

UPDATED LEARNING LAB AGENDA - MINNEAPOLIS (AS OF 6-13-24)

EVENT	DURATION	TYPE	LEAD	PURPOSE
DAY 1 (TUESDAY)				
BREAKFAST (0615-0730)				
ORIENTATION	1 HOUR	ADMIN. TASK	DIR. ED.	> SET CONDITIONS FOR LEARNING LAB, ORGANIZE WORKGROUPS
REMARKS AND ROUNDTABLE DISCUSSION WITH BMWED SENIOR LEADERSHIP	1 HOUR	OPEN DISCUSSION	BMWED SENIOR LEADERSHIP ATTENDING	> LODGE OFFICERS CAN MEET AND DISCUSS BMWED ISSUES WITH OUR SENIOR LEADERS > SENIOR LEADERS CAN OFFER PERSPECTIVE, GUIDANCE, OR EXPECTATIONS TO LODGE OFFICERS
BARGAINING AND UNDERSTANDING/ COMMUNICATING ABOUT THE RLA	2 HOURS	PRACTICAL EXERCISE WITH GUIDED DISCUSSION	DIR. ED.	> INCREASE PARTICIPANT UNDERSTANDING OF RLA > ENABLE LODGE OFFICERS TO EFFECTIVELY COMMUNICATE ABOUT RLA AND BARGAINING
LUNCH (1130-1230)				
PARLIAMENTARY PROCEDURE	1 HOUR	PRACTICAL EXERCISE	DIR. ED.	> DEVELOP SKILL AND COMFORT USING ROBERT'S RULES TO CONDUCT LODGE MEETINGS
BMWED RITUAL & SETTING AN EFFECTIVE AGENDA	30 MINUTES	INDIVIDUAL WORKSHEET	DIR. ED.	> DEVELOP SKILL IN REFERRING TO BMWED RITUAL FOR GUIDANCE. > PRACTICE IN DEVELOPING EFFECTIVE MEETING AGENDAS
REFERENCING BMWED BYLAWS	30 MINUTES	INDIVIDUAL WORKSHEET	DIR. ED.	> DEVELOP SKILL IN FINDING DIRECTION WITHIN BMWED BYLAWS > DEVELOP CAPACITY TO USE AND ENFORCE BYLAWS AT LODGE LEVEL
DISCUSSION - TIPS, TECHNIQUES, AND PROCEDURES FOR EFFECTIVE LODGE MEETINGS	30 MINUTES	OPEN DISCUSSION	DIR. ED. FACILITATES ALL PARTICIPANTS	> PROMOTE ENGAGEMENT AND PEER-TO-PEER EXCHANGE AND NETWORKING > PROMOTE PROACTIVE LODGE OFFICERS TACKLING PROBLEMS > DEVELOP ABILITY TO DISCUSS & ANALYZE COURSES OF ACTION WITHIN A GROUP SETTING
LODGE OFFICER QUESTIONS	1 HOUR	OPEN DISCUSSION	ALL PARTICIPANTS, DIR. ED. FACILITATES	> AN "OPEN FLOOR" PERIOD FOR LODGE OFFICERS TO DISCUSS ISSUES OR QUESTIONS THEY BROUGHT TO THE LEARNING LAB

DINNER (LECMPA SPONSORED) (~1830)

DAY 1 NOTES:

- PARTICIPANTS WILL BE ASSIGNED TO ONE OF SIX WORKGROUPS FOR DURATION OF LAB.
- WORKGROUPS WILL BE ASSIGNED A PRESENTATION TOPIC FOR DAY 3 PRESENTATIONS.

LEARNING LAB NOTES:

- BREAKFAST WILL BE PROVIDED ON ALL DAYS, NOT SHOWN HERE.
- WORKGROUPS WILL BE PROVIDED WITH MATERIALS FOR PRACTICAL EXERCISES, WORKSHEETS, PRESENTATIONS, OR OTHER RESOURCES FOR LAB CONTENT.
- GUESTS, BMWED OFFICERS, OR OTHERS WILL BE SEATED WITH WORKGROUPS WHEN PRESENT. IF AN OFFICER OR GUEST NEEDS TO PERFORM WORK UNRELATED TO THE LEARNING LAB, THEY WILL BE ASKED TO USE AN ALTERNATIVE WORKSPACE.
- START TIME EACH DAY WILL BE 0730. 45-MINUTE LUNCH AT 1130. DINNERS TENTATIVELY SCHEDULED FOR 1830.

DAY 2 (WEDNESDAY)

BREAKFAST (0615-0730)

LODGE EXPENSES	1 HOUR	GUIDED DISCUSSION	BMWED FIELD AUDITORS	<ul style="list-style-type: none"> > DISCUSS >> APPROPRIATE USE OF LODGE FUNDS >> USING ES-1, ES-1A, F-5 FORMS >> BANK ACCOUNT SETUP 	*SEE NOTE	
AUDITS	30 MINUTES	LECTURE/PRESENTATION	BMWED FIELD AUDITORS	<ul style="list-style-type: none"> > DEVELOP LODGE OFFICER UNDERSTANDING OF THEIR ROLE IN LEGAL AND REGULATORY COMPLIANCE UNDER LMRDA > DEVELOP LODGE OFFICER RELATIONSHIPS WITH FIELD AUDITORS AS KEY PARTNERS > DEVELOP UNDERSTANDING OF BOTH BMWED AND DOL ACCOUNTABILITY SYSTEMS 		
QUARTERLY AUDIT REPORTS	1 HOUR	PRACTICAL EXERCISE	BMWED FIELD AUDITORS	<ul style="list-style-type: none"> > IMPROVE AND ALIGN SKILLS IN COMPLETING FORM F-32, UNDERSTANDING FORMAT, REQUIRED INFORMATION, AND IMPORTANCE 		
INTRODUCTION TO NAT'L PLAN BENEFITS OFFERED THROUGH SURGERY PLUS	30 MINUTES	LECTURE/PRESENTATION	BRIAN TENNER, SURGERY PLUS	<ul style="list-style-type: none"> > PREPARE LODGE OFFICERS TO COMMUNICATE AND INFORM MEMBERS REGARDING OUR HEALTHCARE PLANS 		*SEE NOTE
UNDERSTANDING OUR HEALTHCARE PLAN & PPOs	1 HOUR	LECTURE/PRESENTATION	ANGELA MILLER, UNITED HEALTHCARE	<ul style="list-style-type: none"> > INFORM LODGE OFFICERS OF NEW BENEFITS OFFERED WITHIN THE NATIONAL HEALTHCARE PLAN 		

LUNCH (1130-1230)

GENERAL CHAIRPERSON TIME (BREAKOUTS)	4 HOURS	FORMAT TO BE DETERMINED BY GCs	GENERAL CHAIRPERSONS	<ul style="list-style-type: none"> > DISCUSS ISSUES OF IMPORTANCE TO SYS/FED > COVER GUIDANCE ON CLAIMS/GRIEVANCE ISSUES > GUIDANCE ON SYS/FED GOVERNANCE & BYLAWS > OTHER ITEMS AS DETERMINED BY GCs
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"DINNER WITH OUR BMWED DLC" EVENT (~1830)
A DINNER/DISCUSSION FOR PARTICIPANTS TO BUILD RELATIONSHIPS WITH OUR BMWED DESIGNATED LEGAL COUNSEL (DLC) AND LEARN MORE ABOUT THEIR WORK FOR OUR MEMBERS AND FAMILIES

LEGISLATIVE DEPT. PARTICIPANTS (SLDs, aSLDs) WILL WORK IN A BREAKOUT DURING THE MORNING TO DISCUSS PROJECTS, GUIDANCE, AND EXPECTATIONS SPECIFIC TO THE BMWED LEGISLATIVE DEPARTMENT. CONTENT AND FORMAT TO BE DETERMINED BY THE DIR. GOV'T AFFAIRS, SUPPORTED BY THE DIR. ED.

FOR OUR MEMBERS COVERED UNDER PLANS OTHER THAN THE NATIONAL HEALTHCARE PLAN, SUPPLEMENTAL MATERIALS OR ALTERNATE REPRESENTATIVES WILL BE PROVIDED. FOR THE PHILADELPHIA LEARNING LAB, A REPRESENTATIVE FROM AMPLAN IS BEING SOUGHT TO OFFER INFORMATION ON THAT PLAN FOR UPRF MEMBERS WHO ATTEND.

FOR GENERAL CHAIRPERSON TIME, THE DIR. ED. WILL SUPPORT AND FACILITATE ANY CONTENT THE GCs WISH TO PRESENT. IF GCs REQUIRE A PROJECTOR/SCREEN OR OTHER EQUIPMENT, PLEASE CONTACT ASH. BREAKOUT ROOMS WILL BE PROVIDED.

IF GCs PREFER NOT TO HOLD THEIR OWN BREAKOUT, THEIR MEMBERS WILL BE OFFERED ADDITIONAL INFORMATION AND GUIDANCE ON THE WORK OF OUR ARBITRATION DEPARTMENT IN THE GENERAL SESSION ROOM, COVERING KEY POINTS ON DEVELOPING EFFECTIVE APPEALS, OR NAVIGATING THIRD-PARTY ARBITRATION. A PRACTICAL EXERCISE ON DRAFTING A CLAIM APPEAL WILL BE DONE BY THESE MEMBERS USING AN EXAMPLE CLAIM AND CARRIER DENIAL WITH SIMULATED CONDITIONS (THE "GRAND CONTINENTAL RAILROAD" AGREEMENT AND ISSUES).

DAY 3 (THURSDAY)

BREAKFAST (0615-0730)

DRIVE, VOTER REGISTRATION, AND LEG. WORK OVERVIEW	30 MINUTES	OPEN DISCUSSION	DIR. GOV'T AFFAIRS, IF AVAILABLE, OTHERWISE DIR. ED.	> INTRODUCE OVERVIEW OF LEG. DEPT. WORK IN 2024 > ENCOURAGE LODGE OFFICERS TO ENGAGE IN VOTER REGISTRATION, DRIVE, AND LEG. DEPT. SUPPORT
SAFETY DEPARTMENT OVERVIEW AND ACTIVITY	30 MINUTES	OPEN DISCUSSION	DIR. SAFETY, IF AVAILABLE, OTHERWISE DIR. ED.	> AN "OPEN FLOOR" PERIOD FOR LODGE OFFICERS TO DISCUSS ISSUES OR QUESTIONS THEY BROUGHT TO THE LEARNING LAB
BMWED ORGANIZING - READINESS AND ACTION AT THE LOCAL LODGE LEVEL	2 HOURS	PRACTICAL EXERCISE	DIR. ORGANIZING, IF AVAILABLE, OTHERWISE, DIR. ED.	> DEVELOP UNDERSTANDING OF KEY TASKS REQUIRED OF LOCAL LODGE OFFICERS FOR STRIKE READINESS. > EXPLORE USE OF TOOLS TO PLAN OR CONDUCT A RALLY OR INFORMATIONAL PICKET AT THE LOCAL LODGE LEVEL > RECOGNIZE HOW DIFFERENT LEVELS OF OUR UNION EACH PLAY A ROLE IN SUCCESSFUL ACTIONS.
PRESENTATION SKILLS AND TECHNIQUES	1 HOUR	GUIDED DISCUSSION	DIR. ED.	> DEVELOP SKILLS OF LODGE OFFICERS AS EDUCATORS OR PRESENTERS WITHIN THEIR LODGES. > OFFER EFFECTIVE TIPS, TECHNIQUES, OR TOOLS FOR SMALL GROUP PRESENTATIONS

LUNCH (1130-1230)

PREPARATION TIME FOR GROUP PRESENTATIONS	1 HOUR	GUIDED GROUP WORK PERIOD	DIR. ED.	> TIME FOR WORKGROUPS TO FINALIZE AND REHEARSE THEIR PRESENTATIONS TO THE REST OF THE LEARNING LAB
GROUP PRESENTATIONS	3 HOURS (30 MINUTES FOR EACH WORKGROUP)	GROUP PRESENTATIONS	ALL PARTICIPANTS	> 30-MINUTE, EVALUATED PRESENTATIONS ON TOPIC ASSIGNED TO WORKGROUP: <ul style="list-style-type: none"> -UNDERSTANDING THE RLA -UNDERSTANDING FELA -UNDERSTANDING §20109 -BMWED HISTORY -BMWED FUNCTIONS/STRUCTURE -DRIVE AND SUPPORTING BMWED LEGISLATIVE WORK

DINNER (NATIONAL DIVISION SPONSORED) (~1830)