

**SEIU: Education Department Records**

3.0 linear feet (3 SB)  
1980-2004 bulk 1992-2002

Walter P. Reuther Library, Wayne State University, Detroit, MI

Finding aid written by Alexandra A. A. Orchard on February 25, 2013.

**Accession Number:** LR001930

**Creator:** Service Employees International Union (SEIU)

**Acquisition:** The SEIU Education Department of the Service Employees International Union Records were deposited by SEIU at the Reuther Library on July 24, 2006. The Reuther Library serves as the official repository for SEIU.

**Language:** Material entirely in English.

**Access:** Records are open for research.

**Use:** Refer to the Walter P. Reuther Library *Rules for Use of Archival Materials*.

**Notes:** Citation style: "Service Employees International Union Education Department Records, Box [#], Folder [#], Archives of Labor and Urban Affairs, Wayne State University"

**Related Material:** Reuther Library Collections: SEIU Education and Support Fund Records, SEIU Organizing Department Records, SEIU Secretary-Treasurer's Office: Richard Cordtz Records

**PLEASE NOTE: Folders in this collection are loosely arranged by subject, but are not necessarily arranged in any particular order. The box folder listing provides an inventory based on their original order. Subjects may be dispersed throughout the collection.**

**Abstract**

The Service Employees International Union (SEIU) was founded in 1921 as a union of flat janitors. Over the years it has grown in size and scope, now comprising three divisions: healthcare, property services, and public services. SEIU's Department of Education generates training materials for its members on topics including workplace training (for all three divisions), internal staff professional development, collective bargaining, organizing, and political campaigns. Document formats found within the records are primarily training guides and manuals (including facilitator training materials), as well as materials such as publications and reports utilized by the Education Department.

**Important Subjects:**

- |  |   |
|--|---|
| AFL-CIO  | Labor unions – Records and correspondence |
| Collective bargaining                            | Political campaigns                       |
| Collective bargaining—Service industries         | Privatization                             |
| Collective labor agreements – Service industries | Service Employees International Union     |
| Education  | Strikes and lockouts                      |
| Labor disputes                                   | Unfair labor practices                    |
| Labor unions –organizing                         | Women in the labor movement               |

**Important Names:**

- Glenn, Elinor
- Stern, Andy
- Sweeney, John

## Arrangement

Folders are listed by their location in each box. They are loosely arranged by subject in the following order: new staff training, staff development, political campaigns, collective bargaining, organizing, leadership, health, arbitration/grievances, stewards, and materials utilized by the Education Department. However, some materials cover multiple topics, so any given subject may be dispersed throughout the entire collection.

### Box 1

1. New Officers/Staff Training, George Meany Center, 1985-1987
2. *New Officers and Staff*, Resource Manual, Volume II
3. *New Staff Training Orientation*, Trainer's Manual, 2003 October 12-17
4. *SEIU Staff Development Manual, Growing Our Own*
5. *SEIU Campaign School*, Trainer's Manual, 2000
6. *Reach Every Member*, Trainer's Binder
7. *Member Political Organizers Training Manual*, Trainer's Edition
8. *Political Action Training*, 9<sup>th</sup> Biennial District Delegate Assembly, 1998 May 29-31
9. *Heroes Training Manual*, SEIU Convention, 2004 June 18-24
10. Presidential Politics, 2004
11. *Healthcare Benefits Bargaining Manual*, 1992
12. *Bargaining for Power*, Teaching Manual, 1995
13. *Contract Campaign Manual*, 1988
14. *Evaluation of SEIU Education Department Staff Training Programs*, 1995 April
15. *Bargaining for the Future*, Health Care Industry, 1995
16. *Organizer Chair Training*, District 1199 WV/KY, 1995 February 17-18
17. *Improving Your Membership List*, A Best Practices Manual
18. *SEIU New Organizer Training*, 2003 July 13-17
19. Campaign Communications, Tool Kit for SEIU Hospital Organizers, 2002 May
20. *Unity in Action Program*, the Workers' Right to Organize
21. *Organizing, SEIU Southern Conference*, Facilitator's Guide, 2003 July 25-27
22. SEIU Organizer Training Academy, Lead Development Plan Draft, 2002 December 23
- 23-24. Organizers Training Modules
25. Central Region Staff Training, 2003
26. *SEIU's Leadership Development Program*, Officer Training Program, 1994 March 18-19
27. SEIU Leadership Development Program, Evaluation, 1994-1995
28. *Leadership Training Programs*, Involving the Membership
29. SEIU New Leader Training, 2001 May 6-9
30. *Worksite Leadership Development Academy*, Preliminary Report, 2001 April 16

### Box 2

1. *SEIU Leadership Training for the Worksite*, Trainer's Guide, 1997
2. *SEIU Leadership Training for the Worksite*, Participant Resource Notebook, 1997
3. *SEIU Local 535 Leadership Conference*, 1991 September 28-29
4. *OPEU/SEIU 503, Leadership Training Level 3*, Facilitator's Guide, 1996 January
5. *OPEU/SEIU 503, Leadership Training Level 2*, Instructor's Guide, 1995 October

6. 1199 SEIU Leadership Development Campaign Proposal Draft, 2003 July 3
7. *SEIU Training Program*, 1991
8. Bole Action Training Outline, 1996 July
9. *1991 SEIU Training Program*, Training the Trainer, 1991
10. *SEIU International Training Institute*, 1989 November 2 – December 1
11. Union Skills Program, Training for Union Reps, 1998
12. *Participating for Strength*
13. *Toolkit for Effective Representation*, 1998 June
14. *Member Mobilization Building Union Power*
15. *Power Structure Analysis Training*, 2001 October
16. *Workplace Education*, 1992
- 17-18. *Privatization Action Kit*, 1999
19. AIDS and Needlestick Prevention Training
20. *Bloodborne Pathogens and Needlestick Prevention Workbook*, 2001
21. *Keeping the Records Straight*, Administrative Manual, Volume I, 1998 June
22. *SEIU Guide to Union Elections*, 1995 November 21
23. *Slicing the American Pie*, Facilitator's Guide, Public Sector Edition
24. *Arbitration Training*, District 1199/SEIU, 1995 January 2-6
25. *Grievance Chair Training*, 1994 November 11-12
26. *Grievance Chair Basic Training*, 2000 May 12-13
27. *Grievance Workbook*
28. *Shop Steward*, Courses 1-4
29. *Steward Manual*
30. *The Stewards Book*
31. SEIU Steward Materials, 1981
32. SEIU Steward Materials
33. *OPEU SEIU Basic Steward Training*, 1992
34. *OPEU SEIU Advanced Steward Training*, 1992
35. Local 660 Steward's Manual, 1986
36. Local 31- Stewards Training Conference, 1990 May
37. *Local 31-M Steward's Manual*, 1994 April
38. *SEIU Local 250 Steward Training Program*, 1992
39. SEIU Local 32BJ Steward and Contract Action Team Training, 2003 January 17
40. Stewards Training, Local 73-HC, 2004 July-August

### **Box 3**

1. President's Committee 2000, Retreat Packet, 1999 October 25028
2. President's Committee 2000, Report 1-3 Summaries
3. President's Committee 2000, Reports 1-3: *Evaluate, Imagine, Decide*
4. Publications, *Hello, Sister! Hello, Brother!*
5. Publication, *Union Sisters*
6. Publication, *'So Much to be Done' George Hardy's Life in Organized Labor*, 1980
7. Publication, *Together We Rise*, 2003
8. Publication, *What's Gone Wrong with America*, 1996
9. Publication, *Drug Testing Guidelines*, 1986

10. Committee on the Future, Report 1, *The Economy and the Labor Movement*, 1994 May
11. Committee on the Future, Report 2, *SEIU Members Look at Their Jobs and Their Union*, 1994 June
12. Committee on the Future, Report 3, *SEIU Leaders Look at Their Union*, 1994 Winter
13. SEIU Committee on the Future, Report 4, *Directions for a 21<sup>st</sup> Century Union*, 1995 Spring
14. Report, *Leadership Development Report*, 1992
15. Report, *Solutions for the New Workforce*, 1987 September 28-29
16. *SEIU Officers' Report*, 2000
17. *Report to Building Services Division*, 2000
18. *Report to Health Care Division*, 2000
19. *Report to Public Services Division*, 2000
20. Elinor Glenn Interview by Patricia Yeghissian, Director of Education Department, 1994 December 11
21. Report Pamphlets
22. Labor Research Review, *Let's Get Moving! Organizing for the 90s*, 1991
23. *Axioms for Organizers*
24. Representation Task Force, 1997-1998
25. Speech Notes for Andy Stern