**SAMPLE AFGE's New Leaders Agenda**

**Day 1 Timeframe Activity**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9:00 - 9:45 Welcome, Introductions, Course Objectives/Background, Course Overview, Norms, Expectations, Material Review

9:45 - 10:00 Building Strong Locals

10:00 – 10:45 Labor History

10:45 – 11:05 AFGE History Exercise and Review

11:05 – 11:15 Break

11:15 – 11:30 Constitution Scavenger Hunt and Review

11:30 – 12:00 Structure and Governance, Department Overview

12:00 - 1:00 Lunch

1:00 - 1:30 Structure: Councils, Districts, AFL-CIO

1:30 - 3:15 Legal Responsibilities Part 1 (Overview of the three laws, Enforcement/Accountability, In Your Own Words Activity, Trusteeship)

3:15 – 3:30 Break

3:30 – 4:00 Rules of Conduct for Elections

4:00 – 4:30 Hard Cases and Review

4:30 – 5:00 Leaders Lounge

**Day 2 Timeframe Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9:00 – 9:15 Welcome/ Day One Review/ Q&A

9:15 – 10:30 Fiduciary Responsibilities Part 1 (Definition, General Responsibilities, Laws and Constitution/citations, Credit Cards, Loans)

10:30 – 10:45 Break

10:45 – 12:00 Fiduciary Responsibilities Part 2 (Violations, Audits, Bonding, True or False Questions, Reporting, Filling, Retention of Documents

12:00 – 1:00 Lunch

1:00 – 1:20 Officer Leadership Skills Opening (Skills and Qualities needed to be a leader)

1:20 – 1:40 Skill One: Time Management/Delegating

1:40 – 3:00 Skill Two: Building the Team (Stewards Structure, Calling Circle, Mapping, Leader Assessment Rating Scale, and Practice)

3:00 – 3:15 Break

3:15 – 4:30 Communications (Comm 101, Messaging/Comm Triangle, Newsletters, Audience Activity)

4:30 – 5:00 Leaders Lounge

**Day 3 Timeframe Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9:00 – 9:15 Welcome/ Day Two Review/ Q&A

9:15 – 11:00 Strategic Planning, SMART Goals, SWOT Analysis, BeTW Planning and Practice

11:00 – 11:15 Break

11:15 – 12:00 Running a Local Meeting

12:00 – 1:00 Lunch

1:00 – 2:30 Building the Local Part (Why do people join unions, service vs organizing model, Assessment Scale Review, Role Plays)

2:30:3:15 Member Building Scenarios

3:15 – 3:30 Break

3:30 – 4:00 Leaders Lounge

4:00 – 4:30 Bingo

4:30 – 5:00 Closing Commitment and Evaluation