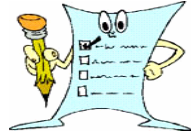


CHECKLIST FOR DEALING WITH MANAGEMENT:



PREPARING YOUR CASE

- ❑ identify your objective(s) and write it/them down
- ❑ determine in advance, what you need as a result of this meeting
- ❑ get the facts and check them
- ❑ look at agreements, policies and rights
- ❑ decide on key arguments and counter arguments
- ❑ workout fallback position(s) or best case alternative(s)
- ❑ be sure that everyone going into the meeting, or concerned with the issue is informed in advance

TEAMWORK

- ❑ arrange a pre-meeting caucus to plan your strategy
- ❑ share the preparation work and all relevant findings in advance of the meeting
- ❑ choose a lead speaker in order to maintain continuity
- ❑ make sure someone agrees to take notes before going into the meeting
- ❑ agree on arguments and tactics

MEETING WITH MANAGEMENT

- ❑ ensure there is agreement on who is doing what in the meeting
- ❑ do not attack personalities
- ❑ do not lose your temper or use insulting language
- ❑ do not be taken by flattery
- ❑ never disagree with other union representatives in front of management
- ❑ use adjournments when necessary (caucus)
- ❑ steer discussion to your stronger points
- ❑ look out for management offers

- ❑ make sure there is an agreed-upon, written record of your meeting
- ❑ don't make promises you cannot keep
- ❑ know when you have a deal and be sure it is one that meets the primary objectives of the union

FOLLOW-UP

- ❑ check-in with your team to be sure everyone is on the same page about what happened in the meeting
- ❑ identify all follow-up necessary to either mobilize members to support an unresolved issue or to ensure implementation of an issue that is resolved
- ❑ establish who will be responsible for follow-up measures
- ❑ ensure minutes are finalized and distributed
- ❑ check-in with management to ensure they follow-up on their commitments

MEMBERSHIP SUPPORT

- ❑ write a bulletin or hold a meeting to inform members of key issues
- ❑ obtain membership input, where appropriate, before meeting with management
- ❑ inform members of any agreements with management and ensure they support the Executive decisions before agreement or implementation
- ❑ mobilize members around key issues so that they will take action where necessary to support the unions positions