

## **CONTRACT NEGOTIATIONS TRAINING sample topics**

*The list below includes a sampling of topics that can be covered in a contract negotiations class. If you are designing your own class with an instructor, you will identify the priorities and length of class that is right for your local.*

- **Economic Context; Introduction to Bargaining Strategy and Tactics and Membership**
- **Mobilization**
- **Getting ready – Setting Goals for the Negotiations Process**
- **Preparing the Local and Gathering Information**
- **Factors that Influence Bargaining Outcomes**
- **Preparing for Bargaining: S.W.O.T Analysis, Mapping and Charting, Mobilizing Members and Planning for Bargaining**
- **Researching the Employer**
- **Developing Contract Proposals**
- **Costing the Contract**
- **Interpreting Contract Language**
- **Table Tactics**
  - **Ground Rules**
  - **Negotiating Behaviors**
  - **Phases of Negotiations**
  - **Duty to Bargain**
  - **Questions and Information Requests**
- **Community Support**