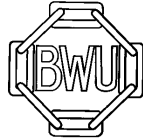


THE BARBADOS WORKERS' UNION LABOUR COLLEGE



TRAINING PROGRAMME JANUARY - DECEMBER 2011

The Barbados Workers' Union is pleased to publish its Labour College Programme for the period **January to December 2011**.

As always, this education and training programme is grounded in the philosophy of the union, with a commitment to the general education of the membership in areas impacting them as workers and citizens.

It is also designed among other things to:

- ⇒ Build worker awareness of the issues/challenges impacting the working environment, and prepare them for the challenges
- ⇒ Enhance worker "soft/people skills"

We urge you to take advantage of this opportunity to:

- Learn more about your union.
- Get first hand information about industrial relations practices
- Develop leadership and communication skills
- Enhance knowledge of problem solving, grievance handling and conflict resolution techniques.
- Find out more about the world in which we live and how international events affect us.
- Make the union stronger through your participation.

Union members interested in participating in any of these workshops can either place a call to the Labour College or contact their Shop Steward and indicate their desire to participate.

All nominations should be received at least four weeks before the scheduled date of the workshop in order that proper leave of absence arrangements can be made.

Interested persons should also be aware that specific programmes not listed may be conducted on request, as long as circumstances permit.

Additionally please note, that specified dates may be changed from time to time.

For further information please contact:

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**Seminars of Two (2) Days'
Duration Within Each Period**

February 21st – 25th

Trade Unionism Under Threat

March 21st – 25th

Promoting Worker Wellness

March 28th – April 01st

The Shifting Emphasis of
International Workplace Standards

April 11th – 15th

Strengthening Social Dialogue

April 18th – 22nd

Reducing the Decent Work Deficit

May 23rd – 27th

The Legalism/Regulatory Challenge
to Voluntarism in Industrial
Relations

May 30th – June 03rd

Trade Unionism under Threat

July 04th – 08th

Strengthening Social Dialogue

July 11th – 15th

Reducing the Decent Work Deficit

August 08th – 12th

The Shifting Emphasis of
International Workplace Standards

August 22nd – 26th

Promoting Worker Wellness

September 05th – 09th

The Legalism/Regulatory Challenge
to Voluntarism in Industrial Relations

October 03rd – 07th

Trade Unionism Under Threat

October 10th – 14th

Strengthening Social Dialogue

October 17th – 21st

Reducing the Decent Work Deficit

**Seminars of Three (3) Days'
Duration Within Each Period**

January 17th – 21st

Conflict Resolution and Problem
Solving

February 21st – 25th

Collective Bargaining and Grievance
Handling

February 28th – March 04th

Regional Integration/CSME

March 07th – 11th

Enhancing Productivity

March 14th – 18th

Effective Communication

March 28th – April 01st

The Shop Steward

April 04th – 08th

Financial Management and Analysis

April 25th – 29th

Safeguarding the Collective
Bargaining Process

May 02nd – 06th

The Industrial Relations Framework

May 09th – 13th

Work Ethics, Attitude and Service Excellence

May 16th – 20th

Social Development and Economic Growth

May 23rd – 27th

Retirement and the Worker

June 13th – 17th

Leadership and Team Building

June 27th – July 01st

Effective Communication

July 18th – 22nd

Young Workers and the Trade Union

July 25th – 29th

Regional Integration/CSME

July 25th – 29th

Gender Issues for Trade Unionists

August 08th – 12th

Conflict Resolution and Problem Solving

August 15th – 19th

The Shop Steward

August 22nd – 26th

Financial Management and Analysis

August 29th – September 02nd

Safeguarding the Collective Bargaining Process

September 12th – 16th

Enhancing Productivity

September 12th – 16th

Enhancing Productivity

September 19th – 23rd

Work Ethics, Attitude and Service Excellence

October 31st – November 04th

Social Development and Economic Growth

November 07th – 11th

Employment Law and ILO Standards

November 07th – 11th

Leadership and Team Building

Seminars of Four (4) Days' Duration Within Each Period

June 20th – 24th

Occupational Safety and Health

November 14th – 18th

Occupational Safety and Health

Seminars of Five (5) Days' Duration

January 24th – 28th

Occupational Safety and Health

June 06th – 10th

Collective Bargaining and Grievance handling

November 21st – 25th

Retirement and the Worker

A Synopsis of the Main Seminars/Workshops

Trade Unionism Under Threat

Efforts at Undermining Provisions for Freedom of Association; Common Law Decisions Impacting Statutory Provisions for Freedom of Association; Challenges to International Labour Standards; Trade Union 'Busting' Practices; Repositioning the Trade Union to Better Meet the Challenges.

Strengthening Social Dialogue



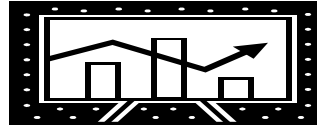
Defining Social Dialogue; Forms of Social Dialogue; Benefits of Social Dialogue; ILO Standards and National Legislation relevant to Social Dialogue; Trade Union Approaches to Social Dialogue; National Initiatives at Promoting Social Dialogue; The Barbados "Social Partnership" Model.

Reducing the Decent Work Deficit

Defining Decent Work; Goals of Decent Work; Dimensions of the Decent Work Deficit - 'Employment Gap', 'Rights Gap', 'Social Protection Gap' and The 'Social Dialogue', Enabling Law and ILO Standards; Trade union and other National Initiatives; Industrial Counselling.

Social Development and Economic Growth

Defining Social Development and Economic Growth Drivers (forces) of Social Development and Economic Growth; An Examination of Contemporary 'Social Ills' - Drugs, Violence, Poverty, etc.; The family under



Threat; Social Development as the Platform for Economic

Development; The Trade Union at the centre of Social Development and Economic Growth; Aspects of Labour Economics; Addressing Efforts to Retard the Trade Union's Contribution to Social Development and Economic Growth.

Safeguarding the Collective Bargaining Process

Collective Bargaining as a Relations; Systems of Industrial Relations (Legal and Voluntary); Collective Bargaining as a Manifestation of Social Dialogue; Contemporary Efforts to Avoid and Negate Collective Bargaining; The Trade Union's Action to keep Collective Bargaining at the centre of Industrial Relations; Industrial Counselling.



The Shifting Emphasis of International Workplace Standards

The Range of International Workplace Standards (ILO, ISO, etc.); The Pro-Social Development Impact of ILO Standards; The Product/Output interest of ISO Standards; Collaboration and not Supersession in the Application of ILO & ISO Standards; Trade Union Agitation to secure the Prominence of ILO Standards.



The Legalism/Regulatory Challenge to Voluntarism in Industrial Relations

Debunking the Myth of Trade Union Irrelevance; Trends towards Tribunals, Courts and Quasi Judicial Arrangements, for the Resolution of IR Matters; Trends in Labour Legislation; Trade Union Promotion of Voluntarism in Industrial Relations.

The Industrial Relations Framework

The Nature of Industrial Relations; Understanding Industrial Conflict; Collective Bargaining and Grievance Handling; Social Dialogue; the Legal Dimensions of Industrial Relations; the ILO and Industrial Relations; Industrial Counselling.

Collective Bargaining and Grievance Handling

The need for Collective Bargaining; Trade Union Organizing; Defining Collective Bargaining/Negotiations; Preparing for Collective Bargaining/negotiations; Collective Bargaining/Negotiating Techniques; Collective Bargaining/Negotiating Practice; Analyzing the Collective Agreement; Defining a Grievance; Grievance Types; Investigating a Grievance; the Grievance Procedure; Resolving the Grievance; Industrial Counselling.

The Shop Steward

Trade Union Administration, Role and Function; Trade Union History; Effective Communication; Leadership; Collective Bargaining; The Collective Agreement; Aspects of Labour Law; Conflict Resolution and Problem solving; Grievance Handling; The Trade Union in a National, Regional and International Context; Industrial Counselling.



Financial Management and Analysis

Budgeting; Organizing Your Finances; Tips to Cut Spending; Saving Money; Investing; Pensions; Balance Sheet; Income/Profit and Loss Statement; Retained Earnings Statement; Changes in Financial Position; Ratio Analysis; Time Value of Money; As-



Employment Law and ILO Standards



Aspects of Labour Legislation; Contract Law as it Affects Employer Employee Relations; Constitutional Provisions for Freedom of Association; The International Labour Organization and the Formulation of Labour Standards; Core Labour Standards; the Impact of Labour Standards on Industrial Relations.

Leadership and Team Building

Leadership Types and Styles; Motivation; Conflict Resolution; Team Definition; Team Effectiveness; Team Building Techniques; Overview of Communication; Aspects of Change Management; Effective Supervisory Skills; Industrial Counselling.

Occupational Safety and Health

Defining Occupational Safety and Health; Hazards Elimination/Control; Safety and Health Law; The Administration of Occupational Safety and Health; Occupational Safety and Health as it Impacts Environmental Awareness; Fieldtrips; Industrial Counselling.



Promoting Worker Wellness

Chronic Non-Communicable Diseases (CNCDs); Foot Care; Blood Pressure, Blood Sugar and Cholesterol Testing and Counselling; Nutrition; Weight Reduction; Physical Fitness/Exercising; Drugs and Alcohol Abuse; Stress Management; HIV/AIDS and The Worker; Health/Worker Wellness and Productivity; Industrial Counselling.

Gender Issues for Trade Unionists



Understanding the Male and Female; Needs of Men and Women; The Socialization of Men and Women; The Female and the Male in the Workplace; Changing Traditional Occupational Types for Women; Women and Men in relation to Work and Retirement.

Retirement and the Worker

Personal Development; Investment and Financial Planning; Pensions; Life Style Changes; Wellness/Healthy Living; Spiritual Development.



Young Workers and the Trade Union

The Young Worker; The Trade Union; Facilitating Needs and Aspirations of Young Workers; Building Commitment to the Trade Union; Organizing Young Workers; Selective Topics in Trade Unionism and Industrial Relations; The International Labour Organization and Young Workers; Retirement Planning; Industrial Counselling.

Work Ethics, Attitude and Service Excellence

Ethics Defined; How Ethics are Determined; Ethics at Work; Defining Attitude; Building Self-Esteem; Building a Positive Attitude; Effective Communication; Motivation; Conflict Resolution/Problem Solving; The Business Environment; Defining Service and Excellence; Obstacles to Excellence; The Importance/Benefits of Service Excellence; Techniques for Improving Customer Service; The "NISE" Initiative; Industrial Counselling.

Regional Integration/ Caribbean Single Market & Economy (CSME)



Globalization and Trade Liberalization; Forms of Economic and Political Integration; The CSME Framework; Harmonization of Labour Legislation;

Free Movement of Labour;
International Trade Agreements.

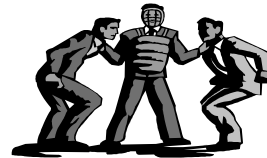
Enhancing Productivity

Productivity Basics; Promoting Productivity and National Competitiveness; Productivity Measurement Models; Industrial Relations Within a Productivity Culture; Work Attitude and Motivation; Effective Team Building; Time Management; Industrial Counselling.

Effective Communication

Verbal and Non-verbal Communication; The Communication Process; Barriers to Effective Communication; Improving Written Communication; Building Confidence in Public Speaking. Industrial Counselling.

Conflict Resolution and Problem Solving



Conflict Defined; Sources of Conflict; Conflict Resolution Techniques; Types of Problems; Problem Solving Steps; Problem Solving Techniques; Improving Interpersonal Skills; The Nature of Industrial Relations and Industrial Conflict; Conflict Resolution within Industrial Relations; Industrial Counselling.