



Union Education Trust

Shaping Your Future

# Labor-Management Committee Effectiveness Training Request Form

Date: \_\_\_\_\_

❖ **Program Description:**

The purpose of this program is to improve labor-management committee (LMC) relationships, and enhance *Committee Effectiveness* in resolving conflicts, setting goals, solving problems, and conducting meetings. All statewide and district LMCs, including Health and Safety committees, are eligible to participate in this program.

This training program includes pre- and post assessments and up to two (2) facilitated committee meetings.

❖ **Instructions:**

Labor-Management committees requesting training under this program must reach consensus on the target audience, and:

1. Complete this request form.
2. Secure signatures from union and management leaders.
3. Submit the form to: Union Education Trust, 390 Worthington Rd., Ste. C; Westerville, OH 43082.

❖ **Please select the program you are requesting:** *(Check One)*

- This is a request for the comprehensive, three-day training program
- This is a request for the one-day refresher training program

❖ **Target Audience:** *(specify the participating l-m committee and the number of participants)*

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### Labor-Management Committee Contacts

Union Contact Person	Management Contact Person
Name: _____	Name: _____
Title: _____	Title: _____
Address: _____	Address: _____
_____	_____
Tel.: _____	Tel.: _____
Fax: _____	Fax: _____
e-mail: _____	e-mail: _____

❖ **Sign-Off:** *(Box must be checked)*

- Agency agrees to pay for wages and travel expenses for participants.

Union Leader Signoff	Agency Director Signoff
Name: _____	Name: _____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____