

# WFSE REPRESENTATION STEWARD CHECKLIST

Steward Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Date SIA Completed: \_\_\_\_\_



	Completed	Date
SIA completed <i>*Only those approved by Local President can attend SIA</i>	<input type="checkbox"/>	
Mentor assigned	<input type="checkbox"/>	
Orientation with mentor	<input type="checkbox"/>	
Reviewed next steps and requirements of Steward Program	<input type="checkbox"/>	
Attended two (2) management meetings with Mentor	<input type="checkbox"/>	
Handled one (1) management meeting with Mentor and received feedback/support	<input type="checkbox"/>	
Attended Mock Grievance Handling CSE	<input type="checkbox"/>	
Achieved all five (5) core competencies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Is this a grievance?</li> <li><input type="checkbox"/> Informal resolution &amp; presentation</li> <li><input type="checkbox"/> Writing a grievance</li> <li><input type="checkbox"/> Grievance handling 101</li> <li><input type="checkbox"/> Investigatory meetings</li> </ul>	<input type="checkbox"/>	
Approval by Mentor and Council President for promotion to Journey Steward	<input type="checkbox"/>	
<b>Requirements to Maintain Certification</b>		
Attended 8-hour contract training	<input type="checkbox"/>	
Attended two (2) or more Continuing Steward Education (CSE) courses	<input type="checkbox"/>	