

Sent: Fri 9/21/2007  
From: HUCTW Training  
To: HUCTW Membership  
Subject: HUCTW workshops

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Dear HUCTW member,

HUCTW offers several workshops for our members, and we are in the process of scheduling dates for the fall. With the new academic year beginning and a new contract in effect, it's a great time to participate in these learning opportunities. Check out the list below and contact us to sign up! If you'd like to help organize a workshop for a group in your area, contact the HUCTW Office to discuss it.

- For workshops 1-3, please write to us at [training@huctw.org](mailto:training@huctw.org) to let us know which workshop(s) you're interested in attending. You'll be contacted as soon as the workshop(s) is scheduled so that you can sign up.
- For the Ed Fund Workshop, see our web page for current dates and RSVP information: [http://www.huctw.org/fund\\_ed/ed\\_workshops.htm](http://www.huctw.org/fund_ed/ed_workshops.htm)
  1. **HUCTW: Overview, History, and Values**  
*(typically scheduled once each semester)*  
This workshop is an overview of the union's history, philosophy, and values with an emphasis on the difference between our model and the traditional collective bargaining model. The union's structure and various joint union-management activities will be described.
  2. **Everyday Negotiations and Problem Solving**  
*(typically scheduled once each semester)*  
This is an overview of the basic ideas of behind interest-based negotiating and problem solving and how they pertain to individual and small group situations. We will discuss philosophy and strategy of this method of issue resolution, as compared with other grievance handling systems. This session includes informational literature and an exercise to practice this method.
  3. **Reclassification Workshop**  
*(typically scheduled once each month except August)*  
This workshop is useful for anyone interested in thinking about a job reclassification or upgrade. Participants will learn from union leaders and members with experience in the reclass process about how the classification system works, what a reclassification effort entails, and what are the likely outcomes. Each participant will receive a customized packet of information.
  4. **The HUCTW Ed Fund Workshop**  
*(typically scheduled once each semester)*  
How to make the most out of (and pay the least for) your education while working at Harvard. Learn about all of the different educational opportunities available to Harvard staff. Make the most of your Harvard benefits to earn a degree or certificate subsidized by the University. We will be hosting several lunchtime workshops to explain all the recent changes to the HUCTW Education Fund and to TAP. If you already registered for a course this fall, or are planning to take a class either at Harvard or outside of Harvard and have any questions about how the new Tuition Assistance Plan will work, or which of the funds you should apply to, we strongly encourage you to attend.

Looking for a recent e-mail? An archive of communications to HUCTW members can be found on our web site at:

[http://www.huctw.org/readings/comm\\_archive.htm](http://www.huctw.org/readings/comm_archive.htm)