

Professional Training for Educators

2024-25

Education Minnesota's Core Trainings

2024-25

*These trainings are available to
Education Minnesota members only.*



**THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS**



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Education Minnesota's Professional Development Program FAQs

How do trainings get requested?

All training requests go through local presidents and/or field staff, who submit a PD request on educationminnesota.org. Once the request is received, the professional development team works to find trainers.

Who leads trainings?

Most of our trainings are led by Education Minnesota staff, but many of the relicensure, professional practice, and racial and social justice trainings are led by member trainers.

Who do I contact if I have questions about professional development?

Your local president and field staff are the best place to start! If you have specific questions about curriculum, content, or internal processes, the PD team can be contacted at meapd@edmn.org.

Who can take the trainings?

Current Education Minnesota members only.

What are the minimums and maximums for participants in a training?

There is a minimum of 10 participants for each in person training. Maximums depends on the training. All relicensure trainings have a maximum of 35 attendees, except for Cultural Competency, which is 50. If a training is held on Zoom, we can accommodate more, but for most sessions the maximum is 50.

Do the trainings cost anything?

No, they are free to Education Minnesota members, and a great example of union dues at work to provide quality professional development for membership!

There is a new statute requiring training about American Indian history and culture. Do you have a training to fulfill this requirement?

Yes, it is in this booklet and titled American Indian History and Culture.

Who can become a member trainer?

Any member of Education Minnesota—they just need to attend a Train the Trainer event and then they can start training. Train the Trainers always takes place in the summer, and hopefully we will add in a winter Train the Trainer each year as well. If a member is interested, connect them with meapd@edmn.org so we can keep the member abreast of Train the Trainer opportunities.

MEA Online

Get the professional development you need from the comfort of your home or classroom through trainings on our online learning platform MEA Online!

Improve your professional practice, earn CEU credits for relicensure or build your union understanding and power.

All MEA Online courses are done asynchronously, at every individual's own pace. The site also saves your progress, and automatically awards CEUs to your account and to your email upon each course completion.

The best part? These courses are FREE to active Education Minnesota members.

Courses are updated and added regularly. There are currently over 40 courses available, including all relicensure trainings! The reading training for relicensure is newly updated as of spring 2024.

Another benefit of having an MEA Online account is access to online courses provided by NEA. To access both MEA Online and NEA's PEP, please go to the PEP registration page and register with the same email and password you use to access MEA Online.

A few of the classes offered by NEA include:

- *Put on Your Own Oxygen Mask First: Cultivating Healing and Wellbeing through Social Awareness*
- *Classroom Management: Positive Response to Challenging Behaviors*
- *SEL: Relationship Skills*
- *Remote Learning: Equity Challenges and Opportunities*
- *Bully Prevention: School Connectedness*

Scan here to access MEA Online



Voluntary Unionism

These courses are especially important to offer to local and IO leaders in the fall. It is strongly recommended that curriculum offerings for Fall Drive-Ins includes one or more of these courses.

1. Building Representatives – Roles and Responsibilities

Presenters: Field staff

Time: 60-90 minutes

Building representatives are the eyes and ears of the local. This session defines the role of building reps, and provides ideas for them on how to connect with members, conduct short informational meetings and advocate on behalf of the members they represent.

VU010

2. Local Membership Training: A Step-by-Step Guide to Keeping Accurate Membership Information

Presenters: Membership staff

Time: 75 minutes

Attendees will learn new systems to document, record and monitor membership information as well as discuss case scenarios that will be helpful in their day-to-day duties as membership contacts. There will be an opportunity to review membership materials and learn how to complete membership forms and document roster changes. Recording potential members will also be discussed.

VU020

3. Organizing for Safer Schools

Presenters: Legal staff and Field staff

Time: 60 minutes

This session will address the ways in which locals can organize and advocate around the topics of physical, emotional and virtual safety in the workplace. The course will give a brief overview of current state and federal guidelines that pertain to these three areas, and provide time for participants to engage with other members and to hear about locals who organized and won.

VU040

4. Union Orientation Best Practices

Presenters: Field staff and Field organizers

Time: 60 minutes

Inviting new hires to join the union at the beginning of their employment has been a long-standing, successful practice for building and maintaining the strength of unions. A quality, well-planned orientation along with thoughtful, intentional follow up practices will increase the likelihood that new hires will recognize the value of belonging to the union and choose to join. This session will give you the latest research-based tips and tools you need to develop a successful new hire orientation program for your local.

VU070

Leading and Growing Your Union

These courses help develop skills that current or emerging leaders need to be successful like planning, organizing, complying with union requirements, engaging members and the community and much more.

5. A Living Legacy: Lessons From Labor History

Presenters: Field staff

Time: 60 minutes

The history of labor and unions has much to teach us. This workshop highlights eight ongoing themes from labor history that continue to play out in union work today—themes that help us understand better how to mobilize members. In addition, this session will include a short video on the history of education unions in Minnesota that highlights milestones in our shared history.

UN110

6. Community Engagement: Building Relationships for the Schools and Communities Students Deserve ☺

Presenters: Field staff

Time: 90 minutes

Now more than ever, the fight for safe, just and equitable schools means our union must be deeply connected to the communities in which we work and live. We must be in community, not with passive presence, but in active partnership.

UN010

7. Digital Organizing 101 ☺

Presenter: Public Affairs staff

Time: 60-90 minutes

Digital communications and social media have become a critical part of bargaining and organizing campaigns. Tools like mass texting, live video and Facebook can be incredibly useful in communicating with your members and the community at large. This session will discuss the latest ways your local can use social media and other digital tools to promote your message, build momentum and address issues that matter to educators, students and parents – including examples of what other local unions are already doing.

UN020

8. Financial and Fiduciary Responsibilities for Local Leaders

Presenters: Finance staff

Time: 60 minutes

Education Minnesota and all its affiliates and intermediate organizations must comply with local, state and federal laws, plus the rules and policies set forth in our governance documents and by our national affiliates. At the same time, we must ensure strong financial practices. This session will provide information on fiduciary responsibilities and financial training for treasurers, local and intermediate organization leaders.

UN030

9. The History of Education Minnesota: Our Shared Legacy

Presenters: Field staff

Time: 60 minutes

Our history is all around us. We stand on the shoulders of giants. Learning our history will help point us to the future of our union. This workshop introduces participants to the history of Education Minnesota and how to be involved in shaping what comes next. The workshop includes a short video produced by the University of Minnesota, Labor Education Service, a timeline of education unions in Minnesota, and an activity focused on the development of labor in Minnesota public education.

UN120

10. Internal Audit Committee Training

Presenters: Finance staff

Time: 60 minutes

Your local's internal audit committee plays a critical role in maintaining the integrity of the local's financial reporting. Having the right knowledge and tools will help your committee manage this important responsibility in the most efficient way possible. We'll take you step by step through the internal financial review process.

UN040

11. Internal Communications

Presenters: Public Affairs staff, Field staff and Field organizers

Time: 60 minutes

Communicating with your members at the local level is vitally important, especially now. This workshop will have participants analyzing and sharing ideas on ways to improve internal communications within their local or IO. The workshop will look at ways to share information and draft communications plans during both bargaining and member engagement work.

UN050

12. Meet and Confer

Presenters: Field staff and Field organizers

Time: 60 minutes

Meet and Confer will explore the "Who," "What," "When," "Where," "Why," and "How" of the collaborative problem solving process between the Exclusive Representative and the School District.

UN060

13. Sharing Our Legacy: Telling Our Union Stories

Presenters: Field staff

Time: 60 minutes

Knowing where we've been helps us decide where we're going. One common issue locals and leaders face is how to help members understand both their local labor history and their personal union history. When members have historical context, they better understand the reasons to be involved. In this session, we focus on strategies for locals to begin to capture their histories and for members to share their own union stories.

UN100

14. Winning Local Referendums: Set a Goal. Write a Plan. Execute. Learn How to Organize Locally and Work With Community and Labor Allies for the Win

Presenters: Public Affairs staff

Time: 60 minutes

This session will cover the tools, resources and help available to locals that are working to pass an operating, building or technology referendum. The session includes valuable information for new and veteran leadership on how to create and execute a successful referendum campaign. The session explains what resources Education Minnesota offers, how to evaluate your community's climate on levies, and working with other community and labor organizations such as parent groups and AFL-CIO Area Labor Councils. Learn from other locals on the do's and don'ts of winning a referendum.

UN070

Bargaining/Negotiations

Building a strong local begins with a strong contract. These courses will allow either experienced and new members to a negotiations team, or members interested in supporting local bargaining, to be more inclusive and effective.

15. Anti-Racism and Equity at the Bargaining Table

Presenters: Negotiations staff and Field staff

Time: 60-90 minutes (90 minutes preferred)

This session will explore collective bargaining and organizing strategies to elevate the voices of members of color, students and other traditionally underrepresented groups. Participants will examine barriers that some members face based on aspects of their identity and explore contractual changes that can address some of them.

BN160

16. Bargaining Communications

Presenters: Public Affairs staff and Field organizers

Time: 60 minutes

Get ready for another bargaining season. This session will take you through the steps of developing an internal and external communications strategy that will help your local reach a competitive settlement. It will include how to prepare for bargaining and a variety of proven tips, tools and examples of materials and strategies used by other locals to build the public and internal support needed to get the best possible settlement.

BN020

17. Bargaining Laws, Rules and Regulations for ESPs

Presenters: Legal staff and Field staff

Time: 60-75 minutes

This session will cover common legal questions related to negotiations and will offer a comprehensive review of the laws, rules and regulations affecting education support professionals in the workplace. We will also discuss the legal rights and obligations of the union and management with regard to collective bargaining.

BN030

18. Conversational School Finance ☺

Presenters: Negotiations staff and Field staff

Time: 75 minutes

School finance is incredibly complex. Learn the basics of Minnesota's school funding system, state trends, why we face underfunding and build your vocabulary around terms and concepts of school district budgets. You will learn how to use finance data to understand a district's financial position and how to advocate with members and others for adequate and equitable funding for public education.

BN040

19. Costing for Education Support Professionals (ESP) Settlements ☺

Presenters: Negotiations staff and Field staff

Time: 60-75 minutes

Knowing the cost of a salary proposal is necessary before presentation of the proposal to the district. ESP compensation schedules can be complex, making it difficult to understand the cost implications of a proposal. This session will demonstrate an Excel spreadsheet that has been developed by Education Minnesota to be used during negotiations to determine the cost of proposals.

BN055

20. Costing for Teacher Settlements

Presenters: Negotiations staff and Field staff

Time: 60-75 minutes

Knowing the cost of a salary proposal is necessary before presentation of the proposal to the district. Teacher negotiators need to understand the cost implications of a proposal before offering it to the employer. This seminar will demonstrate an Excel spreadsheet that has been developed by Education Minnesota to be used during negotiations to determine the cost of proposals. Participants are encouraged to bring laptops to this session.

BN050

21. Identifying and Including Special Education Issues in Contracts

Presenters: Legal staff and Education Minnesota staff

Time: 60-75 minutes

Collective bargaining agreements are an essential tool for meeting the increasing challenges facing special educators. This session will offer an opportunity to discuss special education workload and Education Minnesota's bargaining goals related to special education, as well as exchange ideas on how best to address special education in your contract.

BN060

22. Internal Communication with Members during Bargaining

Presenters: Public Affairs staff and Field organizers

Time: 60 minutes

This session will discuss strategies and options for effectively communicating with your members during negotiations.

BN070

23. Language Matters

Presenters: Legal staff, Field staff and Field organizers

Time: 60-90 minutes

Locals and individual members need to pay close attention to language in their contracts. A few words can sometimes make a big difference in meaning. During this workshop we will review various examples of language from grievance to emergency leave and everything in between. Attendees should bring a copy of their collective bargaining agreement to the session.

BN080

24. Legal Issues in Bargaining

Presenters: Legal staff and Field staff

Time: 60-90 minutes

Many legal issues arise during bargaining. Can the employer refuse to provide budget documents? Are the district's negotiators bargaining in good faith? Can they summarize negotiations in the newsletter? This session will cover a variety of legal questions that come up before, during and after negotiations.

BN090

25. Negotiating Equitable Benefits & A Family Friendly Workplace ☺

Presenters: Education Minnesota staff

Time: 60 minutes

You will learn about various statutory leaves and the benefits and limitations of those leaves.

BN100

26. Negotiations Resources: Online Data and Information to Support Bargaining @

Presenters: Negotiations staff and Field staff

Time: 60 minutes

Are you new to your bargaining team or to doing research in support of bargaining? Familiarize yourself with the negotiations tools on the Education Minnesota website, the Department of Education website, AFT and NEA, and other resources on the web. You will learn to use resources that will assist you and your local in doing the research necessary to prepare for bargaining. Tools include a contract language search engine, data on demographics and funding, survey tools and economic data.

BN110

27. Organizing Around ECFE & ABE Inequalities

Presenter: Field staff

Time: 90 minutes

In this training, we will look at how to organize all members around ECFE & ABE inequities within your local contract. Why are they listed separately in contracts and can that be fixed? How does their licensure work? Are they eligible for continuing contract/tenure? These questions and more will be answered! Please bring a copy of your local's contract to this session.

BN120

28. Preserving Statutory Protections

Presenters: Legal staff

Time: 60-90 minutes

This session will help you develop strategies to preserve legal protections relevant to your workplace, including leave laws, the Public Employment Labor Relations Act and laws related to pay and benefits. Participants will discuss strategies to extend statutory protections to all bargaining unit members and strategies to negotiate greater benefits than those provided in statutes. Bring your own contract for reference during the session.

BN130

29. Rethinking Bargaining Surveys

Presenters: Negotiations staff and Field staff

Time: 60-90 minutes

Bargaining surveys are a staple in the negotiations process, but are they the best way to get information about members' needs, priorities and values? In this session, participants will explore alternative methods for gathering information that define bargaining priorities, and we will also discuss how these methods can also build local organizing capacity. Participants will also examine how surveys can be used later in the bargaining process to create a cycle of communications between members and their bargaining team.

BN140

30. School Funding Research: Creating a Financial Profile for Bargaining @

Presenters: Negotiations staff

Time: 90 minutes

Understanding the financial condition of a school district is an important step in helping our members to unite and win the resources that they need and their students deserve at the bargaining table. This understanding comes from research that bargaining teams can do to lay a foundation for their proposals and the table and for organizing members. This training will cover publicly-available data that justifies the demands we place on the bargaining table and how to organize it so it is clear and accessible. Participants will learn which public data from the Minnesota Department of Education can help paint a picture of a district financial condition and begin to build a spreadsheet that tracks this data over time.

BN150

Legal: Know Your Rights

Thinking of holding a staff walkout in your school? Frustrated by constant interruptions to your work by student cellphone use? Just want to know what you can and can't do as an educator? These classes are designed for all educators to better get to know their legal rights and responsibilities.

31. Blurred Lines: Addressing Boundaries

Presenters: Legal staff

Time: 60-90 minutes

This training will cover areas such as communication boundaries, personal boundaries, financial boundaries, relationship boundaries, institutional boundaries and power boundaries. Under these topics, we will address giving students rides home, texting with students, buying a student breakfast or having coffee with a student. We'll delve into where the legal lines are and the potential legal consequences of blurring those boundaries.

LG020

32. Considering Staff Safety: Individual Issues and Proactive Steps for a Local

Presenters: Legal staff

Time: 60-90 minutes

Safety in our schools is important for educators, students and families. A safe classroom and school means a safe educational environment for students and a safe workplace for employees. Considering staff safety means considering individual issues for staff and students, but there are also proactive steps a local union could take to address safety and the impact on staff and students. This session will provide information on options for staff who are injured or at risk for injury, as well as options for local unions to consider.

LG030

33. Data Practices: Public, Private, Confidential, Nonpublic, Protected. What Does This All Mean?

Presenters: Legal staff

Time: 60-90 minutes

This session will cover the Minnesota Government Data Practices Act, including a basic introduction and more advanced topics. Participants will learn about various types of personnel data, and the circumstances under which that data may be available to the public. We will discuss educational data and the duty to keep this data private.

LG040

34. Free Speech Rights of Educators

Presenters: Legal staff

Time: 60-90 minutes

This class will examine the various sources of speech protection for educators, both within and outside the classroom. After learning about major Supreme Court cases and Minnesota laws affecting free speech rights of educators, participants will apply their knowledge with real-life scenarios. Participants will also learn strategies for protecting or expanding their own speech rights through collective bargaining.

LG060

35. Gettin' Paid – Common Contract Cases and Economic Legal Issues for Educators

Presenters: Legal staff

Time: 60 minutes

The most common disputes that lead to grievances and arbitrations for locals relate to economic issues: how a district compensates educators for additional work, step and lane placement, and how a district addresses over- and underpayments to educators. This training will cover these topics with hypothetical situations for participants to discuss in groups.

LG070

36. Invisible Illnesses

Presenters: Legal staff

Time: 45-60 minutes

Invisible illnesses include a large and varied number of conditions, from depression to migraines to fibromyalgia. People who suffer from invisible illnesses often don't look sick, and because of that they are sometimes not believed. We will discuss the legal protections available to these individuals, and how those protections may coincide or diverge from contract language. We will also discuss how we can best represent and support fellow educators who suffer from invisible illnesses.

LG080

37. Leave Rights Under the Law and Your Contract

Presenters: Legal staff

Time: 60-90 minutes

Can I use FMLA to care for my sick grandchild? Does the district have to give me time off to send off my son who was just called up for active duty? My child's school program is during the day but I don't know if I can take time off to attend. This session will review various state and federal leave laws and include what to look for in your collective bargaining agreement. Bring your contract and your questions.

LG090

38. Legal Basics – Know Your Rights

Presenters: Legal staff

Time: 60-90 minutes

Many state laws impact educators in the classroom and affect your working conditions and employment status. Join us for an interactive review of the key things to know as a Minnesota educator. This session is particularly beneficial for newer members.

LG010

39. Legal Issues for ESPs

Presenters: Legal staff

Time: 60-90 minutes

This session will offer a review of the laws affecting ESPs. An Education Minnesota attorney will walk you through the Public Employment Labor Relations Act (PELRA), wage and hour laws, leave laws, anti-discrimination laws and other applicable state and federal laws.

LG100

40. Legal Issues for Members Facing Disability

Time: 60-90 minutes

Presenters: Legal staff

In this session, we will address the various issues faced by our members and locals when it comes to navigating physical and mental disabilities, including strategies for member rights advocates to use in assisting members with disabilities, how members request accommodations, the Long-Term Disability (LTD) application process, disability benefits through the pension programs and other related issues.

LG105

41. Equity and the Law: Legal Protections Against Discrimination

Time: 60-90 minutes

Presenters: Legal staff

In this session, learn the following:

- Definitions
 - *Protected classes (state and federal law)*
 - *Disparate treatment description*
 - *Disparate impact*
 - *Hostile work environment (legal definitions in case law)*
- What type of evidence is required/burden shifting
- MDHR and EEOC processes
- Education Minnesota legal assistance (not guaranteed but will review concerns by members and assist in filing a charge or refer to private counsel at member's expense)
- Nondiscrimination v. anti-racism
- Drafting EOC protection language that complies with anti-discrimination laws (look at MFT, SPFE language, Education Minnesota racial equity bill)

LG050

42. Maltreatment and Mandatory Reporting

Presenters: Legal staff

Time: 60-90 minutes

This session will test participants' knowledge and provide tips for educators on how to comply with the Maltreatment of Minors Act. When and how are members required to report suspected child abuse or neglect? What are your rights if you are the subject of an investigation? These questions and more will be discussed.

LG120

43. Past Practice: How the Past Can Haunt (or Help) You!

Presenters: Legal staff

Time: 45-60 minutes

What constitutes a binding past practice? How can I use past practice to support a grievance? What is the proper way to terminate a past practice? An Education Minnesota attorney will walk you through the answers to these questions and more.

LG130

44. Social Media, Legal Issues for Educators ☹

Presenters: Legal staff

Time: 60 minutes

In this course, the learner will consider the do's and don'ts of using social media platforms both personally and professionally.

LG140

45. Special Education Survival Guide for General Educators and Union Leaders

Presenters: Legal staff

Time: 60-90 minutes

An overview of key legal concepts and terminology used in special education, working with other members of an IEP team, and Minnesota-specific legal requirements affecting students with disabilities and those who educate them. Helpful for general educators and union leaders looking to learn more about the needs and responsibilities of their members who work in Special Education.

LG151

46. Special Education Survival Guide for Paraprofessionals

Presenters: Legal staff

Time: 60-90 minutes

An overview of laws and regulations that govern IEP development, IEP meetings, and IEP implementation in Minnesota, as well as the rights of Minnesota special educators and students with disabilities. This session is primarily geared toward newer special education teachers and related service providers, but experienced special educators may benefit as well.

LG152

47. Special Education Survival Guide for Special Educators

Presenters: Legal staff

Time: 60-90 minutes

An overview of laws and regulations that govern IEP development, IEP meetings, and IEP implementation in Minnesota, as well as the rights of Minnesota special educators and students with disabilities. This session is primarily geared toward newer special education teachers and related service providers/specialized instructional support personnel, but experienced special educators may benefit as well.

LG153

48. Supporting Transgender Students and Staff: Legal Issues and Best Practices

Presenters: Legal staff

Time: 60-90 minutes

Over the past few years, issues surrounding the rights of students and employees who identify as transgender have gone from relatively obscure to center stage. This presentation will identify legal challenges involving transgender individuals, including an update on cases brought against Minnesota school districts, the Department of Education's partial revocation of its guidance regarding transgender students and cases across the nation.

LG160

49. Teacher Code of Ethics/Top Ten Reasons for Discipline

Presenters: Legal staff

Time: 60-90 minutes

Information provided will help licensed instructors avoid situations that could jeopardize their careers, licenses and reputations. The session focuses on the legal and ethical issues addressed by the Teacher's Code of Ethics, including a discussion of other related laws. This session will also discuss the top 10 reasons teachers receive discipline. From boundary issues with students to paperwork compliance, we will look at why discipline commonly happens and consider best practices for avoiding discipline as a teacher. Being informed and understanding these issues will help you have a successful teaching career.

LG170

50. Unfair Labor Practices

Presenters: Legal staff

Time: 60-90 minutes

This session will provide an overview of unfair labor practices under the Public Employment Labor Relations Act. We will discuss the legal rights and obligations of unions and employees and how to use those rights to aid in a successful organizing campaign.

LG180

51. Legal Updates and Q&A with an Education Minnesota Lawyer

Presenters: Legal staff

Time: 60-90 minutes

Join one of the Education Minnesota attorneys as we review current legal issues and answer your burning legal questions. Even if you've attended before, we'll have new questions to test your knowledge of the legal issues impacting educators.

LG110

Relicensure

Please note: the following trainings are presented by member trainers. Please submit your requests with ample lead time to give Education Minnesota the opportunity to obtain trainers.

52. American Indian History and Culture

Presenters: Education Minnesota staff and member trainers

Time: 60 or 90 minutes

This training will address: key concepts and terminology including tribal sovereignty, tribal nation, American Indian, and indigenous; The Dakota and Ojibwe peoples' relationship with Minnesota, and their unique and distinct cultural heritages and sovereignty; and the laws that govern how Minnesota teachers, schools, and districts work with the 11 Tribal Nations that share geography with the state of Minnesota. This training meets the following statute requirements: "Subd. 7. American Indian history and culture. The Professional Educator Licensing and Standards Board must adopt rules that require all licensed teachers renewing their license under sections 122A.181 to 122A.184 to include in the renewal requirements professional development in the cultural heritage and contemporary contributions of American Indians, with particular emphasis on Minnesota Tribal Nations."

RS080

53. Cultural Competency 1-4 Series ☺

Presenters: Education Minnesota staff and member trainers

(8 hours for complete series to satisfy relicensure requirement) (50 max. capacity)

This series is designed to deepen educators' understanding of their own frames of reference, the potential bias in these frames, and their impact on expectations for and relationships with students, students' families, and the school communities. Participants will engage in self-reflection and discussion around the following topics: racial, cultural, and socioeconomic groups; American Indian and Alaskan native

students; religion; systemic racism; gender identity, including transgender students; sexual orientation; language diversity; and individuals with disabilities and mental health concerns. The series can be offered in a variety of configurations (one eight-hour session is not an option due to the intensity of the material): Four two-hour sessions, two four-hour sessions (refreshments and a meal would need to be provided) Our recommendation for best practice is to offer two 4-hour sessions in close proximity to one another. Participants will not receive relicensure credit for the Cultural Competency requirement until they have completed all four sessions. This training is designed to meet the language and intent of the Minnesota statutory requirement. It is the only MEA PD training that meets all the required content. Culturally Responsive Teaching does not fulfill all requirements. Local continuing education committees have the authority to approve or deny submissions so please check with local leaders if you have questions.

RE010

Module 1: Expanding Your Equity Lens (2 hours)

Equity work is a journey and in this session we will lay the foundation for centering equity work in your community. Participants will ground themselves with norms and vocabulary, and develop an understanding of the importance of intercultural competency.

Module 2: Equity Mirrors – Reflection on Our Own Power and Privilege (2 hours)

Equity begins with an exploration of self. Participants in this session will begin to understand implicit bias and the construction of privilege. One of the goals of the session is to develop strategies to recognize and dismantle implicit bias in their lives.

Module 3: The Language of Equity - How We can Speak Up (2 hours)

Equity work must be done in relationship with others. Language is power, and identifying skills to speak up against prejudice, bias, and stereotypes

takes practice. Upon completion, participants will be able to acknowledge and respond to microaggressions, understand intent versus impact, and how to restore relationships using inclusive and recovery language.

Module 4: Practice Makes Permanent – Sustaining Equity Work (2 hours)

Equity work is ongoing. This session will highlight important strategies as you continue on your equity journey. We highlight varying levels of activism, engagement, and provide resources on implementing an equity mindset. This module also provides various case studies to practice doing the work. Module 4 ends with resources on how to continue this work through your union.

54. English Learners 🕒

Updated for 2024-2025

(35 max. capacity)

Presenters: Education Minnesota staff and member trainers

Time: 60, 90 or 120 minutes

Learn to tap into the strengths the English Learners bring to your class. Discover strategies for differentiation and scaffolding to support their work as they progress through stages of language acquisition.

RE020

55. Positive Behavior Interventions and Accommodations/Modifications 🕒

Updated for 2024-2025

(35 max. capacity)

Presenters: Education Minnesota staff and member trainers

Time: 60, 90 or 120 minutes

This session focuses on effective strategies that lead to increased student engagement and achievement.

RE030

56. Reading 🕒

(35 max. capacity)

Presenters: Education Minnesota staff and member trainers

Time: 60, 90 or 120 minutes

Participants will review the research and exemplary practices that help students acquire strong reading comprehension skills.

RE040

57. Student Mental Health 🕒

(35 max. capacity)

Presenters: Education Minnesota staff and member trainers

Time: 60, 90 or 120 minutes

This session raises awareness of key warning signs for early onset mental illness in children and adolescents and includes strategies for addressing learning challenges faced by students with particular mental health challenges.

RE050

58. Suicide Prevention 🕒

(35 max. capacity)

Presenters: Community partners, member trainers and qualified Education Minnesota staff

Time: 60, 90 or 120 minutes

This session will focus on best practices in the area of suicide prevention. Due to the sensitive nature of this training, facilitators will be licensed practitioners in mental health and/or highly trained and qualified with expertise in suicide prevention.

RE060

Professional Practice in the Classroom

These courses are designed for classroom educators and ESPs who are looking to use best practices in their work. These sessions are mostly taught by current, active educators who have practical, hands-on experience to share. Participants in these sessions will earn relicensing clock hours (also called CEUs). Offering these courses in your IO or local is a great way to build awareness of all that the union has to support them in their work.

59. Developing a Student-Centered Mindset

Updated for 2024-2025

Presenters: Education Minnesota staff and member trainers

Time: 60 minutes

Audience: ESPs

Students are a complex makeup of their cultural background, socio-economic status, maturation and mental health. This course will help you develop an awareness of these factors and provide you with additional resources to be more effective in working with all students.

PP010

60. Education Minnesota Foundation – How to Enhance Your Profession and Classroom

Recommended mode: via Zoom

Presenters: Foundation staff

Time: 60 minutes

This training will review the different Education Minnesota Foundation grant applications that can prepare you to apply for funding for our grants and most public and private resources. This easy grant writing process can benefit educators, education support professionals and students.

PP130

61. Introduction to Restorative Practices

Updated for 2024-2025

Presenters: Policy staff and member trainers

Time: 60-90 minutes

Educators will learn the history and seven guiding principles of restorative practices. Participants

will have the opportunity to learn about the circle process and reflect on the benefits of restorative practices in learning communities. Participants will also be given time to reflect on their own classroom, site and district's capacity to adopt restorative practices.

PP020

62. Introduction to Neurodiversity

Updated for 2024-2025

Presenters: Education Minnesota staff and member trainers

Time: 90 minutes

Neurodiversity refers to the range of differences in individual brain function and behavioral traits, regarded as part of the normal variation in the human population. While a number of attributes fall under the neurodiverse umbrella, this course focuses primarily on supporting students with autism spectrum disorder and attention-deficit/hyperactivity disorder, the processes by which students receive support in school, identifying characteristics, intersectionality, teaching strategies, and resources for further learning.

RS060

63. Special Educators Working Together: Collaboration Strategies for Special Education Teams

Presenters: Education Issues staff and Field staff

Time: 60-90 minutes

The goal of this training is to introduce best practices for enhancing special education ESP and teacher partnerships built on trust, respect, communication and unified purpose. Teams will learn collaboration strategies to support student and family capacity for growth. This training is designed for teams of special educators. Ideally, teachers will attend this training with their ESP colleagues.

PP100

64. Trauma

Updated for 2024-2025

Presenters: Education Issues staff and member trainers

Time: 90 minutes

This course provides an introduction on the relatively new field of understanding the consequences of childhood trauma and what that means for educators. The course provides an overview of the original ACEs study, defines key terms and explores, at a basic level, how trauma impacts the developing brain. Understanding that dynamic opens up new doors for educators to stop causing further harm with traditional responses to behavior problems and to identify new ways to help students carrying high levels of toxic stress from exposure to childhood trauma to develop resiliency.

PP030

65. Teachers and ESPs: Building a Healthy Working Relationship

Presenters: Policy staff and member trainers

Time: 90 minutes preferred (can be condensed to 60 minutes if requested)

This course provides an overview of the history and evolution of our two unique professions and highlights strategic differences both inside and outside the classroom for our licensed and non-licensed educators. Participants will leave this session with tangible strategies that help us maximize our collective impact in schools while building an environment together that fosters better outcomes for our students.

PP110

66. True Colors

Presenters: Field staff

Time: 120 minutes

True Colors has been created as a vocabulary through which people can communicate the expression of their character. True Colors is an easy, entertaining way to identify your character spectrum to better understand yourself and others. It is an invaluable tool for enjoying success

in your personal and professional life. True Colors uses four colors to identify distinct perspectives and personalities. Most of us have a dominant or bright color and are influenced or shaded by the other three colors, thus creating our True Colors Spectrum. True Colors establishes a common language by which we communicate core motivations, needs and behaviors. Discovering your True Colors Spectrum is fun and exciting! Once you recognize the True Colors in yourself and others, you will be able to respond more appropriately and concisely in your varied communication settings. School employees will be able to understand their students and will communicate more effectively with students and parents after attending the True Colors training.

PP120

67. Understanding Students With Challenges Related to Homelessness, Mental Health and Adverse Childhood

Presenters: Field staff and Field organizers

Time: 60-90 minutes

Understanding our students is key to forming relationships and supporting learning. This session will provide an overview of some of the biggest challenges facing students today. Participants will walk away with an understanding of the issues facing homeless/highly-mobile youth, mental health and learning challenges. Participants will learn how these issues impact student learning and what resources educators can use to support students such as trauma-informed and restorative practice concepts, and behavior de-escalation techniques. The session will end with how to prepare an effective organizing plan to address student, building and community issues related to the union.

PP040

Racial and Social Justice

68. Dismantling Ableism

Updated for 2024-2025

Presenters: Education Minnesota staff and member trainers

Time: 90 minutes

Ableism is rooted in the belief that typical abilities are superior and results in discrimination and social prejudice against people with disabilities. Subtle and obvious forms of ableism prevent people with disabilities from fully accessing equitable spaces and opportunities. Participants will learn the definition of ableism, how it shows up, examples of inclusive language, and develop methods to redress ableist systems and practices from an individual to a systems level.

RS040

69. Culturally Responsive Teaching Through a Racial Justice Lens @

(35 max. capacity)

Presenters: Education Minnesota staff and member trainers

Time: 90 minutes

This course will introduce strategies of culturally responsive teaching through a racial justice lens and how you can challenge and disrupt the systems, policies and pedagogy that has perpetuated systemic racism. By completing this course, you will receive one hour of CEU credit. By definition of the state statute, this CEU will not satisfy the relicensure requirement of cultural competency. If you are interested in that CEU, you must take our four-part Cultural Competency offering which is available online or in-person.

RS010

70. Interrupting Whiteness

Presenters: Policy staff and member trainers

Time: 120 minutes

White Supremacy is not just the extreme expression of racism, it's a consistent systemic separation of people who are of different socially constructed racial groups, and it harms everyone.

In this workshop we will have an opportunity to unpack the characteristics of our white supremacy culture, as we explore its meaning, its impact, and what it takes to interrupt these characteristics in our life, organization, and our society. We seek to inspire participants, especially those who work in institutions that historically produce racial disparities, to think differently about our roles and take necessary action to undo biased practices. This workshop intends to follow a non-white approach to both personal and group processing to help attendees connect and/or reconnect with their experiences when navigating issues of race and racism.

RS050

71. LGBTQ+ Advocacy and Support Training: Part 1 @

Presenters: Education Minnesota staff and member trainers

Time: 60 minutes

In this introductory training, participants will learn important vocabulary in regards to gender and sexual orientation. Participants will learn about pronouns and inclusive language, with tangible ways to support LGBTQ+ students. This is part 1 of 2 trainings.

RS021

72. LGBTQ+ Advocacy and Support Training: Part 2 @

(This training is Part 2 of LGBTQ+ Training. Please complete LGBTQ+ Training: Part 1 before enrolling in and taking this course.)

Presenters: Education Minnesota staff and member trainers

Time: 60 minutes

In this continuation of LGBTQ+ courses, you will learn about LGBTQ+ history, the significance of coming out, addressing microaggressions directed toward the LGBTQ+ community, and create an action plan to be an ally to the LGBTQ+ colleagues, students, family and community members in your life.

RS022

73. Recognizing and Combating Antisemitism in Schools

Presenters: Education Issues staff and member trainers

Time: 90 minutes

The Anti-Defamation League's 2024 audit of antisemitic incidents in the United States reports a 140% increase in hate incidents this year, marking the steepest increase in school based anti-Jewish harassment, graffiti and bullying ever recorded in this country. Educating ourselves and our students about both the joy of the Jewish culture and the current challenges facing the American Jewish community is the first step in combating this growing trend. In this training, participants will learn about the basic tenants of Judaism, the roots of antisemitism and specific tools to help disrupt this alarming culture of hate.

RS070

74. Why is it so Hard to Talk about Race?

Presenters: Education Minnesota staff, Field staff, Field organizers and member trainers

Time: 75 minutes

Race talk, along with the expression of strong, intense emotions, is often discouraged in the classroom. This session will provide space and language for educators to learn and talk about three common barriers to opening discussions about racism in our schools. Our hope coming out of this session is that participants will have the tools to label their own barriers to talk about race and some tools to help us all move forward.

RS030

Personal Finance and Wellness

Did you know that being a member of the union also gives you access to financial planning, debt reduction and wellness resources? These courses are a great way to get to know the union-based opportunities for support for educators outside of their classrooms and in every part of their daily lives. Many will also provide strategies to activate yourself or colleagues to take action on these pressing issues.

75. Current Issues in Health Insurance

Presenters: Policy staff

Time: 60-90 minutes

This session will explore key health insurance issues that affect Education Minnesota members. Session topics will range from insurance fundamentals, including cost management strategies and plan design issues, to current topics, including wellness plans, medical spending accounts, PEIP and HITA.

PF040

76. Degrees, Not Debt: Dealing With Student Loan Debt ☹️

Presenters: Policy staff and Field staff

Time: 60 minutes

We want to make sure you, as an educator, know about existing student loan forgiveness programs, how to find out if you're eligible and how to apply for them. Education Minnesota's Degrees, Not Debt program is rallying public support to decrease the cost of college and make it easier and cheaper to pay student loan debt. We know that student loan debt makes life hard for many young educators, driving some away from teaching. Many see the cost of college as a barrier to getting into the profession in the first place. These challenges weaken the diversity and depth of our teaching corps.

PF030

77. Mental Health Issues for Adults

Presenters: Legal staff

Time: 60-90 minutes

Educators perform a hard job, often under scrutiny and with many students depending on them.

When our members experience mental illness or experience a mental health crisis, what can we do to recognize this and respond with as much help as possible? What protections do our members have, and what resources are available to them? This session will explore those issues.

PF060

78. Finding a Work Life Balance: Boundaries, Burnout and Bubblebaths

Presenters: Education Minnesota staff

Time: 60-90 minutes

This session will focus on:

- Boundaries: Setting them and keeping them.
- Stress: Acknowledging good and bad in work and personal life and what to do.
- Burnout: Prevention strategies and self-care practice

CO020

79. Using Membership to the Max: Member Benefits

Presenters: ESI staff

Time: 60 minutes

From aspiring educators to retirees, ESI Member Benefits goal is to make members' lives better by providing education, special benefit options and discounts to a variety of products and services to maximize your hard-earned dollars, protect yourself and loved ones, and plan for today and the future. Learn about what is available from Education Minnesota ESI in addition to NEA and AFT Member Benefits including identity theft recovery plans, discounts to area businesses, travel discounts, budgeting and financial planning, and more. We will explore the programs and benefits and how to access them.

PF020

80. When Can I Afford to Retire? (For members with a PERA pension)

Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions

Time: 60-90 minutes

The answer to this question depends not only on how well you have planned financially, but also on what your plans are in retirement. While you are working, your income comes from your paycheck. In retirement, your income will come from three sources: your pension, social security, any savings you have accumulated in accounts such as 403(b)/457/IRAs and savings. In this session, members will begin to understand how defined-benefit pensions work and how income in retirement is calculated based on the pension option you choose. You will also learn about various investment plans and the differences between them so you can plan what is best for you. Also important are health care choices, and decisions related to long-term care insurance as a means to provide independence as well as helping to protect assets and retirement savings.

PF011

81. When Can I Afford to Retire? (For members with a TRA pension)

Presenters: EFS Advisors, ESI retirement consultants and Educators Lifetime Solutions

Time: 60-90 minutes

The answer to this question depends not only on how well you have planned financially, but also on what your plans are in retirement. While you are working, your income comes from your paycheck. In retirement, your income will come from three sources: your pension, social security, any savings you have accumulated in accounts such as 403(b)/457/IRAs and savings. In this session, members will begin to understand how defined-benefit pensions work and how income in retirement is calculated based on the pension option you choose. You will also learn about various investment plans and the differences between them so you can plan what is best for you. Also important are health care choices, and

decisions related to long-term care insurance as a means to provide independence as well as helping to protect assets and retirement savings.

PF012

Politics

Education is an increasingly political issue. These classes will help members and leaders understand how elected officials and the policies that they make impact our schools and students...and how to influence those decision makers.

82. Legislative Session Update/Preview

Presenters: Public Affairs staff

Time: 45-60 minutes

What are the governor's and lawmakers' priorities likely to be in 2024? We will offer our predictions on what to expect in the 2024 legislative session and provide a brief overview of what happened last year.

PO010

Organizing

This group of trainings takes a deeper dive into how organizing for power is accomplished. Each training takes a close look at the specific topic in depth and is intended to move a local from tactics and advocacy to Organizing. Each training is designed to take 90 minutes but can be modified to a shorter 60 minute quick hit course or a longer 120 minutes that incorporates work/planning time.

83. Organizing with an Equity Mindset

Presenters: Field organizers

Time: 90 minutes

It's critical to bring equity and include to organizing work. Let's focus on our values and creating a strong organizational foundation built on equitable practices.

OR040

84. Building Member Engagement Using Data Driven Strategies

Presenters: Field staff and Field organizers

Time: 90 minutes

How do you measure union engagement among your membership? What strategies are you

employing to get folks more involved? Learn how to collect the kind of data from your members that can drive campaigns for recruitment, involvement, and developing the next generation of union leadership. In this workshop you will identify what data you already have collected, learn strategies to collect more meaningful information about your members and then put that data to work for you. We will begin to "map" your local using your rosters as a starting place. We will learn how to use member surveys, 1:1 conversations, and sign in sheets to best focus our efforts. You want a stronger, more engaged membership - use organizing to help build power!

OR010

85. Doing the Groundwork: Organizing Conversations

Presenters: Field staff and Field organizers

Time: 90 minutes

Email, texting, leaflets and social media are useful tools but they can't beat the power of face-to-face conversations. These organizing conversations are the best way to understand the challenges and concerns that your colleagues care about and help everyone understand the need for action. By developing thoughtful, honest organizing conversations you will activate your colleagues beyond "the way things are" and build a local focused on the issues that matter most.

OR020

86. How Organizing can Benefit your Local: Issue Campaigns and Year Round Capacity Building

Presenters: Field staff and Field organizers

Time: 90 minutes

Are you curious about how organizing campaigns can work in support of grievances and to leverage your union's power against problematic policies? Are you going into contract negotiations and want to engage your membership more broadly in support of bargaining? Does your local need help with new member recruitment, member engagement, and developing new leaders to secure the future of your local? This workshop will address the strategies that support your

union's goals. We begin with analyzing your local's current strengths and weaknesses and then begin building a plan to help you navigate what's ahead. From surveys to rallies - what works based on the context your local is in.

OR030

87. Putting the Organizing in OFS Grants

Presenters: Field staff and Field organizers

Time: 90 minutes

The Organizing For Settlement fund is a widely used resource for locals during negotiations. Learn best practices when completing a grant, focus budget and activities around member and community engagement opportunities, and build a powerful local using OFS as a support to get the contract you deserve!

OR050

88. Starting From Scratch - Building a Leadership Pipeline

Presenters: Field staff and Field organizers

Time: 90 minutes

Discover how fostering a sense of community and participation within your union not only contributes to our collective strength but also paves the way for your personal growth and development. By promoting inclusive representation, we are creating a space where everyone's voice is heard and valued, and where leadership can emerge from any corner.

OR070

89. So you want to be strike ready?

Presenters: Field staff and Field organizers

Time: 90 minutes

Tired of the same 2 and 2? Want to push for class size language? Sick of the district always telling you "no"? This training will serve as a guide for locals who want to be strike ready in order to demand unprecedented contracts. Learn what it takes to be strike ready, and how to move your local to a powerful union, ready for big wins!

OR060

90. Member Driven Unionism

Presenters: Field staff and Field organizers

Time: 60-90 minutes

Your workplace is the foundation of building union power and creating meaningful change. Discussions about union strategies happen informally at work—on breaks, at lunch, or waiting for the copier. Move your co-workers from informal conversation to powerful advocacy. In this session, we explore techniques for organizing your worksite to keep members informed, foster meaningful discussion on union issues, and develop effective strategies to build member participation, solidarity, and power.

OR080

91. Advocacy to Power

Presenters: Field staff and Field organizers

Time: 60-90 minutes

What does it take to transition from advocacy to actual power while also achieving wins? How can we move from speaking up to actually being in a position to make a difference? In this session, we reflect on some of the organizing achievements gained during contract fights over the last year and discuss how to use the power gained through a contract cycle to advocate for the next win.

OR090

Education Minnesota Core Training FAQs

Education Minnesota's Core Trainings are focused on building strong, effective locals. This statewide program builds on the strength within locals to help build a solid foundation for success. The trainings give leaders and members information and skills in five important areas: member rights, negotiations, local organizing, health insurance and peer review. Education Minnesota staff facilitate each training opportunity. A trainer must be assigned by Education Minnesota staff before a Core Training Request Form is submitted.

Where and when are Core Trainings offered?

Core Trainings are offered through regional intermediate organizations (IOs) and locals. As they develop their yearly programming, IOs/locals are encouraged to consider sponsoring Core Training events to benefit their members and leaders. IOs/locals contact field office staff to have their Core Trainings placed on the Core Training master schedule. IOs/locals publicize the Core Trainings in their area of the state.

Who may attend Core Training?

Members should check the Core Training master schedule on the Education Minnesota website for Core Trainings offered in various parts of the state (educationminnesota.org/Advocacy/UnionU/core-training). Education Minnesota field staff also have this information. Any member of Education Minnesota may attend any Core Training event.

What is the reimbursement from Education Minnesota?

To expand participation to as many members as possible, Education Minnesota reimburses an IO/local up to \$30 for each Education Minnesota member completing a five-hour Core Training segment. This reimbursement is meant to offset part of the cost of sponsoring a training event (food and meeting room rental, for example). Copies of expenditure receipts are required for reimbursement. The minimum of 10 participants to receive reimbursement has been removed.

How does an IO/local request this reimbursement?

An IO/local must promote its trainings to all Education Minnesota members through the Core Training master schedule. At the training event, all participants must sign the Core Training registration reimbursement form, indicating the name of their local. Field OPS are responsible for confirming membership of reimbursable attendees. After the training, the IO/local president/chair must sign the form and return it to Education Minnesota's St. Paul office, Attn: Policy, 41 Sherburne Ave., St. Paul, MN 55103.

How does my local benefit from Core Trainings?

- Members develop the ability to advocate for other members through Member Rights Advocacy (MRA) training.
- They learn to prepare for and participate in contract negotiations via the Certified Negotiator Program (CNP) for teachers or ESPs. Some members might also attend CNP to help them decide whether to become a local negotiator.
- They learn to build power among members, demonstrate member unity and grow community support in the Local and Community Action Team (LCAT) program.
- Members learn to train their local colleagues on giving and receiving valuable feedback on their teaching in Peer Review: Strategies for Success.
- Members will acquire knowledge and skills to advocate for quality health insurance for their local through Health Insurance Basics and Beyond.
- The result of completing the Core Training is a stronger and more vibrant local union.

Core Training Reimbursement Opportunities

Core Training opportunities qualifying for reimbursement are:

1. Certified Negotiator Program (CNP)
 - Teachers (9 hours and up to 2 reimbursable segments)
 - ESPs (9 hours and up to 2 reimbursable segments)
2. Health Insurance Basics and Beyond
 - Health Insurance (5 hours)
3. Local and Community Action Team (LCAT) Parts I and II (10 hours total)
 - Part I (5 hours)
 - Part II (5 hours)
4. Member Rights Advocacy (MRA) (5.5 hours total)
5. Union Leadership Development Program(15 hours total)

The following pages contain descriptions of each Core Training segment. Also included are space and setup requirements to help your intermediate organization/local choose the trainings that fit your members' needs. Education Minnesota is committed to training that builds local strength, protects members' rights and teaches the skills to negotiate good contracts.

Certified Negotiators Program (CNP)

In person, asynchronous via MEA Online

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Space is needed for breakout sessions during negotiations practice component, ideally two separate but adjoining rooms.
- Wall space must be adequate for bargaining timeline, posters, flip charts.
- Participants must be able to see a viewing screen and to work in groups; round or conference-style tables preferred.
- A screen or blank wall is necessary for viewing projected images and print.
- An internet connection is required for the AFT LeaderNet Survey Creator training.
- A table must be placed near one entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.

CNP for ESPs and Teachers: Description

Negotiators acquire knowledge and skills to lead their locals to settlement. There are two versions of Certified Negotiators training, one specifically for teacher negotiators and the other for ESP negotiators. Each version is 9 hours in length and can be scheduled in shorter sessions. This training is best for participants when sessions occur over a short period of time. CNP is an interactive and participatory training that is recommended for current and future negotiators, leaders and any members looking to learn about negotiations.

CNP for ESPs and Teachers: Content overview

These trainings are both sequential and should be taken in order

- Public Employment Labor Relations Act (PELRA)
- Engaging members in the negotiations process
- Team dynamics
- Proposals
- Costing
- During negotiation
- Presenting and countering
- Closing the deal

C0010

Health Insurance Basics and Beyond

In person, asynchronous via MEA Online

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Wall space must be adequate for timeline, posters and flip charts.
- Participants must be able to see a viewing screen and to work in groups; round tables preferred.
- A screen or blank wall is necessary for viewing projected images and print materials.
- A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.

Description

With rising costs and numerous laws in place regarding insurance, it is important that our members have an understanding of health insurance in general and how it works. Participants will gain knowledge around the various components and terminology of insurance, the laws that deal with insurance, and the skills necessary to make comparisons between insurance plans, as well as how to utilize a district insurance committee to its maximum potential. Topics covered in this training include group insurance, legal rights and responsibilities, side-by-side comparisons and an effective insurance committee.

PF050

Local and Community Action Team (LCAT) Training

In person only

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Space is needed for breakout sessions for organizing conversation training; ideally two separate but adjoining rooms.
- Wall space must be adequate for timeline, posters and flip charts.
- Participants must be able to see a viewing screen and to work in groups; round tables preferred.
- A screen or blank wall is necessary for viewing projected images and print materials.
- A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.
- Training can be scheduled on a Friday night and Saturday or over the course of two to three evenings.

Description

The LCAT program helps locals with internal organizing and community engagement campaigns. The goal is to build positive, sustainable relationships among educators and those who live and work in their communities. Locals do this by creating teams that include local leadership, negotiators, members of settlement committees and those with an interest in organizing in their schools and communities. Training sessions are offered to give teachers and ESPs foundational skills to help their local union build power and reach their goals. Participating local teams should consist of at least one member of the bargaining team, one member of the local's leadership group and two additional members who will become part of the Local and Community Action Team. The complete 10-hour training can be done on a Friday night and Saturday. The maximum number of participating local teams is six.

LCAT Part I: Overview (5 hours)

- STEP Analysis: The environment in which we work, live and negotiate
- SWOT Analysis: Internal analysis of the local's strengths, weaknesses, opportunities and threats
- Building an LCAT
- Identifying organizing issues

LCAT Part II: Overview (5 hours)

Participants must complete LCAT Part I before Part II.

- One-on-one conversations
- Planning your campaign
- Next steps

C0030

Member Rights Advocacy (MRA)

In person, asynchronous via MEA Online

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Wall space must be adequate for hanging posters.
- Participants must be able to see a viewing screen and to work in groups; round tables preferred.
- A screen or blank wall is necessary for viewing projected images and print.
- A table must be placed near entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.

Description

Member Rights Advocacy is training that develops the knowledge and skills to assist other members in understanding their rights and resolving conflicts using a variety of strategies. This training will focus on understanding the role, responsibilities, and rights of representation. MRA will help you develop mindful strategies when responding to problems, recognize biases and prejudices of effective listening, and work to build stronger relationships with all members of your local.

Participants will:

- Understand the role of a member rights advocate.
- Understand the rights and responsibilities of representation.
- Develop knowledge, skills, and strategies necessary to represent all members.
- Learn new and better ways to respond to problems.
- Recognize roadblocks to effective listening.
- Reinforce communication skills.
- Build stronger relationships with members of your local.
- Reflect on personal growth as an advocate and leader in your local.

MRA Overview(5.5 hours):

- Introduction
- Rights and Responsibilities of Representation
- Conflict
- Advocacy Model
- Valuing Member Concerns
- Investigation

- Defining the Issue
- What's next?
- Accompanying a member
- Organizing
- Grievance
- Review
- Closure and Wrap Up

C0040

Union Leadership Development Program (ULDP)

Space requirements

- Room needs adequate space to allow participants to easily move about for group activities.
- Wall space must be adequate for timeline, posters, flip charts.
- Participants must be able to see a viewing screen and to work in groups; round or conference-style tables preferred.
- A screen or blank wall is necessary for viewing projected images and print.
- A table must be placed near one entrance for sign-in sheets, nametags and table tents.

Set-up time

- Schedule ample time for presenter(s) to arrange room, put up posters, set out participant materials, test AV equipment and sign in participants.

Other requirements

- Sponsoring IO/local provides meals, snacks, meeting space, nametags and table tents.
- Education Minnesota provides the training materials and presenters.

Description

The Education Minnesota Union Leadership Development program is a three-part training, modeled after the NEA's leadership competencies, which challenges Education Minnesota members to deepen their union leadership skills, abilities, and philosophy. Although not designed for any one specific position, this training is relevant for any members looking to become more active in their union. The trainings can be taken in any order and are based on these four overall beliefs:

- We believe that the union is the place to address and advocate for all staff and student needs.
- We believe in the power of collective action and recognize different avenues in order to effect change.
- We believe leaders must reflect on their individual interests, skills and needs.
- We believe in strengthening our skills to talk to colleagues, relationally organize, and identify fellow leaders and activists

Sequence

It is recommended that each participant take all three parts of the training. However, the courses stand alone and can be taken in any order.

Leading of Self: Overview (5 hours)

Objectives:

- Create connections with other emerging leaders to build collective power in their union.
- Understand the importance of building local sounding boards.
- Delve into shared leadership models, understanding the differences between host and hero leadership.
- Reflect on their own unique leadership strengths and set goals for the future.

Introduction

- Core Beliefs of the Union Leadership Development Program
- Objectives
- Grounding

- Why Are You Here?
- Broken Squares Activity
- Developing Your Own Leadership

Identify (as) a Leader

- Snowball Activity
- Leading the Collective
- Host vs Hero
- Using Collective Voice

Sounding Boards

- Populating Your Sounding Board—Think-Pair-Share
- Barriers
- Supports

Conclusion

- NEA Competencies
- Goals and Takeaways
- Thank You

Leading of Others: Overview (5 hours)

Objectives:

- Utilize storytelling to inspire their union siblings to join them in the work.
- Engage in relational organizing to identify values and motivations.
- Identify the qualities of leadership needed to build power.
- Navigate potential conflict and develop strategies to move through these tensions.

Introduction

- Core Beliefs of the Union Leadership Development Program
- Objectives
- Community Agreements
- Grounding
- Connection Activity
- Building Connections

Sharing Stories

- Power of Sharing Stories
- Video: Story of Self: Why Am I Here?
- Sharing and Coaching
- Reflection

One and One Conversations

- Relational Organizing Conversation

- Curiosity and Listening
- Modeling and Practice
- Potential Tensions
- AAR

Organic Leaders

- Leader Qualities
- Leader ID Question
- Case Study
- Union Affinity
- Assessments

Mission and Vision

- Purpose of Mission Statement
- Next Steps

Conclusion

- Takeaways
- Thank You

Leading the Organization: Overview (5 hours)

Objectives

- Use comprehensive unionism to guide their work.
- Understand that leading is not limited to those with positional power.
- Identify how they can build power through an organizing framework.
- Create a draft organizing plan that contributes to building a cohesive, powerful union.

Introduction

- Core Beliefs of the Union Leadership Development Program
- Objectives
- Grounding
- Fold the Line Activity

Powerful Unions

- Our Union's Work
- Three Frames of Unionism
- Problem vs Issue
- We Do-You Do Practice

Organizing Plan

- Elements of an Effective Organizing Plan
- Research and Information Gathering
- We Do-You Do Practice

Goals

- Theory of Change
- We Do-You Do Practice
- Power Analysis

Strategies

- Supporting Tactics
- Structure Tests
- We Do-You Do Practice

Conclusion

- Campaign Plan
- Goals and Takeaways
- Evaluation

C0050

***Questions, concerns, or interest in becoming
an MEA professional development trainer?***

**Please scan the QR code to fill out the form, and a member
of the MEA PD team will be in contact with you.**



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