

## **CLUW Effective Leadership Training Workshop Descriptions**

**Effective Leadership Training, Part 1, 2, and 3:** This training was developed specifically for the members of CLUW. The purpose of the following series of workshops is to provide a supportive learning environment where veteran members of CLUW and newcomers will be able to learn from each other. Our goal is to rebuild our chapters, strengthen our network support and prepare everyone for the challenges facing the labor movement today.

### **Part 1: Constitutional and Financial Responsibilities**

Participants will be able to:

- Analyze the constitution of National CLUW
- Assess local chapter bylaws and create a plan that is congruent with National CLUW
- Examine current fiduciary responsibilities and improve current practices
- Review required reports
- Create personal action plan based on knowledge gained in this workshop

### **Part 2: Running Effective Meetings**

Participants will be able to:

- Practice Parliamentary Procedure
- Make use of consensus decision making
- Write effective meeting minutes
- Develop a plan for retention and storage of minutes, reports and other legal documents
- Create personal action plan based on knowledge gained in this workshop

### **Part 3: Building an Effective Organizing and Outreach Committee**

Participants will be able to:

- Examine the role of leadership
- Analyze and apply qualities of effective committees
- Examine organizing models for membership growth
- Identify allies at the chapter level
- Create personal action plan based on knowledge gained in this workshop