



LEAD Course Catalog

AFGE FIELD SERVICES AND EDUCATION DEPARTMENT



About AFGE LEAD

AFGE LEAD Training is a part of the new standardized, tiered curriculum for all AFGE training. The LEAD Curriculum model combines online learning tools and technology with traditional classroom training so that AFGE can reach more members and equip them for union leadership in the 21st century. The tiered courses start at the most basic level, progress to advanced level at the National LEAD trainings and culminate in a third tier of leadership training for mentors and instructors.

Standardized Classes help ensure every member who completes a training possesses the foundational knowledge needed to be successful in a leadership role.

Tiered Levels of instruction range from introductory to advanced so that more experienced members continue to build skills.

National LEAD Training Conference

The National LEAD Training Conference is federation wide training hosted by AFGE National. Members who have completed the Level 1 prerequisite can enroll in Level 2 advanced courses. These courses are intensive and designed to develop core competencies in leadership, mentoring, strategic planning, team building, and communication.

Essentials	Classes are self-paced online courses that members can complete in our Learning Management System (LMS) AFGE Learn.
Level 1	Classes are instructor led trainings that can be taught online or at a District or National Training event.
Level 2	Classes are taught exclusively at National LEAD Training Conferences.
Level 3	Classes targets leaders who would like to train to become a mentor or a trainer.

AFGE Learn

AFGE members can now complete introductory training online using our new LMS (learning management system) called **AFGE Learn**. Any AFGE member can login to earn badges by completing a series of modules designed to engage learners using interactive and scenario based learning techniques. Members can also download training materials, manuals, publications and power point presentations to use in their locals. **AFGE Learn** will become a personalized one-stop online shop for all things training at AFGE.

To access AFGE Learn you will need to set up an afge.org web account username (email) and password. Visit our website at <https://www.afge.org/leaders-activists/education/afge-learn/> to learn how set up an AFGE member account to access AFGE Learn.

Essentials



Self-Paced Online LMS

- LMS*
- On demand
- Badges

Level 1



Online Webinar

- Virtual Classroom
- Instructor Led
- Certificate

Level 1, 2



In Person

- Classroom Format
- National, District, Council
- Certificate

* Learning Management System

Local Leaders

Collective Bargaining

2 Level

Effective
Communication &
Problem Solving



Building Strong,
Effective Locals:
Strategic Planning



Negotiation
Skills



1 Level

New Leaders



New Leaders
Online



Legal
Frameworks



Legal
Frameworks
Online



0 Essentials

New Leaders
Essentials



Bargaining
Essentials



Representation

Workers' Compensation

2 Level

Stewards: Engaging
and Mobilizing
Members



Advanced Workers'
Compensation



1 Level

Worksite
Representation
Stewards



Worksite
Representation
Stewards Online



Basic Workers'
Compensation



Basic Workers'
Compensation
Online



0 Essentials

Stewards
Essentials



Worker
Compensation
Essentials



Local Leaders

New Leaders Essentials

In Development



New Leaders Essentials is a self-paced training module that can be completed online at AFGE Learn. This is an introductory level course and is available to any member interested in learning more about the roles and responsibilities of leadership in their AFGE local. The training is designed to acquaint local leaders with roles and responsibilities of elected officers and provide general information and resources needed to begin the process of building a strong and effective local. Upon completion of the quizzes at the end of each module, participants will be awarded a New Leaders Essentials Badge in their personal profile in AFGE Learn.

What you will learn:

- AFGE Structure and History
- Legal duties and responsibilities under the LMRDA and CSRA
- Fiduciary duties under the Department of Labor and associated reporting requirements for local LM forms

L1 New Leaders Online Training (1 day)

In Development



This is an instructor-led webinar is available to any member interested in learning more about the roles and responsibilities of leadership in AFGE. The training is designed to acquaint local leaders with roles and responsibilities of elected officers and provide general information and resources needed to begin the process of building a strong and effective local.

What you will learn:

- Legal duties and responsibilities under the LMRDA and CSRA
- Fiduciary duties under the Department of Labor and associated reporting requirements for local LM forms
- Planning and Budgeting for a "Strong, Effective Local"

L1 New Leaders (3 days)**Currently Available**

This in-person training is designed to provide local officers with essential knowledge needed to competently perform the duties and responsibilities associated with their office. The course will provide an overview of the constitutional and legal frameworks that govern the administration of the union, such as the CSRA, LMRDA, and the regulatory bodies that enforce these laws.

What you will learn:

- How the AFGE Constitution and local bylaws regulate the local union's practices
- Legal duties and responsibilities under the LMRDA and CSRA
- Fiduciary duties under the Department of Labor and associated reporting requirements for local LM forms
- How to run effective union meetings
- How to plan and budget for a "Strong, Effective Local"

L2 Effective Communication and Problem Solving (3 days)**Currently Available**

Prerequisite: L1 New Leaders or L1 New Leaders Online



This in-person training is designed to equip new and experienced union leaders with the knowledge and skills they need to communicate and lead effectively. Effective communication is essential to leading and managing the affairs of a local. In this class, participants will explore different communication styles and practice skills in role plays and problem-based scenarios. The class will work in pairs and teams to find solutions to the everyday problems and challenges they face as union leaders. There is a strong emphasis on leadership, teamwork, collaboration and decision making.

What you will learn:

- Skills needed to be an effective communicator
- How to build high functioning and effective teams
- Applying systems thinking to problem solving

L2 Building Strong, Effective Locals: Strategic Planning (3 days)

Currently Available

Prerequisite: L1 New Leaders or L1 New Leaders Online



This in-person training provides an in-depth introduction to strategic planning at the local level. Strategic planning is fundamental to the transformation and revitalization of organizations. The practice of assessing the current state and envisioning a more dynamic future has resulted in AFGE becoming one of the AFL-CIO's fastest growing unions, overcoming various challenges that would have otherwise weakened us. Participants will learn and practice the skills associated with the strategic planning process by working in teams to solve real world problems and challenges.

What you will learn:

- How to conduct a needs assessment of your local
- Using data and metrics to measure progress
- Utilizing systems thinking and organizational development principles
- Short-term and long-term planning
- Budgeting according to the local's priorities
- Messaging for member mobilization, education, and action

Collective Bargaining

Collective Bargaining: Online Essentials

In Development



This is a self-paced training module that can be completed online at AFGE Learn. This introductory course is designed to explain your legal right to bargain collectively under 5 U.S.C. Chapter 71. Upon successful completion of the quizzes at the end of each module, participants will be awarded a Bargaining Essentials Badge in their personal profile in AFGE Learn.

What you will learn:

- Key terms and concepts integral to the bargainer's role and responsibilities under Title 5
- The rules and requirements of collective bargaining under 5 U.S.C Chapter 71
- Common legal strategies used in federal collective bargaining

L1 Collective Bargaining: Legal Frameworks Online Training (2 days)

In Development



This instructor-led webinar training software is designed to provide local representatives with working knowledge of their collective bargaining rights under 5 U.S.C. Chapter 71.

What you will learn:

- Key terms and concepts integral to the bargainer's role and responsibilities under Title 5
- The rules and requirements of collective bargaining under 5 U.S.C Chapter 71
- Common legal strategies used in federal collective bargaining

L1 Collective Bargaining I: Legal Framework (3 days)

Currently Available



This in-person training was designed to assist AFGE members and leaders in developing a working knowledge of their collective bargaining rights under 5 U.S.C. Chapter 71. Course topics include identifying collective bargaining roles and responsibilities under Title 5.

What you will learn:

- The rules and requirements of collective bargaining under 5 U.S.C Chapter 71
- Key terms and concepts used in federal sector collective bargaining
- Common legal strategies used in federal collective bargaining

L2 Collective Bargaining: Negotiation Skills (3 days)

Currently Available



This in-person training was designed for experienced AFGE leaders and members who are interested in further expanding their federal sector collective bargaining skills and knowledge. Participants will learn how to apply appropriate negotiation techniques and strategies at the table.

What you will learn:

- How to determine which bargaining strategies, skills and techniques are likely to be most effective at the bargaining table.
- Implement strategic bargaining process to prepare for council-level negotiations.
- Recognize the relationship between internal union politics and collective bargaining
- Examine the ratification process and identify effective strategies for educating and gaining support from the membership.

Representation

Worksite Representation: Stewards Essentials

Currently Available



This is a self-paced training module that can be completed online at AFGE Learn. This course includes eight online modules that review the roles and responsibilities of an AFGE Steward. You will be awarded a Stewards Essentials Badge upon completion of all quiz questions.

What you will learn:

- The duties and responsibilities of an AFGE Steward and union representative
- How Chapter 71 of the United States Code, "the Statute," impacts your role and rights as an AFGE steward
- How to distinguish between a formal and informal meeting
- What constitutes a grievance and the five steps of handling a grievance
- How to communicate with employees in the workplace

L1 Worksite Representation: Stewards (formerly titled Representation) 3 days

Currently Available



This in-person course instructs participants on the roles and responsibilities of an AFGE Steward. The course covers a wide range of important topics, including: AFGE governance, Weingarten rights; grievance handling; conflict resolution, rights at work, scope of bargaining, , workers compensation, and member benefits.

What you will learn:

- The duties and responsibilities of an AFGE Steward and union representative
- How Chapter 71 of the United States Code, "the Statute," impacts your role and rights as an AFGE steward
- How to distinguish between a formal and informal meeting
- What constitutes a grievance and the five steps of handling a grievance
- How to communicate with employees in the workplace

L1 Worksite Representation: Online Stewards

Currently Available



This two-day training webinar instructs participants on the roles and responsibilities of an AFGE Steward. AFGE Structure and Governance, FLRA Statute; Formal Meetings; Weingarten; Grievance Handling; Investigations, Interviews, Documentation, Preparation, Presentation.

What you will learn:

- The duties and responsibilities of an AFGE Steward and union representative.
- How Chapter 71 of the United States Code, “the Statute” impacts your role and rights as an AFGE steward.
- How to distinguish between a formal and informal meeting.
- The five steps of handling grievances and what constitutes a grievance

L2 Stewards: Engaging and Mobilizing Members (3 days)

Currently Available

Prerequisite: L1 Worksite Representation: Stewards or L1 New Leaders



This in-person training is designed with the notion that AFGE Representation is more than just filing grievances: it’s about working to create a high-participation and informed local union. Participants will strategize on the best ways to engage members and non-members in union activities.

What you will learn:

- How to communicate effectively with management and employees
- How to build resolve worksite challenges constructively
- How to promote AFGE benefits and issues at Lunch and Learns
- How identify workplace issues and map the worksite
- How to use one-on-one conversations to educate and engage members
- How to use digital communication strategies (social media, polling, scheduling, member surveys, etc.) to mobilize and engage members

Workers' Compensation – Online Essentials**(In Development)**

This self-paced module available on AFGE Learn will teach participants how to represent their bargaining unit members with workers' compensation claims. This introductory course includes an overview of the workers' compensation rules and regulations, the claims process, and the responsibilities of employees, supervisors and union representatives. Upon completion of the interactive modules, participants will receive a Workers' Compensation Badge in their personal profile in AFGE Learn.

What you will learn:

- How to identify and file a Workers' Compensation claim
- The rules, regulations and terminology associated with the claims process

L1 Basic Workers' Compensation Online Training (2 days)**Currently Available**

During this two-day webinar, participants will begin a claims process and demonstrate working knowledge of the rules and regulations of the process including the responsibilities of the employees, supervisors and union representatives.

What you will learn:

- How to identify and file a workers' compensation claim
- The rules, regulations and terminology associated with the claims process
- How to avoid common pitfalls in the workers' compensation process

L1 Basic Workers Compensation (3 days)

Currently Available



This in-person training teaches participants how to represent bargaining unit members if they become injured or ill due to a work-related activity. Participants will review the rules and regulations associated with the claims process and the responsibilities of employees, supervisors and union representatives.

What you will learn:

- How to identify and file a workers' compensation claim
- The rules, regulations and terminology associated with the claims process
- How to avoid common pitfalls in the workers' compensation process

L2 Advanced Workers' Compensation (3 days)

In Development

Prerequisite: L1 Basic Workers' Compensation



This in-person course instructs participants on the workers' compensation hearing process and what to do if the initial workers' compensation claim is denied. Participants will prepare the necessary forms and filings for a hearing and demonstrate their knowledge of rules and procedures during a mock hearing.

What you will learn:

- How to prepare for the appeals process if the initial workers' compensation claim is denied
- How to conduct a full review of claim files and documentation, identify missing or inadequate information, and draft an appropriate response

Financial Officers Essentials**In Development**

This is a self-paced training module that can be completed online at AFGE Learn. It is designed to provide Local officers with essential knowledge needed to competently perform the duties and responsibilities required by law as a financially responsible party. Essentials training is designed to familiarize new officers with the fiduciary duties and legal requirements associated with their position

What you will learn:

- Roles and responsibilities as defined by the LMRDA and IRS
- How to safeguard local union assets
- How to calculate bonding requirements for the local
- Navigating the LM reporting process and filing IRS Form 990

L1 Financial Officers Webinar (3 days)**Currently Available**

This instructor-led webinar is designed to prepare local officers for the fiduciary duties associated with their position. Upon completion of the quizzes at the end of each module, participants will be awarded a Financial Officers Essentials Badge in their personal profile in AFGE Learn.

What you will learn:

- Roles and responsibilities as defined by the LMRDA and IRS
- How to safeguard local union assets
- How to calculate bonding requirements for the local
- LM reporting process and filing IRS Form 990

L1 Financial Officers Training (4 days)

Currently Available



This in person-training is designed for financial officers of the local, including Local Presidents, Secretary-Treasurers and E-board members. The local president and treasurer are obligated by law to comply with the Department of Labor (DOL) and the Internal Revenue Service (IRS) reporting requirements, as well as the AFGE Constitution and local bylaws. This training reinforces the learnings from the webinar and self-paced and provides participants with hands-on training in a variety of tasks needed to perform the duties of the office.

What you will learn:

- How to prepare reports for membership as well as annual LM and IRS Form 990 reports
- How to maintain accurate membership rosters
- Consequences of non-compliance with DOL and IRS laws and regulations
- How to manage records and reconcile local accounts for deposits, bill payment, cash and credit cards
- Billing for direct pay and retired members
- Understanding Agency Dues Deduction and AFGE Tape Reports

Field Services and Education is dedicated to supporting AFGE members by providing excellent training materials and by providing access to online training in a variety of formats. For more information about FSED please email us at ***education@afge.org***

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO