

Council Representative Training

Organizing your district

New Hire Talking Points

Some suggested talking points for how to welcome a new hire. The most important thing to do in a conversation with a new hire is to LISTEN:

- o Ask what they know about SPEEA and get them talking!
- o Let them know your role in SPEEA and why you got involved (Your Story).
- o Provide CR Information:
 - CRs Role
 - Location
 - Contact Information (Provide Card)
- o Inform them of the importance of receiving communication from SPEEA while at work and also away from work. Ask them to get connected!
 - “like” SPEEA
 - Twitter
 - Identify Bulletin Board Location
 - Sign-up for home email list
 - Work Email (whose distribution list they are on)
- o Let them know how they can access their contract.
- o Remind them about the Ed Wells Partnership opportunities
- o Invite them to the next SPEEA 101
- o Provide them an update on any current union issues.
- o Ask if they have any workplace concerns or questions. If necessary, involve the CR or staff to assist.
- o Ask if they have any questions about SPEEA.