



HUMAN  
RESOURCES  
EDUCATION &  
TRAINING CENTER

SCHOOL OF LABOR & INDUSTRIAL RELATIONS

[www.lir.msu.edu/hretc](http://www.lir.msu.edu/hretc)

# PREPARING FOR AND NEGOTIATING THE LABOR CONTRACT



## 2009 COURSES

February 23-26

April 27-30

August 3-6

October 26-29

Plymouth, MI

Lansing, MI

Toledo, OH

Lansing, MI

**MICHIGAN STATE**  
UNIVERSITY

# PREPARING FOR AND NEGOTIATING THE LABOR CONTRACT

Labor contract negotiation is one of the most challenging and exciting assignments a manager can receive. However, everyone involved with the process must understand:

- (1) the importance of his or her supporting role
- (2) the dynamics of labor negotiations, strategies and tactics that either party may employ to achieve its objectives
- (3) the types of conduct which can lead to unfair labor practice charges, or signal, intentionally or unintentionally, impasses to the other party.

This experiential workshop is designed to provide the knowledge and skills you will need to successfully negotiate labor contracts. Join us in one of these important workshops.

## WHO SHOULD ATTEND

This workshop is intended for managers and labor relations specialists who need in-depth exposure to negotiations theory and practice. It will provide you with the skills and knowledge as well as the confidence necessary to contribute to the success of your employer's upcoming negotiations with the union.

## BY PARTICIPATING IN THIS SEMINAR, YOU WILL

- Learn how to effectively negotiate labor-related challenging and contemporary issues.
- Build a strong professional Labor Relations network from a wide variety of industries and organizations.
- Take home an extensive set of reference materials and resources.

## THE LEARNING ENVIRONMENT

Attendance in this seminar will be limited to 25 participants. In addition to participation in lecture and discussion of negotiations theory and practice, this program will provide participants with the opportunity to "try out" newly acquired skills and techniques in a supervised bargaining simulation. For past participants, the bargaining simulation has proven to be an invaluable learning experience not only for the inexperienced, but also for seasoned veterans of labor contract negotiations.

## INSTRUCTOR

Bruce Lillie is an attorney representing management in the area of labor relations. His background contains over 33 years of Labor Relations experience from management, union, and neutral perspectives (Bruce was also a union representative for more than 10 years). Mr. Lillie has extensive experience prior to and after becoming an attorney including primary spokesperson: in negotiations for over 600 labor contracts employing traditional, collaborative, and mutual gains methods of collective bargaining; in over 300 mediation sessions; in over 100 National Labor Relations Board Hearings; and in hundreds of arbitration hearings.

Mr. Lillie was a primary strategist in dozens of union organizing initiatives and is also an arbitrator for the American Arbitrator Association Labor Panel. Mr. Lillie is also the primary presenter for HRetc's training workshops and seminars pertaining to collective bargaining, collaborative bargaining, contract administration, arbitration, discipline and discharge, past practice, labor and employment law, and drug and alcohol issues. He is also the primary instructor for the labor relations certification program.

## SCHEDULE:

8:30 AM - 5:00 PM FOR THE FIRST THREE DAYS AND 8:30 AM - 12:00 PM ON THE LAST DAY.

## COURSE CONTENT

## WHAT IS HRetc

### General Overview

- Understanding the bargaining process

### Preparing for Negotiations

- Persuasion techniques
- Determining total compensation

### Traditional Method of Collective Bargaining

- Roles and functions in contract negotiation
- Determination of goals and objectives
  - Goals and priorities in negotiations
  - Union and management goals and objectives
- Developing strategies to achieve goals
  - Management and union strengths and weaknesses
  - Environmental factors influencing management and union bargaining teams
  - The strategic plan for negotiations
  - Managing the bargaining environment
- Negotiation skills and tactics
  - Ground rules and other preliminary issues
  - Preparation of proposals and submission demands
  - Response to union demands
  - Relationship of contract administrators to negotiations
- Dealing with impasse
  - How to recognize impasse
  - Techniques for breaking impasse
  - Use of mediation
- General regulations pertaining to collective bargaining
  - Mandatory, permissive and illegal bargaining topics
  - Effect of impasse upon employer and union rights
  - Unfair labor practices: Permissible/Impermissible employer and union conduct
  - Strikes, lockouts and other issues
- Techniques for closing the agreement and contract implementation
  - New approaches to labor contract
- Do's and don'ts of bargaining
- Bargaining simulation utilizing the Traditional Method

### Collaborative Method of Collective Bargaining

- Collaborative bargaining assumptions and principles
- Methods employed in collaborative bargaining
- Collaborative problem solving steps
- Bargaining simulations utilizing the Collaborative Method

### Special Issues in Contract Negotiation

- Non-discrimination/Seniority/ Wages/Hours of work / Holidays/ Vacation periods/ Leaves/ Insurance

The Human Resources Education and Training Center (HRetc) is the continuing management education unit of the School of Labor and Industrial Relations at Michigan State University. Our faculty develops and presents programs for human resources, labor relations, and management professionals. We offer:

- Programs recognizing Certified Human Resources Specialists and Labor Relations Specialists
- Courses on Employment Law, Human Resources Management and Contract Negotiation
- Distance learning offerings on Human Resources Management, Employment Law, and Labor Relations issues

HRetc also offers custom-designed education and training programs at the organization site.

## WHAT PEOPLE ARE SAYING

*"Great program and excellent teacher. I learned a lot especially to enjoy the process." M. Kofeldt*

*"Even though I have sat through 50 contract negotiations, I learned quite a lot on different techniques. Real life examples and situations will help my own experience." K. Williams*

*"The pace was very manageable and allowed for concepts to sink in. The methods and strategies were interesting and applicable to my workplace. I can use the methods immediately." A. Shelton*

## COURSE PARTICIPANTS HAVE COME FROM

The Kroger Company  
Detroit Police Department  
UAW-GM Center for Human Resources  
Oshkosh Truck Corporation  
Kaiser Permanente  
Nestle Purina PetCare  
Colgate-Palmolive

# THINGS YOU SHOULD KNOW WHEN REGISTERING

## OVERNIGHT ACCOMMODATIONS

Overnight accommodations are not included in the seminar fee. MSU has arranged for a limited number of rooms at a special rate. For reservations, call the hotel listed for the seminar you will be attending and refer to the Michigan State University block. This special rate may be removed a month prior to the seminar so make your reservation early.

## SPECIAL NEEDS ACCOMMODATIONS

Accommodations for people with disabilities or special dietary needs may be requested by calling us at (517) 355-9592. We will do all we can to accommodate you. It would be helpful if you would call at least three weeks before the program.

## MSU'S FEDERAL ID NUMBER 38-6005984

- Payment doesn't have to accompany registration, but is due by the seminar date.
- Registrants will receive a combined confirmation letter and invoice.
- Certificates will be mailed out upon successful completion of the course and seminar payment confirmation.

## CANCELLATION POLICY

- Fourteen days or more prior to seminar: full refund
- Less than 14 days: \$350 cancellation fee
- Failure to attend without cancelling: no refund

MSU reserves the right to cancel programs when enrollment criteria are not met or for conditions beyond its control. Any additional costs incurred by the enrollee of cancelled programs are the responsibility of the enrollee.

## GENERAL POLICIES

- Dress is business casual.
- Please, no audio or video recording.
- Days on which seminar topics are covered may vary.
- If you cannot attend upcoming scheduled seminars but would like to receive future mailings, please fax the request to 517.432.0138 or e-mail Carrie Mejorado, Program Coordinator, at [hretc@lir.msu.edu](mailto:hretc@lir.msu.edu).

## CONTINUING EDUCATION CREDIT

Participation in this seminar earns continuing education credits towards recertification for the CLRS, CHRS and CWCP programs sponsored by MSU's School of Labor and Industrial Relations, and 20 credit hours towards PHR/SPHR recertification as authorized by the HR Certification Institute (HRCI).

## DISTANCE LEARNING

To learn more about HRetc webpresentations and online courses, please visit [www.lir.msu.edu/hretc/distance/](http://www.lir.msu.edu/hretc/distance/)

## OTHER PROGRAMS

Visit our website for information about other programs presented by HRetc ([www.lir.msu.edu/hretc](http://www.lir.msu.edu/hretc)) and by the Workers' Compensation Center ([www.lir.msu.edu/wcc](http://www.lir.msu.edu/wcc)) of the School of Labor and Industrial Relations at Michigan State University.

- Certified Labor Relations Specialist
- Certified Human Resources Specialist
- Skills for Success: A Management Development Program
- Employment Law: Applications in Human Resources
- Certified Workers' Compensation Professional
- Michigan Workers' Compensation Law for Union Leaders
- The Maze of Michigan Workers' Compensation Law



## PREPARING FOR AND NEGOTIATING THE LABOR CONTRACT

To register, please type or print into one form per attendee and send to the Human Resources Education and Training Center.

**HUMAN RESOURCES EDUCATION & TRAINING CENTER**  
**SCHOOL OF LABOR & INDUSTRIAL RELATIONS**  
ATTN: Carrie Mejorado  
Michigan State University  
423 South Kedzie Hall  
East Lansing, MI 48824-1032

FAX: 517. 432. 0138  
PHONE: (517) 355-9592  
EMAIL: [hretc@lir.msu.edu](mailto:hretc@lir.msu.edu)  
WEB: [www.lir.msu.edu/hretc](http://www.lir.msu.edu/hretc)

### COURSE FEE \$1,965

Course fee includes continental breakfast and networking lunch each day.

Please check the course you will be attending and fill in your contact and payment information below.

February 23-26, 2009  
The Inn at St. Johns  
44045 Five Mile Road, Plymouth, MI  
(734) 414-0600

August 3-6, 2009  
Hilton Garden Inn Toledo Perrysburg  
6165 Levis Commons Blvd., Perrysburg, OH  
(419) 873-0700

April 27-30, 2009  
The James B. Henry Center for Executive  
Development  
3535 Forest Road, Lansing, MI  
(517) 353-4350

October 26-29, 2009  
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For accommodations, please contact  
Candlewood Suites  
3545 Forest Road, Lansing, MI  
(517) 351-8181

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(517) 351-8181

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (     ) \_\_\_\_\_ EXT \_\_\_\_\_

EMAIL \_\_\_\_\_

5 LETTER CODE FROM MAILING LABEL (located ABOVE your name) \_\_\_\_\_

PAYMENT  BILL ME  CREDIT CARD  CHECK (make payable to Michigan State University)



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for answers to frequently-asked questions.**

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