

WFSE Steward & Leader Trainings

“Course Catalog”

Below is a list of courses we often teach. Ideally, a new steward will begin with SIA, go on to Intro to MAT, and then take additional courses according to their interest and availability, but the program is flexible. At a minimum, all stewards are expected to take a CBA training and at least two CSEs in any two-year period. MAT leaders should take both Intro to MAT and Specialized MAT. Learn more at wfse.org/steward-center. *Last update 18 Dec 25.*

STEWARDS-IN-ACTION (SIA)

Requires approval from Local President

In this 8-hour training, we lay the foundation for in-depth MAT and CSE workshops by providing you with a brief overview of what it means to be a steward. Topics include: ethics, effective member conversations, planning collective actions, basics of investigatory meetings, identifying grievances, interviewing members and gathering information, and our union's history and strength.

INTRO TO MEMBER ACTION TEAMS

Required for all stewards; open to others

Our Intro to MAT training covers the essential elements of forming and leveraging Member Action Teams. We discuss how to assess coworkers using the “bullseye” model, offer frameworks for mapping out your workplace, and provide contact/list templates. Participants also learn how to grow MAT strength by identifying and developing leaders.

INFORMAL RESOLUTIONS

Open to any steward who has taken SIA

The first step to solving workplace problems and member issues is nearly always “informal resolution” - e.g., conversations with management, both in-person and via email. You will learn more about best practices for these conversations and complete exercises to help you become more comfortable asserting your rights under the CBA.

WELL-WRITTEN GRIEVANCES

Open to any steward who has taken SIA

A well-written grievance is fundamental in ensuring that member rights are upheld. You will learn about key best practices in grievance writing (as well as what to avoid), and assess examples of poorly- and better-written grievances against that framework. You will go on to write your own grievances based on realistic scenarios.

CBA TRAINING

Open to any steward who has taken SIA

All stewards should take a CBA training during the lifetime of their corresponding contract. These trainings review changes and wins from the latest round of bargaining, and highlights key language stewards need to know. These are often paired with a second contract-enforcement-related training which will count as one of your required CSEs for the cycle.

SPECIALIZED MAT

Open to anyone who has taken Intro to MAT

In this workshop, participants learn about the many ways our union can use collective action to solve workplace problems, including how to identify good organizing issues. We discuss escalation principles and how to plan an issue campaign using creative actions and increasing intensity, including the SMART framework for crafting demands.

INVESTIGATORY MEETINGS

Open to any steward who has taken SIA

This training prepares stewards to represent coworkers during meetings with management. We review fundamental representation rights and just cause principles, and offer best practices for what to do before, during, and after investigatory meetings to help coworkers, including in-depth practical exercises and examples.

MOCK GRIEVANCE HANDLING

It is encouraged to complete WWG prior to this course

This 4-hour training (which is taught over 2 days) takes you through the entire process of writing and presenting a grievance, from the initial grievance identification, to interviews and documentation, and on to writing and presenting grievances in meetings with management. We recommend taking Well-Written Grievances prior to this training if possible.