

## Preparing to Present to the Authority (PPA)

**COURSE NUMBER**     **FAA01200004**

For information about this course, contact:  
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### DESCRIPTION AND LEARNING STRATEGY

*Preparing to Present to the Authority* is designed for Labor/Employee Relation Specialists. This course provides advice and practice in preparing position statements for presentation before the Federal Labor Relations Authority.

Course topics led by FAA subject matter experts include the ULP process, statutory references for ULP's, settlement, conducting an investigation in response to a ULP, and writing effective position statements.

This highly interactive program features lectures, facilitated discussions, small group activities, skill demonstration, and case position statement presentations.

### OBJECTIVES

- Increase understanding of Chapter 71 of Title 5 of the Civil Service Reform Act.
- Apply the principles of representational petitions.
- Increase understanding of the skills required for investigations.
- Demonstrate how to formulate an effective position statement.

### KEY COMPETENCIES

- Building Alliances
- Building Teamwork and Cooperation
- Communication
- Problem Solving

### CLASS SIZE

20 participants

**LENGTH**     4½ days  
 (Monday 8:00 a.m. –  
 Friday 12:00 noon)  
 36 hours

### LOCATION

FAA Center for  
 Management and  
 Executive Leadership  
 Palm Coast, Florida

### UPCOMING DELIVERIES

Future offerings will be  
 announced through AHL.

### WHO SHOULD ATTEND

Labor/Employee Relation  
 Specialists

### ENROLLMENT

A Point of Contact will  
 be identified at time of  
 offering.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Arbitration Advocacy  
 (FAA01297)

Conduct and Discipline:  
*Building a Winning Case*  
 (FAA14000003)

Labor Relations for  
 Practitioners:  
*Collective Bargaining*  
 (FAA14000004)