

# Oklahoma State Fire School

Tulsa Community College Northeast  
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## Professional Fire Fighters of Oklahoma & Oklahoma State Firefighters Association

....are partnering up to bring you two additional classes to State Fire School on May 3<sup>rd</sup> & 4<sup>th</sup>!!

**May 3, 2019 Preparing for and Conducting Contract Negotiations (73335):** This class will prepare you for negotiations with your employer over wages, benefits, and working conditions. To be successful in negotiations requires researching and developing an effective strategy. Negotiations also require an understanding of your collective bargaining statute. You will spend time developing ground rules and participating in mock negotiations. This workshop is ideal for bargaining team members of every experience level.  
Instructor Michael Glynn

**May 4, 2019 Affiliate Local Best Practices (73335):** This workshop will cover best practices of successful locals; including setting goals, communications, political activity, community involvement and basic union administration. It will also cover basic Secretary roles and responsibilities including document retention, taking minutes, and membership database. Finally, it will cover the financial roles and responsibilities of the Treasurer, including step by step instructions on building a budget. This workshop is ideal for leaders of newly affiliated locals or for those that find themselves in a position of leadership without the benefit of a succession plan.  
Instructors Steve Dorris and Brandon Day Show More

### Professional Fire Fighters of Oklahoma

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### Oklahoma State Fire Fighters Association

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