



**VSEA Steward Training Session**  
**Executive Branch**  
**Friday December 15, 2021**  
**Location: TBD**  
**8:30 a.m. – 4:30 p.m.**

**AGENDA**

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**8:30 – 9:00 a.m.**

- Meeting Registration
- Introductions

**9:00 – Noon**

Steward 101

- Grievances
- Investigations
- DFR
- Unit Specific Issues/Contract Overview

**Noon – 12:30 p.m. – LUNCH**

**12:30 – 2:00 p.m.**

- Bullying in the workplace
- Overview of FMLA

**2:00 – 4:00 p.m.**

- Advanced Legal Training
- Preparation for serving on VSEA Legal Review Committee

**4:00 p.m. – Wrap Up and Evaluations**