

2024 Lodge Officer Learning Labs



BMWED Education Department will conduct a series of 3-day training events for our Lodge officers in 2024. There will be 4 events, one for each region within our union.

This training builds on the key terms and concepts Lodge officers receive through participation in Education Department webinars. By covering these foundational concepts through online events, the in-person training will be able to focus on specific, hands-on work, practicing tasks or creatively exploring ideas critical to the development of our Lodge officers as impactful leaders within our union. Participants in these in-person Learning Labs will be required to attend the prerequisite webinar for their office. Waivers of this prerequisite will be considered on a case-by-case basis.

For 2024, training will not segregate Lodge officers by position. In the general session all participants will “cross-train,” learning about the responsibilities, work, and opportunities for growth within each office of their Lodge. Participants will be formed into workgroups, each taking on a role within their workgroup that helps the group as a whole accomplish all their learning objectives. On the afternoon of the second day of training there will be breakout sessions, during which some specialized training can occur for officers within a specific System Division, Federation, or Department. To develop our Lodge officers as leaders and communicators within our union, each workgroup will be assigned a presentation to give on the third day of training that covers some topic of importance to our union and that they can take back and offer to their members.

Each of the 4 planned events will be aligned to a region within our union. The current plan is to conduct these Learning Labs on the following schedule:

West Region	Las Vegas, NV	May 14-16, 2024
Northwest Region	Minneapolis, MN	July 16-18, 2024
Northeast Region	Philadelphia, PA	September 17-19, 2024
South Region	Nashville, TN	October 15-17, 2024

Dates and Locations may be subject to change, pending the finalization of venue agreements.

Days listed are for training days but assume a day for travel both before and after the event.

For these Learning Labs, BMWED National Division will provide lodging, some meals, and a \$500 travel reimbursement for participants (regardless of method of travel). Each participant’s System Division, Federation, or Local Lodge will be responsible for wage reimbursement, some meals, and other incidental expenses.

Interested Lodge officers should contact their General Chairperson to apply or enroll in this training, copying the BMWED Director of Education, Ash Anderson, at education@bmwe.org. Please put **“2024 Learning Lab Enrollment”** in the subject line.

2024 Lodge Officer Learning Labs

TRAINING AGENDA (DRAFT AS OF JAN. 31, 2024. SUBJECT TO CHANGE)

DAY 1			
1 HOUR	ORIENTATION/INTRODUCTIONS	ADMIN TASK	DIR. ED.
0.5 HOUR	ORGANIZATION INTO WORKGROUPS	ADMIN TASK	DIR. ED.
1.5 HOURS	BARGAINING/UNDERSTANDING AND COMMUNICATING ABOUT THE RLA	PRACTICAL EXERCISE	DIR. ED.
1 HOUR	REMARKS FROM BMWED SENIOR LEADERSHIP, IF AVAILABLE	LECTURE/ PRESENTATION	AVAILABLE BMWED LEADERSHIP
1.5 HOURS	PARLIAMENTARY PROCEDURE "Making a Sandwich Using Robert's Rules of Order"	PRACTICAL EXERCISE	DIR. ED.
0.5 HOUR	BMWED RITUAL AND SETTING AN EFFECTIVE AGENDA	INDIVIDUAL WORKSHEET	DIR. ED.
0.5 HOUR	REFERENCING BMWED BYLAWS	INDIVIDUAL WORKSHEET	DIR. ED.
0.5 HOUR	TIPS, TECHNIQUES, AND PROCEDURES FOR EFFECTIVE LODGE MEETINGS	OPEN DISCUSSION (ROUNDTABLE)	ALL PARTICIPANTS
1 HOUR	OPEN QUESTIONS, OPEN DISCUSSION	OPEN DISCUSSION	ALL PARTICIPANTS

DAY 2			
1.5 HOURS	EXERCISE ON QUARTERLY AUDIT REPORTS	PRACTICAL EXERCISE	FIELD AUDITORS, FACILITATED BY DIR. ED.
0.5 HOUR	GUIDED DISCUSSION ON BMWED AND DOL AUDITS, LM REPORTS	LECTURE/ PRESENTATION	FIELD AUDITORS, FACILITATED BY DIR. ED.
0.5 HOUR	ROUNDTABLE DISCUSSION ON USE OF LODGE FUNDS	OPEN DISCUSSION	FIELD AUDITORS, FACILITATED BY DIR. ED.
1 HOUR	UNDERSTANDING OUR HEALTHCARE PLAN AND PPOs***	LEG **	LECTURE/ PRESENTATION
0.5 HOUR	INTRODUCTION TO NATIONAL PLAN BENEFITS OFFERED THROUGH SURGERY PLUS	LEG **	LECTURE/ PRESENTATION
4 HOURS	SYSTEM DIVISION/FEDERATION TIME (JPB, CLAIMS, CBAs, SYS/FED BYLAWS)	LEG **	TO BE DETERMINED BETWEEN GCs & DIR. ED.
			GCs/VCs IF AVAIL, FAC. BY DIR. ED.

DAY 3			
2 HOURS	BMWED ORGANIZING, STRIKE READINESS, AND ACTION AT THE LOCAL LODGE	PRACTICAL EXERCISE	DIR. ORG. IF AVAIL. FAC. BY DIR. ED.
0.5 HOUR	LEGISLATIVE WORK, VOTER REGISTRATION, DRIVE ENROLLMENT	OPEN DISCUSSION	DIR. GOV'T AFFAIRS, IF AVAIL. FAC. BY DIR. ED.
0.5 HOUR	FRSA AND WHISTLEBLOWER RIGHTS	OPEN DISCUSSION	DIR. SAFETY, IF AVAIL. FAC. BY DIR. ED.
1 HOUR	GUIDED DISCUSSION AND EXERCISES ON PRESENTATION SKILLS AND TECHNIQUES	PREP FOR GROUP WORK	DIR. ED.
1 HOUR	PREPARATION TIME FOR PRESENTATIONS	GUIDED GROUP WORK PERIOD	ALL PARTICIPANTS
3 HOURS (6 @ 0.5 HOUR)	GROUP PRESENTATIONS ON ASSIGNED TOPICS (LODGE OFFICERS AS LODGE EDUCATORS)*	GROUP PRESENTATIONS	ALL PARTICIPANTS

* GROUP PRESENTATIONS ARE ON TOPICS ASSIGNED TO EACH PARTICIPANT GROUP AT THE START OF EVENT AND REGARD SOME TOPIC OFFICERS MAY BE EXPECTED TO TEACH TO THEIR MEMBERS AT A LOCAL LODGE MEETING (FELA, RLA, FILING A CLAIM, DRIVE, ETC.)

** LODGE LEGISLATIVE REPS OR SLDs/aSLDs WILL BE IN THEIR OWN BREAKOUT ON DAY 2 TO CONDUCT SPECIALIZED TRAINING SPECIFIC TO THEIR ROLES IN THE LEGIS. DEPT.

*** FOR THE NORTHEAST REGION EVENT, A REPRESENTATIVE FROM AMPLAN WILL ALSO PARTICIPATE.

2024 Lodge Officer Learning Labs

Assigned Topics for Group Presentations

- UNDERSTANDING THE RAILWAY LABOR ACT
- UNDERSTANDING THE FEDERAL EMPLOYERS' LIABILITY ACT (FELA)
- UNDERSTANDING THE FEDERAL RAILROAD SAFETY ACT (FRSA)
- THE HISTORY OF THE BMWED
- FUNCTIONS AND STRUCTURE OF THE BMWED
- RESOURCES AND COMMUNICATIONS TOOLS FOR BMWED MEMBERS

Participants in each Learning Lab will be divided into 6 workgroups, with each workgroup assigned a topic for which they will provide their fellow participants with a half-hour presentation on Day 3. Participants will have some limited time to develop their presentation on Day 3 but will be challenged to work together and make time to fully develop a presentation that covers the topic in sufficient detail.

This will prepare these Lodge officers to present information in a similar way at their Lodge meetings, developing their own understanding of the material and building their speaking and presentation skills.

Workgroups will be provided constructive feedback they can use to further hone their skills or understanding of the content. They will be encouraged to use existing resources in preparing their own presentations.

Participant Selection

General Chairpersons will designate Lodge officers to attend these events or, if they opt to use an application/selection process for their members, will select participants from applicants within their System Division or Federation.

While we have thousands of potential participants for in-person Lodge officer training, our current resources allow for in-person training of up to **160** Lodge officers in 2024. We intend to have 40 seats available for each training event. An additional 5-6 seats will be reserved for members selected by Jeff Joines from among our State Legislative Directors, Assistant State Legislative Directors, or Lodge Legislative Representatives.

Based on resource considerations, the following criteria will be used to determine a Lodge officer's eligibility to participate:

- **Newly elected Lodge officers, or those who have never participated in training for the Lodge or within our union, should be given preference over incumbents who have been reelected to their office.**
- **Officers who participated in a previous "boot camp" or Lodge officer training event should have a lower priority for this training.**
- **All potential participants participate in a 1-hour Educational Department webinar for their office, prior to their enrollment in, or selection for, in-person training. A schedule**

2024 Lodge Officer Learning Labs

and registration information for these will be available at <https://www.bmwe.org/training>.

- The participant's General Chairperson has final right of selection for Lodge officers they designate for this training. Likewise, they may also restrict potential participants within their System Division or Federation who otherwise meet the requirements.
- "Slots" for any region's training will be apportioned among the System Division's or Federations in that region on a roughly proportional basis. However, where any System Division or Federation opts not to fill its apportioned slots, those will be opened up to other potential participants to maximize the total number of Lodge officers trained through these events.

What should participants expect?

This training is for our newest Lodge officers. This is hands-on training, not paid time off work!

When participants start on Tuesday morning, passive participation will be minimized as much as possible. Instead of "telling" participants what to do or how, participants will instead use hands-on scenarios, simulations, or similar exercises to practice actually "doing" the task. They will also be challenged to communicate about basic union concepts, ideas, or values to others, to prepare them for their work in leading, teaching, and guiding their Lodge members.

No participant should expect an "early out" on Thursday. Participants should come prepared to play an active role in their learning throughout the training day. While our participants won't be between the rails, they should **NOT** expect this to be a form of paid time off or a "union vacation." Lodge officers will be engaged, challenged, and offered a chance to sharpen their skills. It will be a BUSY three days of training for our participants.

Participants will also be given the chance to demonstrate their understanding or competence with topics or specific tasks. Evaluations will be conducted to measure the effectiveness of our training program, so we can refine and improve our learning tools.

Bottom line, our 2024 Lodge officer training programs are intended to give our Lodge officers tools and support they can use to feel confident in their roles, take ownership of their responsibilities, and improve their Lodge's effectiveness.

