



PED Academy On-Site Organizing Training Class Agenda

Sunday

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| 2:00 pm | Check-In & Registration |
| 3:00 pm – 3:30 pm | Welcome and Review of Agenda <ul style="list-style-type: none">➤ Hotel and Logistics |
| | Introduction of Guests/Instructors/Class Participants <ul style="list-style-type: none">➤ Name, Position, Location, Union History |
| 3:30 pm – 4:00 pm | Welcome from Midwest Region and Local 773 History of Locals <ul style="list-style-type: none">➤ Past, Present, Future |
| 4:00 pm – 4:30 pm | Welcome from the Public Employee Dept. History of the PED <ul style="list-style-type: none">➤ Past, Present, Future |
| 4:30 pm – 5:15 pm | Historic Perspective of Public Sector Organizing |
| 5:15 pm – 5:30 pm | Review of 2011 Organizing Academy |
| 7:00 pm – 8:00 pm | Instructors and Team Leaders Meeting <ul style="list-style-type: none">➤ Team Assignments➤ Logistics➤ Schedule➤ Reporting➤ Level of Expectancy |

Monday

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| 6:30 am – 7:30 am | Breakfast at Hotel |
| 7:30 am – 9:00 am | O.P.E.N. Training Organize Public Employees Now <ul style="list-style-type: none">➤ Why Should We Organize?➤ Missouri Law➤ Why Don't Employees Join the Union?➤ Reasons to Join or Volunteer? |

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| 9:00 am – 9:30 am | O.P.E.N. Training Reporting and Assessment Techniques <ul style="list-style-type: none"> ▪ Computer or “Post It” ▪ Tracking Progress and Accountability ➤ Analyzing the List |
| 9:30 am – 9:45 am | Break |
| 9:45 am – 10:45 am | Flyers and Brag Sheets How to Develop a Flyer <ul style="list-style-type: none"> ➤ Resources to Assist |
| 10:45 am – 12:00 pm | Local Bargaining Units Flyers/Leaflets (Review) |
| Do’s and Don’ts | ➤ Review of the Organizing Manual |
| 12:00 pm – 1:00 pm | Lunch Buffet at Hotel |
| 1:00 pm – 2:00 pm | Recruiting and Energizing Volunteers |
| 2:00 pm – 3:00 pm | O.P.E.N. Training One on One Contact <ul style="list-style-type: none"> ➤ Work Site <ul style="list-style-type: none"> ▪ On the Run ▪ Lunch or Break ➤ Home Visit ➤ Telephone Contacts ➤ Group Meetings <ul style="list-style-type: none"> ▪ Work Site ▪ House Meeting ▪ Off Site ➤ Leadership Identification ➤ Write the Rap |
| 3:00 pm – 3:30 pm | Locals 773 Organizing Drive <ul style="list-style-type: none"> ➤ Bargaining Unit Targets ➤ Organizing Goals for the Week ➤ Team Formation & Assignments |
| 3:30 pm – 6:00 pm | Team Site Visits |
| 6:00 pm – 7:00 pm | Dinner Buffet at Hotel |
| 7:00 pm – 7:30 pm | Instructors and Team Leaders Meeting |

Tuesday

5:00 am – 8:00 am

Organizing
Leave Hotel at 5:00 am (**or when necessary**)
Contact Employees for Flyer Distribution and Enrollment

8:00 am – 9:00 am

Breakfast at Hotel

9:00 am – 10:30 am

Debrief Morning Assignments
➤ Team Reports

- Location
- # of Employees Talked To
- New Members
- Potential Leaders
- House Call Appointments for Evening
- Further Contacts
- Goods and Bidders

Assessing an Organizing Target

- Legal
- Economic
- Political
- Cultural
- Demographics

Organizing Strategy

- Internal Drive
- Election/Card Check
- Employer Pressure
 - Acceptance or Neutrality

Organizing Tactics

- Bottom Up with Outside Support
- Bottom Up Committee Driven
- Bottom Up Staff with Member Assistance
- Top Down with Affiliation
- Top Down with Merger
- Combination of Above

10:30 am – 1:00 pm

Work Area Organizing at Assigned Sites
Lunch (at work site; Mentor to coordinate)

1:30 pm – 3:00 pm

Debrief Lunch Organizing
➤ Team Reports
House Calls
➤ The Contact

➤ Setting a Meeting

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| 3:00 pm – 6:00 pm | Work Area Organizing at Assigned Sites ➤ On Site Meeting Preparations for Wednesday |
| 6:00 pm – 7:00 pm | Dinner Buffet at Hotel |
| 7:00 pm – 8:30 pm | Home Visits or Evening Worksite Organizing |
| 8:30 pm – 9:00 pm | Instructors and Team Leaders Meeting |

Wednesday

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| 5:00 am – 8:00 am | Organizing Leave Hotel at 5:00am (<u>or when necessary</u>) Contact Employees for Flyer Distribution and Enrollment |
| 8:00 am – 9:00 am | Breakfast at Hotel |
| 9:00 am – 10:15 am | Debrief Morning Assignments ➤ Team Reports Organizing Committee Meeting ➤ Leader Meets with Internal Committee <ul style="list-style-type: none">○ Local Union Meeting○ Work Area Meeting |
| 10:15 am – 1:00 pm | Work Area Organizing at Assigned Sites Lunch (at work site; Mentor to coordinate) |
| 1:30 pm – 3:00 pm | Debrief Lunch Time Organizing Meetings ➤ Team Report Leadership Recruitment Rap <ul style="list-style-type: none">➤ Contact➤ Story➤ Commitment➤ Action Committee Building <ul style="list-style-type: none">➤ Purpose➤ Characteristics of Good Committee Volunteer |
| 3:00 pm – 6:00 pm | Work Area Organizing at Assigned Sites ➤ On Site Luncheon Preparations for Thursday |
| 6:00 pm – 7:00 pm | Dinner Buffet at Hotel |

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| 7:00 pm – 8:30 pm | Home Visits or Evening Worksite Organizing |
| 8:30 pm – 9:00 pm | Instructors and Team Leaders Meeting |

Thursday

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| 5:00 am – 8:00 am | Organizing Leave Hotel at 5:00 am (<u>or when necessary</u>) Contact Employees for Flyer Distribution and Enrollment |
| 8:00 am – 9:00 am | Breakfast at Hotel |
| 9:00 am – 10:00 am | Debrief Morning Assignments ➤ Team Reports |
| 10:00 am – 5:30 pm | Work Area Organizing at Assigned Sites Lunch (at work site; Mentor to coordinate) |
| 5:30 pm – 6:00 pm | Debrief Lunch, Afternoon and End of Shift Meetings ➤ Team Reports |
| 6:00 pm – 7:00 pm | Dinner Buffet at Hotel |
| 7:00 pm – 8:30 pm | Home Visits or Evening Worksite Organizing |
| 8:30 pm – 9:00 pm | Instructors and Team Leaders Meeting |

Friday

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| 5:00 am – 8:00 am | Organizing Leave Hotel at 5:00am (<u>or when necessary</u>) Contact Employees for Flyer Distribution and Enrollment |
| 8:00 am – 9:00 am | Breakfast at Hotel |
| 9:00 am – 10:15 am | Debrief Morning Assignments ➤ Team Reports |
| 10:15 am – 4:30 pm | Work Area Organizing at Assigned Sites |
| 4:30 pm – 5:15 pm | Debrief the Day ➤ Team Reports Call Backs and Clean Up ➤ Notes for Follow Up Organizing |

Training Overview and Critique

6:00 pm

Banquet and Adjournment

Saturday

**CLASS PARTICIPANTS LEAVE FOR HOME
TRAVEL SAFELY**