

## Advanced Employee and Labor Relations (AELR)

**COURSE NUMBER**     **FAA01200025**

For information about this course, contact:  
Cindy Wheeler, AHL-100, (202) 493-4626

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### DESCRIPTION AND LEARNING STRATEGY

*Advanced Employee and Labor Relations* is a program designed to provide increased depth of knowledge and skills on key topics for Labor/Employee Relations Specialists. These topics focus on the skills necessary to deal with more complex and difficult labor or employee relations issues.

This highly interactive program features: lecture, facilitated discussion, small group activities, and skill demonstration.

Course topics, led by FAA subject matter experts, include effective charge writing, handling drug/alcohol cases, the Back Pay Act, attorney fees, writing a winning arbitration brief, review of the top cases for labor and employee relations, rights and protections provided for whistle blowers, effective settlement agreements, determining whether a proposal is negotiable, understanding protected union activity, and effective position statements for ULPs.

### OBJECTIVES

Successful completion of this course will enable participants to:

- Write charges that are defensible in any appellant forum.
- Determine appropriate corrective action.
- Apply factors to consider in determining appropriate corrective action.
- Identify which policy provisions apply to an employee in drug and alcohol situations.
- Explain the proper application of the Back Pay Act.
- Determine how and when attorney fees are appropriate.
- Write an effective arbitration brief that supports the Agency position.
- Interpret the top labor and employee relations cases.
- Recognize and apply the rights and protections provided for whistle blowers.
- Determine appropriate settlement provisions.
- Effectively defend negotiability appeals before the FLRA.
- Illustrate the rights and boundaries of Protected Union Activity.
- Write effective Agency position statements for ULP charges.

### KEY COMPETENCIES

- |                                     |                     |
|-------------------------------------|---------------------|
| • Building Teamwork and Cooperation | • Communication     |
| • Business Acumen                   | • Developing Talent |
|                                     | • 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

Delivery is scheduled through AHL – for schedule call (202) 385-6176.

### WHO SHOULD ATTEND

Experienced Labor and Employee Relations Specialists

### ENROLLMENT

Contact Betty Rose at  
(202) 385-6176

### PREREQUISITE

At least 2 years of L/ER experience or training

### PRECOURSE

Precourse assignments will be sent upon enrollment.

### RELATED COURSES

Arbitration Advocacy  
(FAA01297)

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

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

Preparing to Present to the Authority  
(FAA01200004)