

***A Steward is a respected worksite leader who represents all co-workers fairly, solves problems, identifies and acts on members’ concerns, builds the Union, protects the contract and continually grows stronger in their role as Steward.***

*The VSEA Steward Program includes a series of trainings focused on the challenges facing members and state employees. The Steward is one of the most important roles in the Union. It is critical for Stewards to engage in continued training and to build relationships and coordinate efforts with other Stewards, member-leaders, and staff. Together we build a stronger VSEA and better represent the workers who provide important state services for the public good.*

***Dates, locations and registration are on following page. A few important notes:***

* New Stewards are required to attend Steward Trainings 1 to 3, ideally within six months.
* All Stewards are encouraged to attend trainings, regardless of past trainings.
* All NMU Stewards are required to complete a total of three trainings from 2013’s “Stewarding in the Real World” series and 2014’s Steward Program trainings.

**Steward 1: Introduction and the Basics**

* Roles, rights, and expectations of a VSEA Steward.
* Background on labor history, collective bargaining and public sector Unions.
* Communication, building trust, and representing co-workers.
* Building a working relationship with your Union Rep and other VSEA Stewards.

**Steward 2: Protecting the Contract and Building the Union**

* Representing co-workers in investigation and disciplinary meetings.
* Addressing complaints and filing grievances.
* Engaging co-workers on workplace and statewide issues.
* The Steward’s role in building a stronger VSEA.

**Steward 3: Your Bargaining Unit’s Contract**

* Advanced training on the details and challenges specific to your contract and Unit.
* Focus on how Stewards can work together within bargaining units and departments.
* NMU and DOC trainings set. Other units will have special statewide trainings scheduled.

**Steward 4: Solidarity, Power and State Policies**

* How VSEA Stewards, member-leaders and activists can work together.
* Diversity and solidarity in the workplace.
* Understanding state policies and procedures, including the Willis System.
* Health and safety in the workplace.



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EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Processed By VSEA staff*\_\_\_\_\_\_\_

*All trainings are* ***9 pm to 4 pm*** *and include lunch and mileage reimbursement.*

*Send this form to Tim Lenoch at 155 State St, Montpelier, VT 05602*

*Email to* *tlenoch@vsea.org**, Fax to 802-223-4035.*

*Register online at* [*www.vsea.org/steward-training*](http://www.vsea.org/steward-training)

**Mark X on the left for trainings you will attend. Confirmation will be emailed.**

**Steward 1: Introduction and the Basics**

*\_\_\_\_\_\_Chittenden:* **Wednesday March 5;** Shelburne Room, 32 Cherry St, Burlington

*\_\_\_\_\_\_Central VT:* **Tuesday March 11;** 3rd floor conference room, 5 Perry St, Barre

*\_\_\_\_\_\_Northern VT:* **Wednesday March 19;** Room #250, 100 Main St, Newport

*\_\_\_\_\_\_Southeast VT:* **Wednesday March 26***;* Room #104, 100 Mineral St, Springfield

*\_\_\_\_\_\_Southwest VT**:* **Tuesday April 1;** 4th floor conference room, 88 Merchants Row, Rutland

**Steward 2: Protecting the Contract and Building the Union**

*\_\_\_\_\_\_Chittenden:* **Wednesday April 9**; Room 1A, 108 Cherry St, Burlington

*\_\_\_\_\_\_\*****UPDATED\*:*** *CT VT***: Wed. April 17;** Dept. of Health 2nd floor conf rm, 5 Perry St, Barre

*\_\_\_\_\_\_Northern VT:* **Wednesday April 23;** Room #1507, 100 Main St, Newport

*\_\_\_\_\_\_Southeast VT:* **Wednesday April 30**; Room #104, 100 Mineral St, Springfield

*\_\_\_\_\_\_Southwest VT***: Tuesday May 6***;* 4th floor conference room, 88 Merchants Row, Rutland

**Steward 3: Your Bargaining Unit’s Contract**

*\_\_\_\_\_\_Special trainings will occur for units not listed. Check here if interested.*

*\_\_\_\_\_\_NMU:* **Wednesday May 14**; Room 1A, 108 Cherry St, Burlington

*\_\_\_\_\_\_NMU:* **Wednesday May 21**; 3rd floor conference room, 5 Perry St, Barre

*\_\_\_\_\_\_DOC:*  **Wednesday May 28;** Room #1507, 100 Main St, Newport

*\_\_\_\_\_\_DOC:*  **Tuesday June 3**; Room #104, 100 Mineral St, Springfield

*\_\_\_\_\_\_NMU:* **Wednesday June 11***;* 4th floor conf. room, 88 Merchants Row, Rutland

**Steward 4: Solidarity, Power and State Policies**

*\_\_\_\_\_\_Chittenden:* **Friday May 16**; Shelburne Room, 32 Cherry St, Burlington

*\_\_\_\_\_\_Central VT:* **Friday May 23;** 3rd floor conference room, 5 Perry St, Barre

*\_\_\_\_\_\_Northern VT:* **Friday May 30;** Room #250, State Office Bldg, 100 Main St, Newport

*\_\_\_\_\_\_Southeast VT:* **Friday June 6***;* Room #104, 100 Mineral St, Springfield

*\_\_\_\_\_\_Southwest VT:* **Friday June 13**; 4th floor conference room, 88 Merchants Row, Rutland