

## 2011 Training Opportunities for SPEEA NW Council Representatives

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TITLE	Tukwila 5:00 - 6:30	Everett 4:30 - 6:00	Instructor Tukwila	Instructor Everett
<b>Understanding BPI-2616 &amp; PRO-1909</b>	Monday, 1/24	Wednesday, 1/26	Rich Plunkett	Rich Plunkett
<b>Performance Management/PDP</b>	Tuesday, 1/18	Monday, 1/31	Steve Spyridis	Steve Spyridis
<b>EEO and Security Interviews</b>	Wednesday, 2/2	Monday, 2/21	Dean Tudor	Mark Moshay
<b>Transforming Workplace Conflict</b>	Monday, 3/7	Wednesday, 3/30	Dean Tudor/ Steve Spyridis	Dean Tudor/Steve Spyridis
<b>What's inside your Contract?</b>	Wednesday, 3/2	Tuesday, 3/22	Steve Spyridis	Mark Moshay
<b>Understanding NORAs</b>	Monday, 4/11	Monday, 4/18	Steve Spyridis	Steve Spyridis
<b>Investigatory Interviews, Special Edition</b>	Tuesday, 4/26	Wednesday, 4/6	Dean Tudor	Dean Tudor
<b>Drug and Alcohol PRO-388</b>	Tuesday, 5/3	Monday, 5/9	Bob Rommel	Bob Rommel
<b>Salary Charts</b>	Monday, 5/2	Wednesday, 5/4	TBD	TBD

**Understanding BPI-2616 & PRO-1909** - a detailed look at the document which has replaced these two and its relationship to The Standards of Just Cause.

**Performance Management/PDP** - Utilization of this tool to further one's career. Workshop will focus on helping CR's and others understand the process and see its value

**EEO and Security Interviews** - With the upsurge on computer misuse and sexual/racial harassment issues a basic course on what to expect if you get called into one of these interviews with a member

**Understanding NORAs** - Understanding the NORA process and what you should do as a CR when asked to participate in a NORA meeting.

**Investigatory Interviews, Special Edition** - This is for SPEEA Council Reps who've already taken the basic class on investigatory interviews and want more detail about:

- the kinds of questions that might be asked in an interview
- how to respond to inappropriate questions, and
- how to prepare their clients in advance

The class is based on training available to state, local, and federal law enforcement.

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**Transforming Workplace Conflict** – Unnecessary conflict in the workplace creates stress, wastes resources, and hurts both group and individual performance. Had enough? Learn the secrets professional mediators use to defuse conflict and redirect people to problem-solving and collaboration. The class will cover the nature and causes of conflict and how to mediate for ourselves and others. Registration is open to all SPEEA members; Council Reps receive credit toward their annual training requirement.

**What's inside your Contract?** A deep dive into the BOEING and other companies contracts so that CR's and other members understand what is grievable

**Drug and Alcohol PRO-388** - In December we receive the annual number of incidences regarding drug and alcohol issues. The workshop will look at resources available within EAP and others. CR's and members will be equipped with options for members.

**Salary Charts** - Annual session that looks at the new data that SPEEA compiles for members regarding their salaries.