Message from CSEA President Danny Donohue

CSEA’s Annual Delegates Meeting is an opportunity for our leaders and activists to reconnect to our mission while reconnecting with one another. For the week of October 2, we will focus our energy and attention to developing our leadership skills so that we can be effective teachers to those around us and lead our union into the future. As members, we have a responsibility to our fellow sisters and brothers to keep current on the latest regulations, initiatives and approaches so that we can be as effective as possible in our activist roles.

Our shared values help to guide us and drive us forward. They keep us accountable as we continue to advocate for working people everywhere. Our Annual Delegates Meeting is our opportunity to put our values to work. Let’s use them to guide our meeting experience this year:

Honesty: We will be authentic and honest as we openly share our challenges and fears with one another.

Inclusiveness: We will seek out new people, from all walks of life, and we will honor the value that each new perspective provides to our union.

Full Participation: We will attend the trainings that will make us the most effective advocates for our fellow members, and we will bring our energy, ideas and voices to the table.

Respect: We will listen when others are speaking, and we will not judge or ridicule one another for ideas that are different from our own.

Diversity: We follow different belief systems, experience varying challenges and come from diverse backgrounds, but we will remain united by our common values and our desire to stand up for the rights of working people.

Open Communication: We will seek mutual understanding through the undefended sharing of ideas and experiences.

Accountability: We will take what we learn back with us to our locals and units and use it to create a better union experience for all.

Fiscal Responsibility: We will make the most of our time at this meeting because this educational opportunity is our dues dollars at work.

We hope that you will enjoy this year’s meeting and use it as an opportunity to evolve as a leader. Thank you for all that you do to continue moving our union forward. We look forward to seeing you in October!

In Solidarity,

Danny Donohue
President
THURSDAY, OCTOBER 5, 2017, continued

11:00 a.m. – 12:30 p.m. Workshops

An Overview of the Time & Attendance Process – Part 2 (Participants must attend Part 1 & 2)
This advanced workshop is designed to provide State Government bargaining unit officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. Participants must complete this workshop and be designated by their Local/Unit President to represent members under this procedure.

Contract Negotiations & You – Part 2 (Participants must attend Part 1 & 2)
CSEA's city, town, village, school district, county and private sector members are facing increasingly tougher and tougher negotiations. This workshop, open to Local Government and Private Sector bargaining unit members, will review the basics of contract negotiation and highlight the importance of engaging the membership and the community in the collective bargaining process.

A Basic Overview of Civil Service Law
Have you ever been confused, frustrated and/or exasperated over the terms and concepts involved with the New York State Civil Service Law? Well, you are not alone. Participants will come away from the workshop with useful information and a better understanding of what the law can and cannot do and how you can protect yourself and others. **Great for first-timers as well as for veteran activists.**

Workers Compensation
There have been significant changes in the Workers’ Compensation Law, including the implementation of new policies and procedures. This workshop will discuss the new cap on lifetime payments for classified disabled workers and a very aggressive push by carriers for injured workers to continue to seek employment within their restrictions. Other new changes as well as a review of the procedure for filing a Workers’ Compensation claim, the need for medical treatment and specific time requirements that must be met will be discussed in this workshop. The workshop will be presented by an attorney from Fine, Olin & Anderman, LLP (FOA) the law firm endorsed by CSEA to represent members for injury-related matters.

12:30 p.m. Lunch on your own

1:30 p.m. – 2:30 p.m. General Session (All Attendees)

2:45 p.m. – 4:15 p.m. Division Meetings

- Local Government Division Meeting
- State Division and Public Authorities Meeting
- Private Sector Division Meeting
- Retiree Division Meeting

4:30 p.m. Next Wave Event

The CSEA 107th Annual Delegates Meeting
October 2 - 6, 2017
Rochester Riverside Convention Center

“NEVER QUIT”

We are excited to present the tentative agenda for the 107th Annual Delegates Meeting. The workshops and trainings offered are designed to enhance skills for effective leadership, as well as obtain certification for the required officer and representation trainings as outlined in the CSEA Constitution.

Activists have the option of attending individual workshops or registering to complete various special trainings and/or tracks.

The following Academy will be offered Tuesday, October 3, 2017 - Thursday, October 5, 2017:

**AFSCME/CSEA Local/Unit Leadership Academy (LULA)**
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

A. The program has three basic objectives:
1. Team building
2. Skill building
3. Setting goals and beginning the work of achieving those goals.

B. During the program, Boards will work together on various exercises to:
1. Develop teamwork
2. Work on real, not hypothetical, issues facing the Local/Unit.

C. There will be communication with participants before the training where participants will have three items to complete:
1. A signed commitment that a sufficient number of board members will attend the program (to be returned no later than one week prior to the training).
2. An assessment worksheet describing the Local/Unit’s current status (also returned no later than one week before the training).
3. A mission statement worksheet that all participants are to complete and bring to the first day of the program.
There will be follow-up communication after the training to evaluate “how things are going” to help determine what additional training or assistance would be helpful.

Participants who complete the full program will receive certificates from the International Union.

The following Leadership/Activist Training Tracks will be offered Tuesday, October 3 and Wednesday, October 4:

**Back-to-Basics Workshops**
Workshops/trainings are designed to assist leaders in creating basic leadership skills and learn the basics of creating an active Local/Unit.

**Leadership Workshops**
Workshops/trainings are designed for leaders to enhance leadership skills and explore ways of building a Local/Unit that encourages member participation and activism.

**Activist/Advocate Workshops**
Workshops/trainings are designed to develop individual skills, encourage activism and explore issues of worker equality and democracy in society.

The following special certificate trainings will be offered on Tuesday, October 3:

**Safety and Health Advocacy and Action**
On average, three CSEA members are killed on the job each year and thousands more are hurt on the job causing permanent disabilities. You don’t have to be a safety and health expert to fight like one. This workshop will discuss common hazards affecting members and strategies to increase safety at your workplace. Participants will learn methods to deal with both regulated and non-regulated hazards and have a better understanding of the role and use of the Public Employees Safety and Health Bureau. Before leaving you will develop an action plan for your Local or Unit safety and health agenda.

**Organizing 101**
In this hands-on intense and interactive session participants will have an opportunity to recognize the elements of external/internal organizing and practice techniques to create solidarity in the workplace.

**THURSDAY, OCTOBER 5, 2017, continued**

9:00 a.m. – 12:15 p.m. Officer & Representation Recertification Trainings, continued

Representing Members in Discipline & Interrogation Recertification
This workshop is designed for New York State bargaining unit officers and activists that have completed the basic workshop. The workshop will provide an overview of your role in preparing and representing members in interrogations under Article 33. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to represent members in the disciplinary process. Please bring your contract to this workshop.**

**Representing Members in Discipline & Interrogation Recertification**
This workshop will provide activists in the Local Government and NYS Authorities/Canals bargaining units with an overview of their role in preparing and representing members in interrogations. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to represent members in the disciplinary process. Please bring your contract to this workshop.**

9:00 a.m. – 10:30 a.m. Workshops

**An Overview of the Time & Attendance Process – Part 1 (Participants must attend Part 1 & 2)**
This advanced workshop is designed to provide State Government bargaining unit officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. Participants must complete this workshop and be designated by their Local/Unit President to represent members under this procedure.

**Contract Negotiations & You – Part 1 (Participants must attend Part 1 & 2)**
CSEA's city, town, village, school district, county and private sector members are facing increasingly tougher and tougher negotiations. This workshop, open to Local Government and Private Sector bargaining unit members, will review the basics of contract negotiation and highlight the importance of engaging the membership in the collective bargaining process.

**Personal Injury Law**
This workshop will provide members with an overview of personal injury law, which covers issues from A to Z, such as automobile and bicycle injuries, dog bites, yard falls and zoo mishaps!

**Engaging the Next Wave of Activists**
The future of the union movement will rely, in part, on current leaders and activists reaching out and encouraging newer workers in the workforce to take an active role in their Union. Come join in a session to explore strategies on how we relate the relevancy of the Union to young and newer workers.
**A G E N D A**

"NEVER QUIT"

**MONDAY**

8:00 a.m. – 4:00 p.m.  Registration

9:00 a.m. – 12:30 p.m.  Workshops & Unified Court System Representation Session

**State Government Grievance Representation**

This basic workshop is designed for State Government bargaining unit officers and activists who have little or no experience in handling grievances and other violations in their workplace. Participants will learn how to work with their contract; examine the grievance procedure; and understand their role and responsibility as a grievance representative. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions' Article V, Section 6. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.**

**Local Government/Private Sector/NYS Authorities & Canals Grievance Representation**

This basic workshop is designed for Local Government, Private Sector and NYS Authorities/Canals bargaining unit officers and activists who have little or no experience handling grievances and other violations in their workplace. Participants will learn how to define a grievance, examine their contract's grievance procedure and understand their role and responsibility as a grievance representative. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions' Article V, Section 6. **Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.**

**Unified Court System Grievance Representation**

This workshop, designed for officers/activists in the NYS Unified Court System, will provide union representatives with the skills needed to effectively represent members in the grievance process. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions' Article V, Section 6. **Participants must complete this workshop and be appointed by their Local President to be certified to process grievances in CSEA. Please bring your contract to this workshop.**

**THURSDAY, OCTOBER 5, 2017**

8:00 a.m. – 11:00 a.m.  Registration

9:00 a.m. – 12:15 p.m.  Officer & Representation Recertification Trainings

**President & Vice President Training**

This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. **Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.**

**Secretary Training**

This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. **Completion of this training meets the mandatory constitutional requirement for Secretaries.**

**Treasurer Training**

This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. **Completion of this training meets the mandatory constitutional requirement for Treasurers.**

**Private Sector: Representing Members in Discipline & Interrogation**

In this three-hour workshop we will learn one of the most basic rights private sector union members have is their right to union representation during an interview or interrogation that may lead to disciplinary action. This right is part of a collection of related rights that have come to be known as “Weingarten Rights.” **Completion of this workshop complies with the disciplinary training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be designated by their Local/Unit President to represent members in the disciplinary process. Please bring your contract to this workshop.**

**AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 3**

This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

8:45 a.m. – 3:00 p.m.  Workshops & Unified Court System Representation Session

**Participants must attend full workshop**
M O N D A Y, OCTOBER 2, 2017, continued

8:45 a.m. – 10:15 a.m.  Committee, Departmental and Local Government Meetings

• OMH/OPWDD Advisory Committee
• Department of Correctional & Community Supervision
• State University of New York
• Department of Transportation
• Department of Health
• State Insurance Fund

10:45 a.m. – 12:15 p.m.  Committee, Departmental and Local Government Meetings

• State Police
• OMH/OPWDD
• Office of Children & Family Services
• Department of Tax & Finance
• Department of Labor
NYS Parks, Recreation and Historic Preservation

12:15 p.m.  Lunch on Your Own

1:30 p.m. – 3:00 p.m.  Workshops

An Overview of Member Benefits
The goal of CSEA's member benefits program is to provide quality products and services above and beyond our members negotiated contracts. CSEA's endorsed programs are designed to save time and money to make your life and the lives of your family easier. In this session, representatives will explain the variety of programs available and share valuable information for you to bring back and share with your membership.

An Overview of the CSEA Employee Benefit Fund
Come join us for an overview of the CSEA Employee Benefit Fund (EBF). Learn about the basics of the State Government dental and vision plans as well as our Local Government plans available through contract negotiations. We will provide important information that will help you to gain a greater understanding of the benefits and resources EBF can offer the CSEA membership. Whether you are a longtime activist and need a refresher or are new to CSEA, this workshop is for you.

An Overview of CSEA WORK Institute Programs
CSEA WORK Institute has secured grant funds to offer school districts workshops in such topics as Staying Strong and Resilient, Overcoming Burnout and the Power of Positive Thinking. Local government and private sector members can once again participate fully in a host of SKILLS classes from Trades, Operation and Maintenance to Math, Writing, Language and Interpersonal Communication. Also featured is CSEA WORK Institute’s new Intro to Civil Service Test Prep Workshop. Come and learn how you can participate in these new and existing opportunities.

Health Benefits Update in State Government
Come join representatives from the CSEA Joint Committee on Health Benefits (Health Benefits Department) for an update on the Empire Plan changes negotiated in the recent contract. This workshop will also discuss national trends in health care and what members can do to become better health care consumers.

WEDNESDAY, OCTOBER 4, 2017, continued

1:30 p.m. – 3:00 p.m.  Workshops, continued

Leadership Workshops

Beyond Bias: An Introduction to Implicit Bias
Did you know that 80 to 90 percent of the decisions we make happen subconsciously? This has a major impact on how we interact with people of different races, genders and backgrounds. As leaders, understanding implicit bias can be a valuable tool to help strengthen our union and shift how we think, talk and act about differences. In this interactive workshop, participants will learn about the science of implicit bias and gain strategies for addressing bias.

Mentoring 101
It is important that we offer and receive guidance to support and build our leadership. In this workshop, participants will review the role of a mentor and a mentee, reflect on their mentoring experience, and recognize the importance and benefits of a mentor.

Activist/Advocate Workshops

Building Coalitions
Many CSEA members contribute to the efforts of community, religious and social organizations. In this workshop, activists will discuss the importance of building relationships and engaging in issues and activities in our communities.

Working People's History
We have heard it said that if you don’t know your past, you don’t know your future. Yet, labor activists rarely have the opportunity to reflect on the history of the American labor movement. In this interactive workshop participants will learn about the workplace struggles that preceded us and discuss how we can use our knowledge of these struggles to help write the history of the current and future labor movement. We will learn how CSEA's history fits into the history of the American labor movement.

1:30 p.m. – 4:30 pm.  Officer Trainings

President & Vice President Training
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

Secretary Training
This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

Treasurer Training
This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. Completion of this training meets the mandatory constitutional requirement for Treasurers.

6:00 p.m.  CSEA/AFSCME Event
Health Benefit Design Trends in the Local Government & Private Sector

Come join representatives from the CSEA Health Benefits Department for an interactive discussion on the latest plan design trends in health care. As health insurance continues to dominate the discussions at the negotiating table, learn what strategies should be considered as a way to control costs. Learn about some of the containment strategies that national plan sponsors are implementing and find out what many of our employers may be proposing at the bargaining table.

An Overview of the NYS & CSEA Partnership (State Bargaining Unit Members)

This session will review services accessed directly by members and other programs that can be accessed by labor and management. Special emphasis will be on online learning certificate programs, in-person and webinar courses, safety and health grants, and discuss some programs like tuition benefits, grants and Skills for Success courses that have been around for many years.

Activist/Advocate Workshop

Public Speaking 101

“I want to speak up at a community meeting.” “I have to give a presentation at a membership meeting.” Are you worried that you’ll go blank before an audience? Or, are you just looking for tips to improve your oral presentations? In this workshop, members will identify the characteristics of effective public speaking, learn and analyze ways to prepare for public speaking, assess their public speaking comfort levels, and understand and apply various tips and techniques to improve these valuable skills.

Lunch on Your Own

SPECIAL CERTIFICATE TRAININGS & WORKSHOPS

AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 2

This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

All We’re Asking for is a Little R-E-S-P-E-C-T

In this award winning interactive workshop, activists will explore how to build support and unity among activists and leaders. In addition, specific tools are taught to empower activists and leaders with skills to create an inclusive Local/Unit and learn to become constructive allies on behalf of all groups that exist in their workplace and communities.

Union Leadership Responsibilities

Elected, appointed or self-anointed? Do you find yourself in a leadership position, wanting to be effective, successful and out of trouble? In this President’s-only session, we will explore duties and responsibilities of union leadership role to empower you to be effective, respected and comfortable.

Back-to-Basics Workshops

An Economy That Works for All

We are witnessing the largest redistribution of wealth in our nation’s history. This program will review how current economic inequality developed and the economic issues facing communities across America. It’s time to give workers a voice and introduce some common sense into the economy so it starts working for all of us!

Setting Goals & Planning Activities

This interactive workshop will review the purpose of setting goals, outline the reasons of setting long-term and short-term goals to develop a plan of action and discuss the importance of task delegation. Let’s get started planning for tomorrow!

LGBT Caucus

The purpose of the caucus is to provide an opportunity to discuss Lesbian, Gay, Bisexual & Transgender issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.
TUESDAY, OCTOBER 3, 2017

8:00 a.m. – 2:00 p.m. Registration
Information Tables & Displays

8:45 a.m. – 10:15 a.m. Plenary Session (All Attendees)

10:45 a.m. – 4:15 p.m. SPECIAL CERTIFICATE TRAININGS
(Participants must attend full session)

AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 1
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

Organizing 101
In this hands-on, intense and interactive session, participants will have an opportunity to recognize the elements of external/internal organizing and practice techniques to create solidarity in the workplace.

Safety and Health Advocacy and Action
On average, three CSEA members are killed on the job each year and thousands more are hurt on the job causing permanent disabilities. You don’t have to be a safety and health expert to fight like one. This workshop will discuss common hazards affecting members and strategies to increase safety at your workplace. Participants will learn methods to deal with both regulated and non-regulated hazards and have a better understanding of the role and use of the Public Employees Safety and Health Bureau. Before leaving you will develop an action plan for your local or unit safety and health agenda.

10:45 a.m. – 12:15 p.m. Workshops

Back-to-Basics Workshops

CSEA 101
In this workshop, participants will be provided with an overview of CSEA, including the history, structure, departments, resources available, the benefits of membership, and opportunities to become involved. Come join us and learn more about your Union – CSEA!

Building Our Union On Day One!
How many of you have the opportunity to welcome new members into your workplace? In this workshop, participants will recognize the value of participating in and developing a new member orientation program that enables members to meet and learn about the union firsthand. Participants will develop a toolkit of ideas and a clear message for an orientation program.

WEDNESDAY, OCTOBER 4, 2017, continued

9:00 a.m. – 10:30 a.m. Workshops

Back-to-Basics Workshops

Leadership 101
In this workshop participants will recognize leadership components, assess their leadership style, and be given an instrument to later assess the style of their leadership team to adapt and bring out the best of the team.

Member-to-Member
The power of communicating with members has allowed us to build and strengthen our locals/units. Good communication practices are an essential leadership skill. This session will provide strategies and techniques to effectively engage and connect with members in the workplace.

Activist/Advocate Workshop

CSEA 101
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11:00 a.m. – 12:30 p.m. Workshops

Back-to-Basics Workshop

Building A Communication Network
Good communication practices are an essential leadership skill to build a stronger, more active and effective Union. In this interactive workshop, participants will recognize the importance of communicating with members, practice communication techniques and discuss strategies to invoke members to become active and involved in our locals/units and communities.

Leadership Workshop

Conflict Resolution - How to be Your Own Mediator
This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impaire teamowrk, quality, decision-making and cooperation at work and at home. This high impact introduction to Self-Mediation will:

• Help empower you to handle the challenges of today’s intensely interdependent workplace.
• Teach you how to take control of conflicts rather than be controlled by them.
• Handle “difficult people” (and avoid being seen as a “difficult person” by others).
Leadership Workshops

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Social Media for Social Justice
We are all touched by the new social media options, both personally and as Union activists. The ease and reach of these new ways of communicating entice each of us to explore, employ and even rely on these new ways of communicating for many purposes. Join your brothers and sisters in a discussion of creative strategies and techniques where social media has been used to build greater member activism and public support to protect the rights of all workers.

WEDNESDAY, OCTOBER 4, 2017

8:00 a.m. – 2:00 p.m.  Registration
Information Tables & Displays

9:00 a.m. – 10:30 a.m.  Departmental Meeting
· Unified Court System

9:00 a.m. – 12:15 p.m.  Officer & Representation Recertification Trainings

President & Vice President Training
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

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This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

Treasurer Training
This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. Completion of this training meets the mandatory constitutional requirement for Treasurers.

State Government Grievance Representation Recertification
In this interactive workshop, participants will review fact patterns, conduct an investigation, apply applicable contract language and participate in presenting a grievance. This workshop is designed for current officers and activists in the State Division who have completed the basic grievance representation workshop. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.

Local Government/Private Sector/NYS Authorities & Canals
Grievance Representation Recertification
In this interactive workshop, participants will review fact patterns, conduct an investigation, apply applicable contract language and participate in presenting a grievance. This workshop is designed for current certified officers and activists who have completed the basic grievance representation workshop. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.

TUESDAY, OCTOBER 3, 2017, continued

10:45 a.m. – 12:15 p.m.  Workshops, continued

Leadership Workshops

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12:15 p.m.    Lunch on your own

1:15 – 2:45 p.m.   Workshops

Back-to-Basics Workshops

Working People’s History
We have heard it said that if you don’t know your past, you don’t know your future. Yet, labor activists rarely have the opportunity to reflect on the history of the American labor movement. In this interactive workshop participants will learn about the workplace struggles that preceded us and discuss how we can use our knowledge of these struggles to help write the history of the current and future labor movement. We will learn how CSEA’s history fits into the history of the American labor movement.
1:15 – 2:45 p.m.   Workshops, continued

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Activist/Advocate Workshops

Conflict Resolution – How to be Your Own Mediator
This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impair teamwork, quality, decision-making and cooperation at work and at home. This high impact introduction to Self-Mediation will:
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This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

Treasurer Training
This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. Completion of this training meets the mandatory constitutional requirement for Treasurers.

4:30 p.m.   Minority Caucus
The purpose of the caucus is to provide an opportunity to discuss minority issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.
TUESDAY, OCTOBER 3, 2017, continued

1:15 – 2:45 p.m.  Workshops, continued

Social Media for Social Justice
We are all touched by the new social media options, both personally and as Union activists. The ease and reach of these new ways of communicating entice each of us to explore, employ and even rely on these new ways of communicating for many purposes. Join your brothers and sisters in a discussion of creative strategies and techniques where social media has been used to build greater member activism and public support to protect the rights of all workers.

Leadership Workshops

Leadership 101
In this workshop participants will recognize leadership components, assess their leadership style, and be given an instrument to later assess the style of their leadership team to adapt and bring out the best of the team.

Building Our Union On Day One!
How many of you have the opportunity to welcome new members into your workplace? In this workshop, participants will recognize the value of participating in and developing a new member orientation program that enables members to meet and learn about the union firsthand. Participants will develop a toolkit of ideas and a clear message for an orientation program.

Activist/Advocate Workshops

Conflict Resolution – How to be Your Own Mediator
This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impair teamwork, quality, decision-making and cooperation at work and at home. This high impact introduction to Self-Mediation will:

- Help empower you to handle the challenges of today’s intensely interdependent workplace.
- Teach you how to take control of conflicts rather than be controlled by them.
- Handle “difficult people” (and avoid being seen as a “difficult person” by others).

Public Speaking 101
“I want to speak up at a community meeting.” “I have to give a presentation at a membership meeting.” Are you worried that you’ll go blank before an audience? Or, are you just looking for tips to improve your oral presentations? In this workshop, members will identify the characteristics of effective public speaking, learn and analyze ways to prepare for public speaking, assess their public speaking comfort levels and understand and apply various tips and techniques to improve these valuable skills.

TUESDAY, OCTOBER 3, 2017, continued

1:30 p.m. – 4:30 pm.  Officer Trainings

President & Vice President Training
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

Secretary Training
This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

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4:30 p.m.  Minority Caucus

The purpose of the caucus is to provide an opportunity to discuss minority issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.
Leadership Workshops

Building a Communication Network
Good communication practices are an essential leadership skill to build a stronger, more active and effective Union. In this interactive workshop, participants will recognize the importance of communicating with members, practice communication techniques and discuss strategies to invoke members to become active and involved in our locals/units and communities.

Setting Goals & Planning Activities
This interactive workshop will review the purpose of setting goals, outline the reasons of setting long-term and short-term goals to develop a plan of action and discuss the importance of task delegation. Let’s get started planning for tomorrow!

Activist/Advocate Workshops

Member-to-Member
The power of communicating with members has allowed us to build and strengthen our locals/units. Good communication practices are an essential leadership skill. This session will provide strategies and techniques to effectively engage and connect with members in the workplace.

Social Media for Social Justice
We are all touched by the new social media options, both personally and as Union activists. The ease and reach of these new ways of communicating entice each of us to explore, employ and even rely on these new ways of communicating for many purposes. Join your brothers and sisters in a discussion of creative strategies and techniques where social media has been used to build greater member activism and public support to protect the rights of all workers.

Back-to-Basics Workshops

Working People’s History
We have heard it said that if you don’t know your past, you don’t know your future. Yet, labor activists rarely have the opportunity to reflect on the history of the American labor movement. In this interactive workshop participants will learn about the workplace struggles that preceded us and discuss how we can use our knowledge of these struggles to help write the history of the current and future labor movement. We will learn how CSEA’s history fits into the history of the American labor movement.
NEW TUESDAY, OCTOBER 3, 2017

8:00 a.m. – 2:00 p.m.  Registration Information Tables & Displays

8:45 a.m. – 10:15 a.m.  Plenary Session (All Attendees)

10:45 a.m. – 4:15 p.m.  SPECIAL CERTIFICATE TRAININGS (Participants must attend full session)

AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 1
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

Organizing 101
In this hands-on, intense and interactive session, participants will have an opportunity to recognize the elements of external/internal organizing and practice techniques to create solidarity in the workplace.

Safety and Health Advocacy and Action
On average, three CSEA members are killed on the job each year and thousands more are hurt on the job causing permanent disabilities. You don’t have to be a safety and health expert to fight like one. This workshop will discuss common hazards affecting members and strategies to increase safety at your workplace. Participants will learn methods to deal with both regulated and non-regulated hazards and have a better understanding of the role and use of the Public Employees Safety and Health Bureau. Before leaving you will develop an action plan for your local or unit safety and health agenda.

10:45 a.m. – 12:15 p.m.  Workshops
Back-to-Basics Workshops

CSEA 101
In this workshop, participants will be provided with an overview of CSEA, including the history, structure, departments, resources available, the benefits of membership, and opportunities to become involved. Come join us and learn more about your Union – CSEA!

Building Our Union On Day One!
How many of you have the opportunity to welcome new members into your workplace? In this workshop, participants will recognize the value of participating in and developing a new member orientation program that enables members to meet and learn about the union firsthand. Participants will develop a toolkit of ideas and a clear message for an orientation program.

WEDNESDAY, OCTOBER 4, 2017, continued

9:00 a.m. – 10:30 a.m.  Workshops
Back-to-Basics Workshops

Leadership 101
In this workshop participants will recognize leadership components, assess their leadership style, and be given an instrument to later assess the style of their leadership team to adapt and bring out the best of the team.

Member-to-Member
The power of communicating with members has allowed us to build and strengthen our locals/units. Good communication practices are an essential leadership skill. This session will provide strategies and techniques to effectively engage and connect with members in the workplace.

Activist/Advocate Workshop

CSEA 101
In this workshop, participants will be provided with an overview of CSEA, including the history, structure, departments, resources available, the benefits of membership and opportunities to become involved. Come join us and learn more about your Union – CSEA!

11:00 a.m. – 12:30 p.m.  Workshops
Back-to-Basics Workshop

Building A Communication Network
Good communication practices are an essential leadership skill to build a stronger, more active and effective Union. In this interactive workshop, participants will recognize the importance of communicating with members, practice communication techniques and discuss strategies to invoke members to become active and involved in our locals/units and communities.

Leadership Workshop

Conflict Resolution - How to be Your Own Mediator
This introductory module will teach participants concepts and skills that they can use to help improve communication in the workplace and help them begin to manage the differences that impair teamwork, quality, decision-making and cooperation at work and at home. This high impact introduction to Self-Mediation will:

• Help empower you to handle the challenges of today’s intensely interdependent workplace.
• Teach you how to take control of conflicts rather than be controlled by them.
• Handle “difficult people” (and avoid being seen as a “difficult person” by others).
MONDAY, OCTOBER 2, 2017, continued

11:00 a.m. – 12:30 p.m. Workshops, continued

Activist/Advocate Workshop

Public Speaking 101
"I want to speak up at a community meeting." "I have to give a presentation at a membership meeting." Are you worried that you'll go blank before an audience? Or, are you just looking for tips to improve your oral presentations? In this workshop, members will identify the characteristics of effective public speaking, learn and analyze ways to prepare for public speaking, assess their public speaking comfort levels, and understand and apply various tips and techniques to improve these valuable skills.

12:30 p.m. Lunch on Your Own

1:30 p.m. – 4:30 p.m. SPECIAL CERTIFICATE TRAININGS & WORKSHOPS

AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 2

This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

All We’re Asking for is a Little R-E-S-P-E-C-T

In this award winning interactive workshop, activists will explore how to build support and unity among activists and leaders. In addition, specific tools are taught to empower activists and leaders with skills to create an inclusive Local/Unit and learn to become constructive allies on behalf of all groups that exist in their workplace and communities. This workshop was developed by the National Coalition Building Institute. Participants must attend the full three-hour session.

Union Leadership Responsibilities

Elected, appointed or self-anointed? Do you find yourself in a leadership position, wanting to be effective, successful and out of trouble? In this President’s-only session, we will explore duties and responsibilities of union leadership role to empower you to be effective, respected and comfortable.

1:30 p.m. – 3:00 p.m. Workshops

Back-to-Basics Workshops

An Economy That Works for All

We are witnessing the largest redistribution of wealth in our nation’s history. This program will review how current economic inequality developed and the economic issues facing communities across America. It’s time to give workers a voice and introduce some common sense into the economy so it starts working for all of us!

Setting Goals & Planning Activities

This interactive workshop will review the purpose of setting goals, outline the reasons of setting long-term and short-term goals to develop a plan of action and discuss the importance of task delegation. Let’s get started planning for tomorrow!

MONDAY, OCTOBER 2, 2017, continued

1:30 p.m. – 3:00 p.m. Workshops, continued

Health Benefit Design Trends in the Local Government & Private Sector

Come join representatives from the CSEA Health Benefits Department for an interactive discussion on the latest plan design trends in health care. As health insurance continues to dominate the discussions at the negotiating table, learn what strategies should be considered as a way to control costs. Learn about some of the containment strategies that national plan sponsors are implementing and find out what many of our employers may be proposing at the bargaining table.

An Overview of the NYS & CSEA Partnership (State Bargaining Unit Members)

This session will review services accessed directly by members and other programs that can be accessed by labor and management. Special emphasis will be on online learning certificate programs, in-person and webinar courses, safety and health grants, and discuss some programs like tuition benefits, grants and Skills for Success courses that have been around for many years.

1:30 p.m. – 4:30 p.m. Officer Trainings

President & Vice President Training

This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

Secretary Training

This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

Treasurer Training

Elected, appointed or self-anointed? Do you find yourself in a leadership position, wanting to be effective, successful and out of trouble? In this President’s-only session, we will explore duties and responsibilities of union leadership role to empower you to be effective, respected and comfortable.

4:45 p.m. LGBT Caucus

The purpose of the caucus is to provide an opportunity to discuss Lesbian, Gay, Bisexual & Transgender issues and the importance of all of us being allies and a collective voice in addressing issues on behalf of all workers and our communities.
### MONDAY, OCTOBER 2, 2017, continued

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<td>8:45 a.m. – 10:15 a.m.</td>
<td>Committee, Departmental and Local Government Meetings</td>
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<td>- OMH/OPWDD Advisory Committee</td>
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<td>- Department of Correctional &amp; Community Supervision</td>
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<td>- State Insurance Fund</td>
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<td>10:45 a.m. – 12:15 p.m.</td>
<td>Committee, Departmental and Local Government Meetings</td>
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<td>- State Police</td>
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<td>- Office of Children &amp; Family Services</td>
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<td>- Department of Labor</td>
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<td>- NYS Parks, Recreation and Historic Preservation</td>
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<td>12:15 p.m.</td>
<td>Lunch on Your Own</td>
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<td>1:30 p.m. – 3:00 p.m.</td>
<td>Workshops</td>
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#### An Overview of Member Benefits
The goal of CSEA’s member benefits program is to provide quality products and services above and beyond our members negotiated contracts. CSEA’s endorsed programs are designed to save time and money to make your life and the lives of your family easier. In this session, representatives will explain the variety of programs available and share valuable information for you to bring back and share with your membership.

#### An Overview of the CSEA Employee Benefit Fund
Come join us for an overview of the CSEA Employee Benefit Fund (EBF). Learn about the basics of the State Government dental and vision plans as well as our Local Government plans available through contract negotiations. We will provide important information that will help you to gain a greater understanding of the benefits and resources EBF can offer the CSEA membership. Whether you are a longtime activist and need a refresher or are new to CSEA, this workshop is for you.

#### An Overview of CSEA WORK Institute Programs
CSEA WORK Institute has secured grant funds to offer school districts workshops in such topics as Staying Strong and Resilient, Overcoming Burnout and the Power of Positive Thinking. Local government and private sector members can once again participate fully in a host of SKILLS classes from Trades, Operation and Maintenance to Math, Writing, Language and Interpersonal Communication. Also featured is CSEA WORK Institute’s new Intro to Civil Service Test Prep Workshop. Come and learn how you can participate in these new and existing opportunities.

#### Health Benefits Update in State Government
Come join representatives from the CSEA Joint Committee on Health Benefits (Health Benefits Department) for an update on the Empire Plan changes negotiated in the recent contract. This workshop will also discuss national trends in health care and what members can do to become better health care consumers.

### WEDNESDAY, OCTOBER 4, 2017, continued

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<th>Time</th>
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<td>1:30 p.m. – 3:00 p.m.</td>
<td>Workshops, continued</td>
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#### Leadership Workshops

#### Beyond Bias: An Introduction to Implicit Bias
Did you know that 80 to 90 percent of the decisions we make happen subconsciously? This has a major impact on how we interact with people of different races, genders and backgrounds. As leaders, understanding implicit bias can be a valuable tool to help strengthen our union and shift how we think, talk and act about differences. In this interactive workshop, participants will learn about the science of implicit bias and gain strategies for addressing bias.

#### Mentoring 101
It is important that we offer and receive guidance to support and build our leadership. In this workshop, participants will review the role of a mentor and a mentee, reflect on their mentoring experience, and recognize the importance and benefits of a mentor.

#### Activist/Advocate Workshops

#### Building Coalitions
Many CSEA members contribute to the efforts of community, religious and social organizations. In this workshop, activists will discuss the importance of building relationships and engaging in issues and activities in our communities.

#### Working People’s History
We have heard it said that if you don’t know your past, you don’t know your future. Yet, labor activists rarely have the opportunity to reflect on the history of the American labor movement. In this interactive workshop participants will learn about the workplace struggles that preceded us and discuss how we can use our knowledge of these struggles to help write the history of the current and future labor movement. We will learn how CSEA’s history fits into the history of the American labor movement.

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<td>1:30 p.m. – 4:30 p.m.</td>
<td>Officer Trainings</td>
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#### President & Vice President Training
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents.

Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

#### Secretary Training
This training session will provide an overview of the duties and responsibilities of being a Secretary within a Local or a Unit, your role in meetings and what it entails to become a successful leader. Completion of this training meets the mandatory constitutional requirement for Secretaries.

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This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. Completion of this training meets the mandatory constitutional requirement for Treasurers.

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<td>6:00 p.m.</td>
<td>CSEA/AFSCME Event</td>
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THURSDAY, OCTOBER 5, 2017

8:00 a.m. – 11:00 a.m.  Registration

9:00 a.m. – 12:15 p.m.  SPECIAL CERTIFICATE TRAININGS
(Participants must attend full session)

**AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 3**
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

9:00 a.m. – 12:15 p.m.  Officer & Representation Recertification Trainings

**President & Vice President Training**
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

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**Treasurer Training**
This workshop will familiarize participants with the Financial Standards Code, Unit and Local Constitutions, income and expense registers, budgets and other required reports and time frames. Completion of this training meets the mandatory constitutional requirement for Treasurers.

**Private Sector: Representing Members in Discipline & Interrogation**
In this three-hour workshop we will learn one of the most basic rights private sector union members have is their right to union representation during an interview or interrogation that may lead to disciplinary action. This right is part of a collection of related rights that have come to be known as “Weingarten Rights.” Completion of this workshop complies with the disciplinary training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be designated by their Local/Unit President to represent members in the disciplinary process. Please bring your contract to this workshop.

THURSDAY, OCTOBER 5, 2017

8:00 a.m. – 4:00 p.m.  Registration

Information Tables & Displays

8:45 a.m. – 3:00 p.m.  Workshops & Unified Court System Representation Session
(Participants must attend full workshop)

8:00 a.m. – 11:00 a.m.  Registration

9:00 a.m. – 12:15 p.m.  SPECIAL CERTIFICATE TRAININGS
(Participants must attend full session)

**AFSCME/CSEA Local/Unit Leadership Academy (LULA) – Part 3**
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

9:00 a.m. – 12:15 p.m.  Officer & Representation Recertification Trainings

**President & Vice President Training**
This training will provide Presidents and Vice Presidents with an overview of their role and responsibilities; the structure of CSEA; programs and benefits available to CSEA members and activists and an opportunity to meet and network with other Local and Unit Presidents and Vice Presidents. Completion of this training meets the mandatory constitutional requirement for Presidents/Vice Presidents.

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8:00 a.m. – 11:00 a.m.  Registration

Information Tables & Displays

8:45 a.m. – 3:00 p.m.  Workshops & Unified Court System Representation Session
(Participants must attend full workshop)

State Government Grievance Representation
This basic workshop is designed for State Government bargaining unit officers and activists who have little or no experience handling grievances and other violations in their workplace. Participants will learn how to work with their contract; examine the grievance procedure; and understand their role and responsibility as a grievance representative. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.

Local Government/Private Sector/NYS Authorities & Canals Grievance Representation
This basic workshop is designed for Local Government, Private Sector and NYS Authorities/Canals bargaining unit officers and activists who have little or no experience handling grievances and other violations in their workplace. Participants will learn how to work with their contract; examine the grievance procedure; and understand their role and responsibility as a grievance representative. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to process grievances in CSEA. Please bring your contract to this workshop.

Unified Court System Grievance Representation
This workshop, designed for officers/activists in the NYS Unified Court System, will provide union representatives with the skills needed to effectively represent members in the grievance process. Completion of this workshop complies with the grievance representation training requirement as outlined in the CSEA Local and Unit Constitutions’ Article V, Section 6. Participants must complete this workshop and be appointed by their Local President to be certified to process grievances in CSEA. Please bring your contract to this workshop.

8:00 a.m. – 11:00 a.m.  Registration

Information Tables & Displays

8:45 a.m. – 3:00 p.m.  Workshops & Unified Court System Representation Session
(Participants must attend full workshop)
LOCAL/UNIT LEADERSHIP ACADEMY, continued

D. There will be follow-up communication after the training to evaluate “how things are going” to help determine what additional training or assistance would be helpful.

E. Participants who complete the full program will receive certificates from the International Union.

The following Leadership/Activist Training Tracks will be offered Tuesday, October 3 and Wednesday, October 4:

**Back-to-Basics Workshops**
Workshops/trainings are designed to assist leaders in creating basic leadership skills and learn the basics of creating an active Local/Unit.

**Leadership Workshops**
Workshops/trainings are designed for leaders to enhance leadership skills and explore ways of building a Local/Unit that encourages member participation and activism.

**Activist/Advocate Workshops**
Workshops/trainings are designed to develop individual skills, encourage activism and explore issues of worker equality and democracy in society.

The following special certificate trainings will be offered on Tuesday, October 3:

**Safety and Health Advocacy and Action**
On average, three CSEA members are killed on the job each year and thousands more are hurt on the job causing permanent disabilities. You don’t have to be a safety and health expert to fight like one. This workshop will discuss common hazards affecting members and strategies to increase safety at your workplace. Participants will learn methods to deal with both regulated and non-regulated hazards and have a better understanding of the role and use of the Public Employees Safety and Health Bureau. Before leaving you will develop an action plan for your Local or Unit safety and health agenda.

**Organizing 101**
In this hands-on intense and interactive session participants will have an opportunity to recognize the elements of external/internal organizing and practice techniques to create solidarity in the workplace.

THURSDAY, OCTOBER 5, 2017, continued

9:00 a.m. – 12:15 p.m. **Officer & Representation Recertification Trainings, continued**

**Representing Members in Discipline & Interrogation Recertification**
This workshop is designed for New York State bargaining unit officers and activists that have completed the basic workshop. The workshop will provide an overview of your role in preparing and representing members in interrogations under Article 33. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to represent members in the disciplinary process. Please bring your contract to this workshop.

**Representing Members in Discipline & Interrogation Recertification**
This workshop will provide activists in the Local Government and NYS Authorities/Canals bargaining units with an overview of their role in preparing and representing members in interrogations. Participants must complete this workshop and be appointed by their Local/Unit President to be certified to represent members in the disciplinary process. Please bring your contract to this workshop.

9:00 a.m. – 10:30 a.m. **Workshops**

**An Overview of the Time & Attendance Process – Part 1 (Participants must attend Part 1 & 2)**
This advanced workshop is designed to provide State Government bargaining unit officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. Participants must complete this workshop and be designated by their Local/Unit President to represent members under this procedure.

**Contract Negotiations & You – Part 1 (Participants must attend Part 1 & 2)**
CSEA’s city, town, village, school district, county and private sector members are facing increasingly tougher and tougher negotiations. This workshop, open to Local Government and Private Sector bargaining unit members, will review the basics of contract negotiation and highlight the importance of engaging the membership in the collective bargaining process.

**Personal Injury Law**
This workshop will provide members with an overview of personal injury law, which covers issues from A to Z, such as automobile and bicycle injuries, dog bites, yard falls and zoo mishaps!

**Engaging the Next Wave of Activists**
The future of the union movement will rely, in part, on current leaders and activists reaching out and encouraging newer workers in the workforce to take an active role in their Union. Come join in a session to explore strategies on how we relate the relevancy of the Union to young and newer workers.
THURSDAY, OCTOBER 5, 2017, continued

11:00 a.m. – 12:30 p.m. Workshops

An Overview of the Time & Attendance Process – Part 2 (Participants must attend Part 1 & 2)
This advanced workshop is designed to provide State Government bargaining unit officers and disciplinary representatives with basic knowledge and skills necessary to represent members under State Contract Article 33 Time and Attendance Procedure. Participants must complete this workshop and be designated by their Local/Unit President to represent members under this procedure.

Contract Negotiations & You – Part 2 (Participants must attend Part 1 & 2)
CSEA’s city, town, village, school district, county and private sector members are facing increasingly tougher and tougher negotiations. This workshop, open to Local Government and Private Sector bargaining unit members, will review the basics of contract negotiation and highlight the importance of engaging the membership and the community in the collective bargaining process.

A Basic Overview of Civil Service Law
Have you ever been confused, frustrated and/or exasperated over the terms and concepts involved with the New York State Civil Service Law? Well, you are not alone. Participants will come away from the workshop with useful information and a better understanding of what the law can and cannot do and how you can protect yourself and others. Great for first-timers as well as for veteran activists.

Workers Compensation
There have been significant changes in the Workers’ Compensation Law, including the implementation of new policies and procedures. This workshop will discuss the new cap on lifetime payments for classified disabled workers and a very aggressive push by carriers for injured workers to continue to seek employment within their restrictions. Other new changes as well as a review of the procedure for filing a Workers’ Compensation claim, the need for medical treatment and specific time requirements that must be met will be discussed in this workshop. The workshop will be presented by an attorney from Fine, Olin & Anderman, LLP, (FOA) the law firm endorsed by CSEA to represent members for injury-related matters.

12:30 p.m. Lunch on your own

1:30 p.m. – 2:30 p.m. General Session (All Attendees)

2:45 p.m. – 4:15 p.m. Division Meetings

• Local Government Division Meeting
• State Division and Public Authorities Meeting
• Private Sector Division Meeting
• Retiree Division Meeting

4:30 p.m. Next Wave Event

The CSEA 107th Annual Delegates Meeting
October 2 - 6, 2017
Rochester Riverside Convention Center

“NEVER QUIT”

We are excited to present the tentative agenda for the 107th Annual Delegates Meeting. The workshops and trainings offered are designed to enhance skills for effective leadership, as well as obtain certification for the required officer and representation trainings as outlined in the CSEA Constitution.

Activists have the option of attending individual workshops or registering to complete various special trainings and/or tracks.

The following Academy will be offered Tuesday, October 3, 2017 - Thursday, October 5, 2017:

AFSCME/CSEA Local/Unit Leadership Academy (LULA)
This intense, multi-session program is designed and intended for Local/Unit Executive Boards. This means that it is essential for a significant majority of the Board to attend the full program, Tuesday - Thursday, from beginning to end. Participants must pre-register to attend, space is limited.

A. The program has three basic objectives:
1. Team building
2. Skill building
3. Setting goals and beginning the work of achieving those goals.

B. During the program, Boards will work together on various exercises to:
1. Develop teamwork
2. Work on real, not hypothetical, issues facing the Local/Unit.

C. There will be communication with participants before the training where participants will have three items to complete:
1. A signed commitment that a sufficient number of board members will attend the program (to be returned no later than one week prior to the training).
2. An assessment worksheet describing the Local/Unit's current status (also returned no later than one week before the training).
3. A mission statement worksheet that all participants are to complete and bring to the first day of the program.
Friday, October 6, 2017

9:00 a.m.     General Session & Awards

NEVER quit
CSEA’s Annual Delegates Meeting is an opportunity for our leaders and activists to recommit to our mission while reconnecting with one another. For the week of October 2, we will focus our energy and attention to developing our leadership skills so that we can be effective teachers to those around us and lead our union into the future. As members, we have a responsibility to our fellow sisters and brothers to keep current on the latest regulations, initiatives and approaches so that we can be as effective as possible in our activist roles.

Our shared values help to guide us and drive us forward. They keep us accountable as we continue to advocate for working people everywhere. Our Annual Delegates Meeting is our opportunity to put our values to work. Let’s use them to guide our meeting experience this year:

**Honesty:** We will be authentic and honest as we openly share our challenges and fears with one another.

**Inclusiveness:** We will seek out new people, from all walks of life, and we will honor the value that each new perspective provides to our union.

**Full Participation:** We will attend the trainings that will make us the most effective advocates for our fellow members, and we will bring our energy, ideas and voices to the table.

**Respect:** We will listen when others are speaking, and we will not judge or ridicule one another for ideas that are different from our own.

**Diversity:** We follow different belief systems, experience varying challenges and come from diverse backgrounds, but we will remain united by our common values and our desire to stand up for the rights of working people.

**Open Communication:** We will seek mutual understanding through the unrefined sharing of ideas and experiences.

**Accountability:** We will take what we learn back to our locals and units and use it to create a better union experience for all.

**Fiscal Responsibility:** We will make the most of our time at this meeting because this educational opportunity is our dues dollars at work.

We hope that you will enjoy this year’s meeting and use it as an opportunity to evolve as a leader. Thank you for all that you do to continue moving our union forward. We look forward to seeing you in October!

In Solidarity,

Danny Donohue
President