

**Tools of the Trade (30 minutes)** – (reference page 5 of Stewards Manual)

**Flip Chart**

- Ask the students to think of important tools that stewards should always have handy (5 minutes – can be done in pairs/teams or individually). If done in pairs have the pairs or teams report to the class what they think is the most important tools of the trades are and write on a flip chart.
  - o Collective bargaining agreement – MOST IMPORTANT
  - o Current list of members
  - o Union contacts how to call when you need help? Union steward/union office, etc.
  - o Member cards/forms
  - o File/tracking system – how do you track grievances, ULPs, EEO, etc.?
  - o Union website address, Facebook page, Twitter account, etc.
  - o Brag sheets/newsletter – what has your Local done lately for the members
  - o Union “swag” on buttons/pins, union pens, union lanyards, etc.
  - o Information on upcoming union events – membership meeting, rally, picnic, etc.
  - o What else?