

## UNION ADMINISTRATION CENTRAL & WESTERN REGIONS

**Deadline to Register is Monday, June 26, 2017**

<b>New Program</b>	The Research and Education Department has developed a training program entitled “Union Administration.” to assist the executive local/state officers in acquiring the knowledge and skills needed to run an effective union and to meet the upcoming struggles and challenges of the future. <i>The training is for local/state presidents, executive vice presidents, and secretary-treasurer and is provided by national officers, staff, and union affiliates.</i>	
<b>When</b>	Sunday, July 16, 2017 through Saturday, July 22, 2017. <b>Students must be present for the entire training. <u>Classes will start promptly on Monday at 8:30 a.m.</u> A Graduation Dinner will be held on Friday evening. No classes will be held on Saturday.</b>	
<b>Where</b>	The Westin Southfield Detroit Hotel located at 1500 Town Center, Southfield, Michigan. For reservations, call <b>1 (888) 627-8558</b> , identify yourself as attending the <b>APWU Union Administration Training</b> to secure the negotiated rate of <b>\$108.00 per night for single and double occupancy</b> , plus 13% taxes, and register by the <b><u>Monday, June 26, 2017 deadline.</u></b> Check-in time is 4:00 p.m. and check-out time is 12:00 noon The hotel requires a major credit card for payment of room and taxes in advance.	
<b>Arrive/Depart</b>	Arrive at the hotel on Sunday, July 16 and depart on Saturday, July 22, 2017.	
<b>Curriculum</b>	Effective Leadership Skills Efficient Time Management Coalition Building Conducting Effective Meetings Dealing With Difficult People Duties of Election Committees Fiduciary Responsibilities Filing and Defending a Charge with the National Labor Relations Board	Labor History Monitoring Dues Check Off (DCO) Officers Duties and Responsibilities Recruiting Union Activists & Volunteers Setting Goals Stress Management Structuring Constitutions and Bylaws Understanding Diversity Utilizing the News Media
<b>Airport</b>	Fly into Detroit Metropolitan Wayne County Airport, (DTW).	
<b>Transportation to Hotel</b>	To arrange for transportation to the hotel in Southfield, contact Metro Airport Shuttle at <b>1 (800) 381-1714</b> . Reservations must be made in advance.	
<b>Additional Hotel Fees</b>	<i>An early departure fee of \$75.00 plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>	
<b>Space is Limited</b>	<b><u>Space is limited and registration may close before the cut-off date. Therefore, participants are encouraged to register early. Please Do Not Purchase An Airline Ticket Until You Receive Notification That You Have Been Registered.</u></b>	
<b>Registration Deadline/Fee</b>	<i>The deadline to register to attend the conference is <u>Monday, June 26, 2017.</u> The registration fee is \$450 per person and includes materials, coffee breaks, a luncheon and a graduation dinner. All participants must pre-register prior to the deadline. <b><u>No Walk-ins Will Be Permitted!</u></b></i>	
<b>Parking</b>	Self-Parking is complimentary for hotel guests. Valet Parking cost \$20.00 per day.	
<b>Special Note</b>	In addition to daily classes, participants will be required to attend classes during evening hours and will have homework assignments. <b><i>Therefore, all participants should reside at the hotel.</i></b>	

**REGISTRATION FORM**  
**Union Administration Central & Western Regions**

<b>Name (Please Print)</b>	
<b>USPS Identification Number</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Home Phone Number</b>	
<b>Work Phone Number</b>	
<b>Work Hours</b>	
<b>E-Mail Address</b>	
<b>Local's Name</b>	
<b>Division/Craft</b>	
<b>Your Region (Please check one)</b>	<input type="checkbox"/> Central <input type="checkbox"/> Eastern <input type="checkbox"/> Northeast <input type="checkbox"/> Southern <input type="checkbox"/> Western
<b>Office Held in Local/State (Please check one)</b>	<input type="checkbox"/> I am the president <input type="checkbox"/> I am the executive vice president <input type="checkbox"/> I am the secretary-treasurer <input type="checkbox"/> I am the secretary <input type="checkbox"/> I am the treasurer
<b>How Long Have You Held this Position</b>	

**SPECIAL NOTE: The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers ONLY.**

**To Register:**

*Return this Registration Form along with  
a check or money order for \$450.00  
payable to “Union Administration,”  
by Monday, June 26, 2017  
Mail to: Joyce B. Robinson, Director Research & Education  
1300 L Street, NW, Washington, DC 20005*

**Additional Information:**

Contact::Joyce B. Robinson, Director Research & Education  
(202) 842-4225