

Training Request Form

Program Title

Proposed Number of Participants

Requesting Company or Union Name

Business Mailing Address

Business Physical Address

City, State, Zip

Phone Number (including area code)

E-mail Address

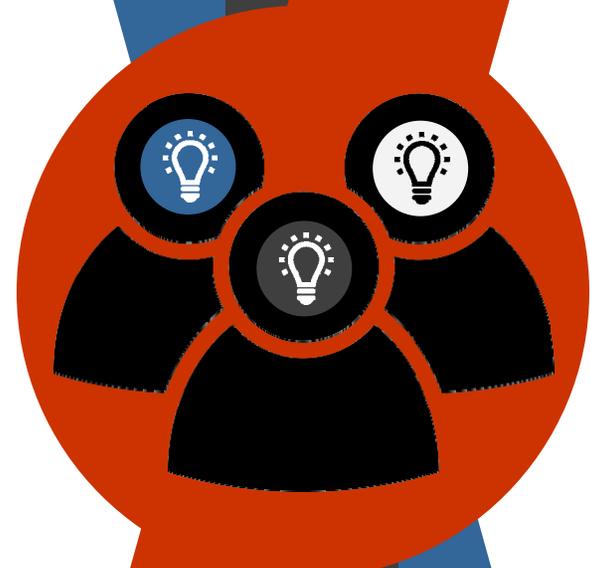
Date Training Needed *(Please Provide an Optional Date in Case of a Scheduling Conflict)*

Return this form to:
Arkansas Department of Labor
ATTN: Mediation & Conciliation Service
10421 West Markham
Little Rock, AR 72205

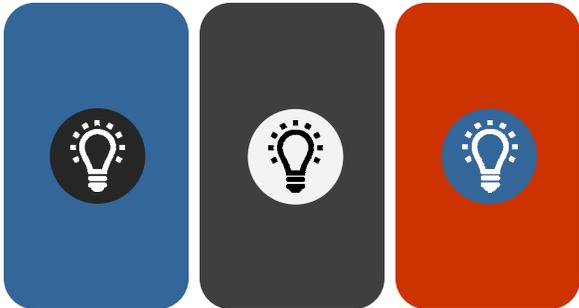
PRSRT STD
U.S. Postage
PAID
Little Rock, AR
72202
Permit No. 2933

ARKANSAS DEPARTMENT OF LABOR
10421 West Markham
Little Rock, AR 72205-2190
www.labor.ar.gov

**LABOR
MANAGEMENT
TRAINING:**
Educating to Improve
Working Relationships



~Presented By~
Arkansas Department of Labor
Mediation & Conciliation Service
~and~
Federal Mediation
& Conciliation Service



Labor Management Training: Educating to Improve Working Relationships



These training modules have been developed to encourage the free flow of information between labor and management.



All of the concepts and principles that are part of the training can be implemented effectively if both parties participate separately. However, in order for the participants to see the strongest results it is recommended that both labor and management complete the training together, as they will develop a much better understanding of each other's challenges in the process.



The training is provided at **NO COST** at your location and on your time schedule. Simply provide a meeting room and a minimum number of participants.

If you have any questions, or if you want to schedule training, contact:

Leroy Skinner, State Mediator

Phone: 501-690-6236

E-mail: leroy.skinner@arkansas.gov

Interest-Based Bargaining & Problem-Solving



These two modules are designed to help foster trust and allow honest communication between parties.

Conflict Resolution



Equips participants to define, recognize, and deal effectively with conflict in an organizational or workplace setting. This module will help participants identify personality traits in others and effectively communicate with different kinds of people. This is a very interactive module and has a free flow of information from which participants at all levels will benefit.

Steward - Supervisor Training



This Steward - Supervisor Training Module is designed to provide union and management leadership with the skills to communicate more effectively, to better understand each other's roles and responsibilities, and to promote a lasting spirit of cooperation in union-management relations.

Communication



Aims to improve basic communication skills. Participants will be involved in interactive role-playing to illustrate communication pitfalls, as well as being introduced to the concepts of active listening and direct vs. indirect communication.

Brainstorming



This module is designed to develop strong problem-solving skills in leadership and management by beginning with the basics of brainstorming – identifying the problem and proposing probable solutions. Participants will learn how to create a safe environment for ideas to be shared openly between labor and management.

***THERE ARE SEVERAL MORE TRAINING MODULES AVAILABLE, AND WE TRY TO TAILOR EACH PRESENTATION TO FIT THE UNIQUE NEEDS AND CHALLENGES OF EACH COMPANY OR ORGANIZATION IF POSSIBLE. PLEASE CONTACT US FOR MORE INFORMATION.**



Training Modules

