



# LABOR-MANAGEMENT RELATIONS CERTIFICATE PROGRAM

## About the program

Demand for experts in labor-management relations continues to grow as new legislation and court rulings set updated standards for employment conditions. Professionals in this field prepare information for management to use during negotiations and help keep labor and management focused on long-term issues while addressing short-term conditions. Acquire the practical skills and knowledge essential to constructive labor-management relations.

## How you benefit

- Gain an understanding of employment relations from both management and labor perspectives.
- Develop knowledge in labor law and collective bargaining trends.
- Sharpen your negotiating skills and improve your effectiveness at the bargaining table.
- Provide a key link between management and labor.

## Who should attend

Labor relations representatives, union officials, attorneys, human resource managers, industrial relations directors, employment counselors, affirmative action specialists, management representatives or anyone who represents labor or management in contract negotiation, collective bargaining or arbitration proceedings.

## Certificate requirements

Courses may be taken individually or as part of the certificate program. Participants are awarded a *Certificate in Labor-Management Relations* upon the successful completion of 19 course units and submission of the application form and fee. Courses are typically offered in the evenings and on weekends, to better serve the needs of working professionals. It is possible to complete this program in one year. Please call (530) 757-8895 for more information.

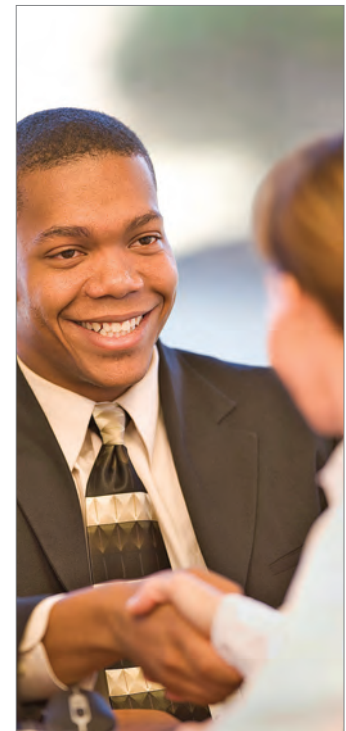
Tuition for the entire *Labor-Management Relations Certificate Program* is \$4,400 to \$4,925, depending on when you enroll. The certificate application fee (\$45), textbooks and parking are not included in the tuition fee.

## For more information

For current course schedules and fees, please reference the current UC Davis Extension general catalog or visit [extension.ucdavis.edu/unit/business\\_and\\_management](http://extension.ucdavis.edu/unit/business_and_management)

For additional information, please call (530) 757-8895 or email [businessinfo@ucde.ucdavis.edu](mailto:businessinfo@ucde.ucdavis.edu)

[extension.ucdavis.edu/certificates](http://extension.ucdavis.edu/certificates)



Course descriptions  
and quarterly schedule  
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**UC DAVIS**  
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**MANAGEMENT**



CONTINUING AND PROFESSIONAL EDUCATION



## REQUIRED COURSES

### Introduction to Labor-Management Relations

3 quarter units academic credit, X422.1.  
30 MCLE hours.  
30 HRCI hours.

Improve your understanding of current developments and best practices in labor relations. Explore the legal framework for collective negotiations in both the private and public sectors. Learn to select exclusive representatives and develop knowledge about unfair labor practices and federal and California labor-management relations laws.

Delve into strikes, scope of bargaining and the differences between the NLRB and the PERB as enforcement agencies. Also discover best practices for impasse resolution and grievance procedures.

### The American Labor Movement

3 quarter units academic credit, X422.7.  
30 HRCI hours.

Trace the beginning of the American labor movement from legislation currently affecting workers to what the future may hold. From the beginning of labor-management cooperation to the development of the high-performance workplace, explore the origins of unions and how their evolution has affected the collective bargaining process today. Compare public- and private-sector union structures, and examine strikes and their alternatives, as well as trends in collective bargaining.

### Ethics in the Workplace

1 quarter unit academic credit, X424.40.  
10 HRCI hours.

The workplace can offer tough ethical challenges to employees and managers alike. Heighten your awareness and understanding of ethical issues, especially for situations in which you are advising others and when addressing issues yourself. Explore Michael Josephson's "Six Pillars of Character" and "Seven-Step Path to Better Decisions," as well as other models for ethical decision-making. Business experience and case studies create the basis for discussion in this hands-on, interactive course.

### Preparing for Negotiations

3 quarter units academic credit, X414.1.  
30 HRCI hours.

Discover practical methods for researching, anticipating and preparing for negotiations. Explore specific means of gathering and using information in the bargaining process. Learn to set priorities and select the right spokesperson and committee. Examine the collective bargaining process and how to analyze current agreements.

### Employment Law

3 quarter units academic credit, X422.2.  
30 HRCI hours.  
30 MCLE hours.

Explore the historical development of the dual doctrines of labor-management relations (collectively bargained terms and conditions of employment) and social legislation (legal protections in the workplace, such legislation often being sponsored by labor organizations). Examine federal and state wage and hour laws and analyze their applications for both the public and private sectors.

### Negotiating a Labor Agreement

3 quarter units academic credit, X422.3.  
30 MCLE hours.

Receive an intensive, hands-on experience in simulated negotiations, participating alternatively between roles as chief negotiator and support staff. Be critiqued on your individual performance as well as overall team strategies and tactics.

**Prerequisite:** *Preparing for Negotiations* or experience that meets approval of the instructor.

### Labor Contract Administration

3 quarter units academic credit, X422.10.  
30 HRCI hours.  
30 MCLE hours.

Administrators of collective bargaining agreements must know how to analyze the techniques and processes used in effective negotiations. Examine the role played by union stewards and first-line supervisors in the grievance process and administration of negotiated contracts. Prepare and present mock grievance cases from their initial meeting through the arbitration hearing.

Examine the theory behind and the use of contractual dispute resolution mechanisms. Discover how to represent either the grievant or management in informal complaints.

**Prerequisite:** *Introduction to Labor-Management Relations* or written approval from the instructor.

- The *Labor-Management Relations Certificate Program* consists of seven required courses (19 units).
- Participants are awarded a *Certificate in Labor-Management Relations* upon the successful completion of this program.

These courses may be taken individually or as part of the *Labor-Management Relations Certificate Program*.

| QUARTERLY SCHEDULE OF COURSES                        | UNITS             | F | W | SP | SU |
|--|-------------------|---|---|----|----|
| <b>REQUIRED COURSES</b>                              | <b>(19 units)</b> |   |   |    |    |
| Introduction to Labor-Management Relations           | 3                 | ■ |   |    |    |
| The American Labor Movement                          | 3                 | ■ |   |    |    |
| Ethics in the Workplace                              | 1                 | ■ |   | ■  |    |
| Preparing for Negotiations                           | 3                 |   | ■ |    |    |
| Employment Law and Legislation                       | 3                 |   | ■ |    | ■  |
| Negotiating a Labor Agreement                        | 3                 |   |   | ■  |    |
| Labor Contract Administration                        | 3                 |   |   | ■  |    |
| <b>THERE ARE NO ELECTIVE COURSES IN THIS PROGRAM</b> |                   |   |   |    |    |
| ■ Classroom format                                   |                   |   |   |    |    |

Schedules are subject to change. Check our website for the latest schedule and course information: or call (800) 752-0881. F=Fall W=Winter SP=Spring SU=Summer

[extension.ucdavis.edu/certificates](http://extension.ucdavis.edu/certificates)