Union Branch Management and Coordination Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving labor environment, effective Union Branch Management and Coordination is essential for building resilient, agile, and member-driven trade unions. Modern union leaders must possess advanced competencies in strategic leadership, collective bargaining, conflict resolution, labor law compliance, digital communication, stakeholder engagement, organizational governance, and workforce advocacy. Union Branch Management and Coordination Training Course equips union branch officials, shop stewards, organizers, and coordinators with practical tools and contemporary strategies to strengthen branch operations, improve member participation, and enhance institutional accountability in both public and private sector unions.

The course integrates global best practices, emerging labor trends, and real-world case studies to help participants navigate challenges such as industrial relations disputes, workforce transformation, employee rights protection, digital unionization, crisis management, social dialogue, diversity and inclusion, and strategic negotiation. Through interactive sessions, simulations, and policy-focused discussions, participants will develop high-impact leadership and operational skills that promote sustainable union growth, effective branch coordination, improved communication systems, and stronger member representation in an increasingly competitive and technology-driven workplace environment.

Programme Curriculum

Union Branch Management and Coordination Training Course

Introduction

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Course Duration

5 days

Course Objectives

By the end of the training, participants will be able to:

1. Strengthen strategic union leadership and branch governance systems.
2. Improve collective bargaining and negotiation skills for effective labor agreements.
3. Enhance industrial relations management and workplace conflict resolution.
4. Develop advanced member engagement and retention strategies.
5. Apply modern digital communication and union mobilization tools.
6. Strengthen labor law compliance and employee rights advocacy.
7. Improve organizational coordination and branch performance management.
8. Build effective stakeholder engagement and partnership networks.
9. Implement financial accountability and transparent union administration.
10. Promote workplace diversity, equity, and inclusion initiatives.
11. Develop practical skills in crisis management and dispute prevention.
12. Strengthen policy advocacy and workforce representation mechanisms.
13. Enhance data-driven decision-making and operational efficiency within union branches.

Target Audience

1. Union Branch Secretaries
2. Shop Stewards and Union Representatives
3. Trade Union Officials and Coordinators
4. Human Resource and Industrial Relations Officers
5. Labor Movement Leaders and Organizers
6. Employee Relations Managers
7. Public Sector and Private Sector Union Executives
8. Professionals involved in Collective Bargaining and Workforce Advocacy

Course Modules

Module 1: Strategic Union Leadership and Governance

- Principles of modern union leadership
- Governance structures and accountability

- Strategic planning for union branches
- Ethical leadership and transparency
- Leadership succession planning
- **Case Study:** Analysis of a successful union restructuring initiative that improved branch efficiency and member participation.

Module 2: Collective Bargaining and Negotiation Skills

- Negotiation frameworks and bargaining techniques
- Preparing for collective bargaining agreements
- Wage negotiations and employee benefits
- Managing employer-union relationships
- Mediation and dispute settlement mechanisms
- **Case Study:** Review of a high-profile labor negotiation that resulted in improved working conditions and wage agreements.

Module 3: Industrial Relations and Conflict Resolution

- Industrial relations systems and frameworks
- Workplace grievance handling procedures
- Conflict prevention and resolution strategies
- Employee disciplinary procedures
- Building harmonious labor-management relations
- **Case Study:** Examination of an industrial dispute resolved through effective mediation and social dialogue.

Module 4: Member Engagement and Digital Union Communication

- Member recruitment and retention strategies
- Digital organizing and mobilization tools
- Social media engagement for unions
- Communication planning and branding
- Member feedback and participation systems
- **Case Study:** Study of a union branch that increased membership using digital engagement campaigns.

Module 5: Labor Laws and Employee Rights Protection

- National labor laws and regulations
- Occupational health and workplace safety
- Employee rights and welfare protection
- Compliance monitoring and legal frameworks
- Handling labor law violations
- **Case Study:** Analysis of a labor rights case that transformed workplace compliance standards.

Module 6: Financial Management and Administrative Coordination

- Budgeting and financial accountability
- Union dues management systems
- Audit compliance and reporting
- Resource mobilization strategies
- Administrative coordination and documentation

- **Case Study:** Review of financial restructuring practices that enhanced union transparency and sustainability.

Module 7: Stakeholder Engagement and Policy Advocacy

- Government and employer engagement strategies
- Advocacy and lobbying techniques
- Building strategic partnerships
- Public relations and media management
- Influencing labor policy reforms
- **Case Study:** Assessment of a successful labor advocacy campaign that influenced national labor policy.

Module 8: Crisis Management and Organizational Sustainability

- Crisis preparedness and response planning
- Managing strikes and industrial actions
- Organizational resilience strategies
- Change management and workforce transformation
- Future trends in trade union management
- **Case Study:** Evaluation of a union's response during organizational and economic crises.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com