

## BARGAINING COURSES

### First Contract Negotiations Training

This training provides negotiating committees in newly organized workplaces with the tools and skills necessary for success at the negotiating table.

### Collective Bargaining Training

This course equips negotiating team members with the fundamentals of collective bargaining and advanced negotiating tactics. A mock negotiating session will provide attendees with a practical application of the knowledge and skills learned in the course.

## STEWARD COURSES

### Basic and Advanced Steward Training

These courses are offered for construction and professional/ industrial stewards. Stewards will learn about their roles, legal rights, workplace harassment, and grievance handling. The advanced session includes conflict resolution, effective communication, and skill building through a mock grievance meeting so attendees can practice what they've learned.

### Code of Excellence Steward Training

This course explores the important differences between the roles and responsibilities of COE stewards and traditional stewards. Participants will learn effective communication and listening skills and how to deal with difficult people and handle conflict. Exercises will provide participants with practice in addressing typical workplace challenges.



## GET IN TOUCH

We can connect you with the tools to learn, lead, and thrive. Schedule a training session by contacting your International Vice President's office. For more information on our programs, contact the IBEW Education Department.

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Learn Lead *Thrive*



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 **IBEW**<sup>®</sup>  
Education Department

**Course List**

# ABOUT US

The IBEW Education Department serves as a resource for IBEW members and staff and promotes the core priorities of the IBEW through education and training. Our goal is to help you meet your training needs by providing continuous learning opportunities in our industry.

## LEADERSHIP COURSES

### **New Business Manager Training (NBMT) Week 1 and Week 2**

This course is offered to new and experienced business managers in each international vice presidential district. Over the course of two 1-week sessions, this training will provide local union leadership with the in-depth information, resources, and skills necessary to conduct the day-to-day affairs of their local unions.

### **Local Union Leadership Training (LULT)**

Designed for all IBEW officers, LULT focuses on two critical areas necessary for growing your local union: leading and managing. This course reviews the key responsibilities of each elected officer as defined by the IBEW Constitution and *Basic Laws & Policies* as well as the everyday application of those responsibilities.

### **Construction Organizing Membership Education Training (COMET) and Leadership Education And Planning for Organizing (LEAP) Train-the-Trainer Courses**

This interactive course prepares union leaders, organizers, and appointed staff to teach the COMET and LEAP training classes. Areas of focus include how adults learn, proven teaching techniques, and effective communication skills.

### **Code of Excellence (COE) Training**

The Code of Excellence is designed to promote the IBEW to employers, customers, and fellow members. This course focuses on the responsibilities of IBEW members, how to resolve problems using COE provisions, and how to successfully implement the COE program within your local union or workplace.

### **Amplifying Member Participation = Strength (AMPS) Training**

This AMPS training dispels misconceptions and myths about diversity and inclusion and focuses on promoting interaction between members to build relationships and solidarity across the membership. The session also discusses ways to capitalize on our diversity to address the challenges and issues at various levels of the IBEW.

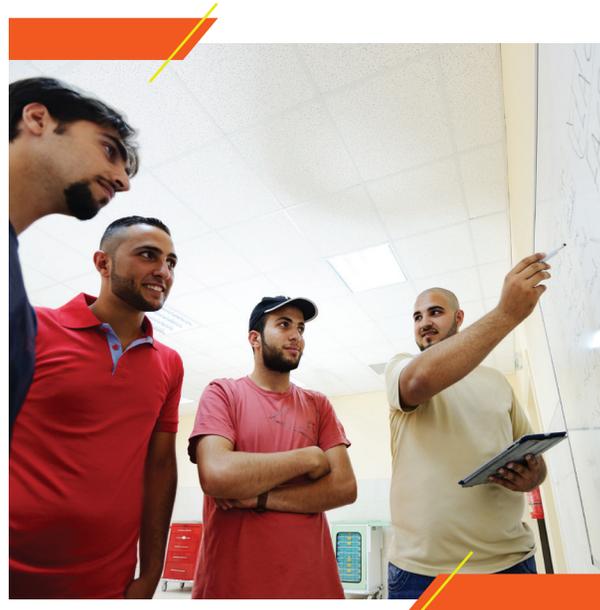
## UNION BUILDING COURSES

### **Member Orientation**

This course is available for members in professional/industrial and construction local unions. Topics include the IBEW Constitution, history and structure, local union bylaws, collective bargaining agreements, and member benefits.

### **Common Sense Economics Training**

This program examines the current state of the economy from a worker's perspective. Participants will challenge assumptions about the economy and connect economic issues to union goals including organizing, community engagement, legislative and political action, and collective bargaining.



## ORGANIZING COURSES

### **Construction Organizing Membership Education Training (COMET)**

This course focuses on the essential need for organizing and the importance of all members participating in the effort to grow our Brotherhood.

### **Leadership Education And Planning for Organizing (LEAP)**

The LEAP course is designed to increase local union leadership's commitment to education and planning for growth. Designed for professional/industrial local unions, this course examines the connection between the economic realities of today's middle class and collective bargaining. The session also discusses how organizing increases collective bargaining strength, why members should participate in organizing, and how to start an organizing campaign.

### **Member to Member and Member to Future Member (M2M and M2FM) Training**

These courses are designed to engage current members in organizing efforts. Topics covered include IBEW history, effective communication, and foundational organizing skills. Members will learn to address the concerns of current and future IBEW members and practice their techniques via role-play during the training. In each class, participants develop an action to be implemented at the local union level upon completion of the training.

### **3-Day New Organizer Training**

This course is available to new construction and professional/industrial organizers. It is designed to give new organizers a working knowledge of foundational organizing skills. In addition, the course addresses industry history and trends as well as legal dos and don'ts.

### **Organizer Boot Camp**

This 5-day course is designed for both new and experienced local union organizers. The training builds on the concepts addressed in the 3-Day New Organizer Training and provides advanced skill development and best practices to improve organizing success.

