

**HR Policy Association  
U.S. Labor Relations Professional Certification**

***"The Elements of Collective Bargaining"***

**DAY ONE Course Schedule**

*8:00 a.m. to 12:00 p.m. ET*

**Legal Overview of Collective Bargaining for Negotiators**

- Legal Framework for Bargaining
- Subjects of Bargaining
- Duty to Bargain Before Changing Conditions
- Impasse Doctrine
- Duty to Provide Information
- Surface Bargaining
- Role of FMCS

*12:00 p.m. to 1:00 p.m. ET*

**Lunch Break**

*1:00 p.m. to 5:00 p.m. ET*

**Planning and Preparing for Negotiations**

- Context for Negotiations
- Bargaining Committee & Resource Need
- Developing Negotiating Strategies
- Information Review
- Data Assembly
- Communications
- Strategic Business Objectives
- Anticipating Union Demands

*6:00 p.m. to completion*

**Dinner**

- Preparations for Negotiations Begin
- Participants assigned to teams to discuss critical case issues (est. 6 per team)

**DAY TWO Course Schedule***8:00 a.m. to 12:00 p.m. ET***Planning and Preparing for Negotiations** *(cont'd)*

- Corporate Campaigns and Inside Games
- Strike Contingency Planning
- Post-Strike Planning
- Discussions Outside Formal Bargaining
- Role of Executives

*12:00 p.m. to 1:00 p.m. ET***Lunch Break***1:00 p.m. to 6:00 p.m. ET***Techniques of Collective Bargaining Negotiations**

- Bargaining Protocols
- Bargaining Enablers
- Across the Table
- Proposals and Counterproposals
- Management's First Proposal
- Closing the Deal
- Ratification and Communication
- Communications Post Negotiations
- Costing Proposals
- Mechanics of the Case Costing Model

*6:30 p.m. to completion***Negotiations Begin**

- Prepare and deliver opening statement
- Discuss negotiations ground rules with union
- Prepare/present Management's written demands
- Discuss/clarify Union's written demands

**DAY THREE Course Schedule**

*As each team schedules*

**Negotiations Continue**

*11:01 p.m. ET*

**Contract Expiration**

**DAY FOUR Course Schedule**

*8:00 a.m. to 8:15 a.m. ET*

**Post-Settlement Activities**

*8:15 a.m. to 9:15 a.m. ET*

**Presentation of Negotiation Results to Senior Management**

*9:30 a.m. to 10:30 a.m. ET*

**Team Debriefing with Instructors**

*10:30 a.m. to 11:00 a.m. ET*

**Wrap-Up and Evaluations**