of the shop chairman, the shop or plant committee, and the bargaining committee. Class members will discuss problems involved in the development of leadership among stewards, the handling of grievances after they have left the steward, the maintenance of useful records in relation to the grievance procedure and to future contract negotiations, the arbitration of grievances, and the relation of the collective bargaining process to the union's general program. The class begins on Thursday, January 7.