



Labor Relations Academy Program

*Certified
Labor
Relations
Professional
(CLRP)*

The NPELRA Labor Relations Academy Certification Program . . .

an innovative teaching program designed specifically for public sector labor relations and human resources professionals who are new to the field, as well as for experienced practitioners seeking additional training.

This unique four-step program leads to the distinctive title of...

Certified Labor Relations Professional (CLRP)

- Steps 1 – 3: Complete Academies I, II, and III**
(May be completed in any order. Participants must complete each entire Academy)
- Step 4: Submit a Labor Relations Professional Paper**
(Paper to be approved by NPELRA Labor Relations Academy Committee prior to awarding certification)

Each one-day Academy is presented in three segments that include interactive exercises, demonstrations, tips and checklists, guidelines, and insights.

Academy I - The Foundation of Labor Relations

Gives participants resources to achieve a better understanding of the basic principles and practices of labor relations. Through lively workshops and interactive exercises, participants sharpen their knowledge of "The Duty to Bargain", "Good Faith", "The Scope of Bargaining", "The Profile of an Excellent Negotiator" and writing important contract clauses. Participants will be given tools of the trade to assist them in preparing and organizing for bargaining and also in enforcing and administering the collective bargaining agreement. An overview of comparative negotiating processes illustrates various approaches to bargaining and tips for success.

Academy II - The Grievance Arbitration Process

Presents a thorough grounding in the role of arbitration in union-management relations from the perspectives of: the practitioner, the arbitrator and the advocate. Workshops address responding to grievances, the rules of contract construction and how and when to raise arbitrability. Participants will draft a response to a grievance and learn how to improve their skills in preparing and presenting a winning case. An arbitrator will discuss what works and what doesn't and present the key elements of the burden of proof. Interactive exercises in choosing an arbitrator and selecting witnesses are designed to build expertise.

Academy III - The Negotiation Process

Focuses on the negotiations process in a simulation involving economic, reclassification and benefit issues that gives participants an opportunity to sharpen their negotiating skills. Materials are sent out in advance for preparation before the session. Upon arrival, each person is assigned to a union or management team and given confidential instructions for strategic planning. Coaches and "mediators" are provided and additional instructions keep the exercise lively. An interactive workshop on thorny problems such as the timing of settlements, impasse strategies and multi-year contracts follows the simulation debriefing. A labor-management point / counterpoint featuring a union official rounds out the day with a perspective from "the other side of the table."

The Labor Relations Professional Paper, is the final step in the certification process. Participants must complete a paper on a topic that is approved by the Labor Relations Academy Committee. The paper should incorporate information the participant learned from Academies I, II and III, however, the main subject may be academic in nature, or based on work experience in which the participant learned something significant about the process. Please visit www.npelra.org for a detailed list of requirements.

*Elective Academies **

In addition to our certification program, NPELRA offers elective Academies that focus on specific issues within the public-sector labor relations profession.

Elective Academy: Interest Arbitration, clarifies the interest arbitration process to resolve the terms of the labor contract when the parties cannot agree on the resolution of issues during negotiations. This arbitration process is in contrast to grievance or rights arbitration based on the terms of an established labor contract. Participants will learn the history of interest arbitration and the common procedural elements of a binding interest arbitration law. They will learn to prepare for contract negotiations knowing the negotiations may result in interest arbitration. The presentations will discuss required background material including development of comparison groups and examples of documents to include in the arbitration hearing. Participants will also learn how to prepare an effective exhibit perhaps to illustrate an "ability to pay" argument, cost of living information, and wage comparisons.

Elective Academy: Costing a Labor Contract, focuses on the concepts and techniques for determining the value and cost of employer and union proposals, and the terms of the contract settlement. This Academy will cover techniques and approaches to costing as well giving you the tools to be better prepared at the bargaining table to successfully argue and negotiate your positions. There will be presentations regarding *How to Start Your Cost Analysis*, *How To Cost A Contract* and *Presenting The Cost Of The Contract*. Interactive discussion and exercises address common costing definitions, types of data, demographics, total package costing, and resources available. Additional topics include costing methodologies, advanced costing techniques, and presenting information to the approving body.

** Elective Academies are not required for the CLRP certification.*

Academy Fees:

\$279 for NPELRA members, \$379 for non-members

When two Academies are offered together:

\$499 for members, \$758 for non-members

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Requirements for Final Paper to Achieve the
CERTIFICATION AS A LABOR RELATIONS PROFESSIONAL (CLRP)
From NPELRA

Deadline	The paper is due within six (6) months of completion of all three Academy programs.
Length:	The paper should be at least six (6) pages and no more than twelve (12) pages single-spaced or at least twelve (12) pages and no more than twenty-four (24) pages double-spaced.
Format:	The paper should be set up with the title, and author's name at the heading, and written in the style of an article for a professional journal. The author's full name, title, address, phone number and e-mail address should appear at the end of the paper.
Subject:	<p>The subject matter of the paper is first submitted to the Academy Committee for acceptance. Please develop an outline that begins with a paragraph stating the purpose of the paper and then outline points to support your purpose. Send your proposed paper topic by e-mail (preferred) or land letter to:</p> <p>Trude Elliott, Chairperson of NPELRA Labor Relations Academy 209 6th Street NW Mount Vernon, IA 52314 Telephone number: 319.895.8965 E-Mail: trudejoelliott@aol.com</p>
Ideas:	Your paper should discuss, in depth, a subject related to one or more of the three academies. You are encouraged to select a topic that interests you and one that allows you to make a contribution to the field of labor relations. Be creative! Try to relate the topic to an experience in labor relations.

Some suggested topics are:

Scope of Bargaining

- ◆ Contracting Out
- ◆ Impact vs. decision bargaining
- ◆ Tests of good faith bargaining
- ◆ Court tests
- ◆ Mandatory vs. discretionary subjects

Labor Contract/Collective Bargaining Agreement provisions

- ◆ How a contract is organized
- ◆ Appellate process in the labor contract
- ◆ Legal provisions and their importance
- ◆ Writing clear and unambiguous contract language

Preparation for Negotiations

- ◆ Effective presentations in closed sessions
- ◆ The importance of accurate costing
- ◆ Assembling a Total Package

Arbitration

- ◆ Rules of contract construction
- ◆ Preparing an arbitration case
- ◆ The Arbitration Hearing
- ◆ Standards of proof

Negotiations

- ◆ Effective techniques
- ◆ Negotiating pitfalls and how to avoid them
- ◆ Impasse procedures
- ◆ Interest-based bargaining
- ◆ Work actions (strikes, sick-outs, slow-downs)

Final paper:

The completed paper should be e-mailed to Trude Elliott for preliminary review before it is submitted to the Essay Review Committee.

With your permission, the final paper will be duplicated and made available to other NPELRA members and posted on the NPELRA website (www.npelra.org). Also, and with your permission, outstanding papers may be submitted for publication to professional journals or periodicals.

Certificate:

Your certificate to document your Certification As A Labor Relations Professional from NPELRA and CLRP lapel pin will be sent to you following acceptance of your final paper.

E-mail:

It is our preference to have the papers submitted by e-mail but we will accept a paper by land mail.
