

Spanish Language Materials

Spanish Language Materials
Handy Guide to a Well Conducted Union Meeting
Human Rights Brochure - Beige
Human Rights Brochure - Blue
Human Rights Card
Human Rights Manual
IAM Educator (all issues)
Internet Resource Guide
Key to Being a Successful Steward
Member Mobilization Workbooks & DVDs
MNPL Books and Envelopes
New Member Kits
Officers Guide
Strike Manual
The Constitution
The Ritual
Understanding Congress
W3 Information Brochure

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Leadership I

Government and Politics: understanding the federal system	Gobierno y política: entender el sistema federal	Leadership I binder material
History of the IAM	Historia de la IAM	Leadership I binder material
Human Rights	Derechos humanos	Leadership I binder material
Duties and Responsibilities of Local Lodge Officers	Deberes y responsabilidades de los funcionarios de la Lógia Local	Leadership I binder material
Structure and Services of the IAM	Estructura y servicios de la IAM	Leadership I binder material
Role of the Steward	Rol del delegado	Leadership I binder material
Writing a Grievance	Escribiendo un agravio	Leadership I Handout (Role of the Steward)
The 5 W's of Writing a Grievance	Planilla de datos del agravio	Leadership I Handout (Role of the Steward)
Weingarten Rights	Derechos Weingarten	Leadership I Handout (Role of the Steward)
Voting Records and Other Resources on goiam.org	Record de votación y Otros Recursos en www.goiam.org	Leadership I Handout (Government & Politics)
Role Plays	política	Leadership I Handout (Government & Politics)
Group Discussion #1	GRUPO DISCUSION #1	Leadership I Handout (Human Rights)
Group Discussion #2	GRUPO DISCUSION # 2	Leadership I Handout (Human Rights)
Group Discussion #3	GRUPO DISCUSION #3	Leadership I Handout (Human Rights)
Questionnaire: Local Lodge Meetings	Local	Leadership I Handout (Parliamentary Procedure)
Questionnaire: Local Lodge Operations	Cuestionario: Operaciones de la logia local	Leadership I Handout (Parliamentary Procedure)
Quesionaire: The Ritual	Cuestionario: Las Normas de Ceremonial de la IAM (el "Ritual")	Leadership I Handout (Parliamentary Procedure)
Membership Participation Plan	Participación de los Miembros	Leadership I Handout (Parliamentary Procedure)
Local Lodge Election Guidelines	ELECCIONES DE LA LOGIA LOCAL	Leadership I Handout (Parliamentary Procedure)
Robert's Rules of Orders	GUÍA SIMPLIFICADA DE LAS REGLAS DE ORDEN DE ROBERT	Leadership I Handout (Parliamentary Procedure)
Case Scenarios	CASOS PRÁCTICOS	Leadership I Handout (Role of the Steward)
The Nature of the Role of the Steward	LA NATURALEZA DE EL PAPEL DE EL Delegado	Leadership I Handout (Role of the Steward)
Receiving and Sending a Message	Recepción del mensaje	Leadership I Handout (Role of the Steward)

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The Union and the Steward	La Unión y el Delegado	Leadership I Handout (Role of the Steward)
What is a Past Practice?	¿CUÁL ES UNA PRÁCTICA PASADA?	Leadership I Handout (Role of the Steward)
Journal Article - Vol. 1 No. 1		Leadership I Handout (Labor History)
Journal Article - Vol. 1 No. 2		Leadership I Handout (Labor History)
Journal Article - Vol. 1 No. 3		Leadership I Handout (Labor History)
Journal Article - Vol. 1 No. 11 - 1889		Leadership I Handout (Labor History)
Ancient Bargaining Agreement	Convenio colectivo de trabajo de la antigüedad	Leadership I Handout (Labor History)
Evidence of Collective Bargaining	Prueba de trabajadores que utilizaron mecanismos de negociación colectiva	Leadership I Handout (Labor History)

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Leadership II

Advanced Steward	Capacitación avanzada de delegados sindicales	Leadership II binder material
Investigating a Grievance	Formulario de investigación de un reclamo laboral	Leadership II Handout (Advanced Steward)
Three Parts of Investigating a Grievance	laboral	Leadership II Handout (Advanced Steward)
Equality Principle for Stewards	sindical	Leadership II Handout (Advanced Steward)
List of Topics for Negotiations	Clasificación de temas para las negociaciones	Leadership II Handout (Collective Bargaining)
Power Analysis Activity for Collective Bargaining	Negociación colectiva: ejercicio de análisis del poder de negociación	Leadership II Handout (Collective Bargaining)
Issues and Lobbying	El cabildeo y otras cuestiones	Leadership II binder material
Information when visiting the Capitol	Información para ubicarse en el complejo del capitolio	Leadership II Handout (Issues and Lobbying)
Technology and Change	La tecnología y el cambio	Leadership II binder material
Sources of Information for Private Companies Not Publically Traded	Fuentes de información pública correspondientes a empresas privadas que no cotizan en bolsa	Leadership II Handout (Technology and Change)
Researching the Company (US)	Investigación de la empresa (EE.UU.)	Leadership II Handout (Technology and Change)
Big Brother and the Big Boss are Watching Us	El gran hermano y el gran jefe nos observan	Leadership II Handout (Technology and Change)
Union Ethics	La etica sindical	Leadership II binder material
Do it or Else - Case Scenario	"OBEDEZCA O ATÉNGASE A LAS CONSECUENCIAS"	Leadership II Handout (Advanced Steward)
Past Practice Exercise	EJERCICIO: LAS PRÁCTICAS ANTERIORES	Leadership II Handout (Advanced Steward)
Screening Exercise	EJERCICIO DE SELECCIÓN	Leadership II Handout (Advanced Steward)
Ground Rules Exercise	funcionamiento interno de los comités de negociación	Leadership II Handout (Collective Bargaining)
How Much do you Know About Congress?	¿Cuánto sabe usted acerca de cómo funciona el Congreso?	Leadership II Handout (Issues and Lobbying)

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How Much Do You Know About Parliament?	¿Cuánto sabe usted sobre el Congreso/Parlamento?	Leadership II Handout (Issues and Lobbying)
Why should you write to your legislators?	¿Por qué es preciso escribirle al legislador?	Leadership II Handout (Issues and Lobbying)
Lobbying Congress	EL CABILDEO ANTE EL CONGRESO	Leadership II Handout (Issues and Lobbying)

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Advanced Leadership

Sample Survey	Encuesta para la negociación colectiva de 200_ para Miembros de la IAM que trabajan en *****	Advanced Leadership (Collective Bargaining)
Rolling Donut Addendum	COMPañIA METALURGICA Y CAMIONERA ROLLING DOUGHNUT	Advanced Leadership (Collective Bargaining)
Assignment #1 - Internal Ground Rules	internas de los comités de negociación	Advanced Leadership (Collective Bargaining)
Assignment #2 - Power Analysis	Ejercicio de análisis del poder en la negociación	Advanced Leadership (Collective Bargaining)
Presenting Proposals at the Table - Team Assignment	mesa de negociación Ejercicio en equipo	Advanced Leadership (Collective Bargaining)
Power Point - Drafting Contracting Language Monday	Redacción de las cláusulas del convenio colectivo	Advanced Leadership (Collective Bargaining)
Power Point - Presenting Proposals - Tuesday	Presentación de propuestas en la negociación colectiva	Advanced Leadership (Collective Bargaining)
Power Point - Contract Costing - Thursday	Curso avanzado de liderazgo: determinación de los costos del convenio colectivo de trabajo	Advanced Leadership (Collective Bargaining)
Power Point - Contract Costing w/Answers - Thursday		Advanced Leadership (Collective Bargaining)
Periods of Growth in the IAM	Períodos de crecimiento en la IAM: perspectiva a partir del Journal	Advanced Leadership Binder Material (History)
Power Point - History of the IAM	Historia de la IAMAW: Comprender el futuro al entender el pasado	Advanced Leadership (History)
Leadership Psychology	PSICOLOGÍA DEL LIDERAZGO	Advanced Leadership Binder Material (Leadership Psychology)
Understanding Apathy	Comprendiendo la APATIA	Advanced Leadership (Leadership Psychology)
Strategic Planning Form	FORMULARIO DE PLANEAMIENTO ESTRATÉGICO	Advanced Leadership (Leadership Psychology)

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Power Point - Leadership Psychology	Psicología del liderazgo	Advanced Leadership (Leadership Psychology)
Organizing for Union Leaders	Sindicalización para dirigentes sindica	Advanced Leadership Binder Material (Organizing for Union Leaders)
Power Point - Organizing 101	ORGANIZACION PARA LIDERES SINDICALES	Advanced Leadership (Organizing for Union Leaders)
Housecalling Log	PLANILLA DE VISITAS DOMICILIARIAS DE LA IAM	Advanced Leadership (Organizing for Union Leaders)
IAM Agenda	IAM TEMARIO DE REUNIÓN	Advanced Leadership (Organizing for Union Leaders)
IAM Organizing Lead	Formulario de interés en la sindicaliza	Advanced Leadership (Organizing for Union Leaders)
IAM Sign In Sheet	Planilla de asistencia	Advanced Leadership (Organizing for Union Leaders)
Organizing Information Needed	INFORMACIÓN NECESARIA PARA LA SINDICALIZACIÓN	Advanced Leadership (Organizing for Union Leaders)
PCR	INFORME DE CONTACTO PERSONAL (ICP)	Advanced Leadership (Organizing for Union Leaders)
Service Contract Act - Organizing Lead	Ley de contrato de servicios	Advanced Leadership (Organizing for Union Leaders)
Yes, I volunteer	Sí, me ofrezco como voluntario para ser miembro del equipo de sindicalización de la IAM	Advanced Leadership (Organizing for Union Leaders)
Yes We Want the IAM	Sí, queremos la IAM-AW	Advanced Leadership (Organizing for Union Leaders)
Wellstone Messaging	MENSAJES BASADOS EN VALORES	Advanced Leadership (Workplace Communications)
Dealing with Conflict and Assessment	¿Cuál es su estilo de manejo de conflictos? (Johnson, 1990)	Advanced Leadership (Workplace Communications)
Dealing with Conflict and Scoring	Tratamiento de los conflictos	Advanced Leadership (Workplace Communications)
Moses	Moisés	Advanced Leadership (Workplace Communications)

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Paper Exercises	Ejercicio con una hoja de papel.	Advanced Leadership (Workplace Communications)
Power Point - Workplace Communications	Comunicación en el lugar de trabajo	Advanced Leadership (Workplace Communications)

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Organizing Department Materials

Union Members Live Better
The Law
A-card
IAM Organizing Team Manual
IAM Organizing Introduction
It's Your Right to Join the Union
The Law Says You Have a Right to Join the Union
Questions and Answers
Your Government Conducts an Election
Professional Employee's Insert
General Manufacturing Insert
Automotive Insert
Public Sector Employee's Insert
Aerospace Insert
HPWO Insert
Service Contract Act Insert
Union Membership Pays Off Big
Authorization Cards
IAM Membership Has its Benefits
VIDEO: Captive Audience I and II
VIDEO: Pre-Election Conference
VIDEO: Election