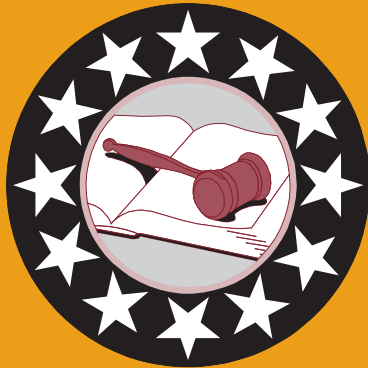


LAS I

Labor Arbitration
Services, Inc.

Comprehensive Training in Labor Arbitration Advocacy



LABOR ARBITRATION ADVOCACY

A Five Day Comprehensive Training

Learn the vital skills necessary to be
a winning advocate at labor arbitration hearings!



BASIC COURSE

ENROLLMENT LIMITED TO TWENTY FOUR



www.LaborArbitrationServices.com

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Partial List of Companies and Unions Previously Attending

Alcan	COMEd	Kraft	Rayonier
Allied Corp.	Conoco Phillips	Laral Defense Systems	Red Lobster
Allied Signal	Consol Energy, Inc.	Lockheed Martin	Sands Hotel & Casino
Am. Fed. Gov. Emp.	Continental Tire Co.	Luminant	Sara-Lee Inc.
American Airlines	Crown Cork & Seal	Mack Truck	Sealy, Inc.
American Greeting Corp	CWA	Magic Chef	Seimens
Amoco Oil Co.	Deere & Co.	Martin-Marietta	Shell Oil Co.
ARCO Aluminum	Domtar	Merck & Co.	Sherwin-Williams
Arizona Public Serv.	Eastern Associated Coal	Michigan State University	Simmons Bedding Company
Arkansas Power & Light	Englehard Corp.	Miller Brewing	Snap-On-Tools
Army/Air Force Ex. Ser.	Exelon Corp.	Motiva Enterprises	Sonoco Products Inc.
AT&T	FAA	Nisource Corp.	Square D
B. F. Goodrich	Florida Power & Light	N.Y. Power Auth.	SEIU
BPB America, Inc.	Florida Power Corp.	NATCA.	Taft Coal Co.
Basin Elec. Power Co.	Frat. Order of Police	Natl. Assn Letter Car.	Teamsters
Beech Aero Space	Frito Lay	Natl. Union of Hosp.	Tennessee Valley Auth.
Bell Atlantic	Georgia Power Co.	& Health Care Employees	Tetley USA
Bendix Communications	Georgia-Pacific Corp.	Norfolk Western Ry.	Trane Co.
Boces	Goodyear Tire & Rubber	NPHU	Tucson Electric Power
Boise Cascade	Grupo Antolin	OCAW	Union Envelope
Bridgestone Tire	Graphic Packaging Int., Inc.	Occidental Chemical	United Steelworkers
Briggs & Stratton	Gulf State Utilities	Olin Corp.	U.S. Citizens & Immigration
Brookhaven Nat. Lab.	Harley Davidson Motor	Ore-Ida Foods	USDA
Butler Manf. Co.	Hill AFB	Owens Brockway	USPS
Butterball LLC	Hillshire Farms	PACE	Valor Telecom
Caesars	Honeywell International	Packaging Corp. of Am.	Verizon
Carrier Corp.	Hunt-Wesson Inc.	Peabody Coal Co.	Vesco Paper
Caterpillar Inc.	IBEW	Pepsi Cola	Walt Disney World
Cinergy	Illinois Power Co.	Philip Morris, USA	Warner Robbins AFB
Claridge Casino Hotel	Inland Container	Pinnacle Mining Co.	Washington Gas & Light
Clark Co. School District	International Paper	Pratt & Whitney	Xcel Energy
Cliff's Natural Resources	John Deere Waterloo	Prudential Ins. Co.	3M Corp
Clorox Co.	Johnson Controls Inc	Public Service Co. N.M.	



What You Will Learn!

MONDAY

I. INTRODUCTION TO THE COURSE

II. SELECTING THE ARBITRATOR & HEARING PROCEDURES

- Aids in selecting arbitrators
- Methods of selecting arbitrators
- Forms of arbitration tribunals
- Arbitration agency procedures
- Pre- hearing communications
- Arranging dates and locations
- Sequence of the hearing
- Using court reporters

III. PREPARING THE CASE FOR ARBITRATION

- Determining Arbitrability
- Grievance documents
- Employer's responses
- Gathering evidence
- Interviewing witnesses
- Theory of the case
- Preparing issues
- Preparing the presentation

IV. EVIDENCE:

- Relevancy, materiality & competency
- How to introduce evidence
- Foundations for admission of evidence
- Direct evidence
- Circumstantial evidence
- Affidavits & Depositions
- Inspections & Views
- Admissions against interest
- Offers of compromise
- Violations of statutes
- Hearsay evidence

- Public documents & records
- Demonstrative exhibits
- Telephone testimony

TUESDAY

V. OBJECTIONS:

- Purpose of objections
- How to make objections
- When to make objections
- Leading questions
- Argumentative questions
- Confusing questions
- Unintelligible questions
- Assuming facts
- Previously asked & answered
- Beyond the scope
- Impeaching own witness
- Hearsay
- Relevancy & materiality
- Best evidence rule
- Conclusions
- Documents
- Qualifications of the witness
- Expert witness
- Lay opinion testimony
- Non-responsive answers
- Prejudicial questions
- Improper conduct

VI. OPENING STATEMENT EXERCISES

- Purposes & techniques
- Students practice opening statements

VII. DIRECT EXAMINATION EXERCISES:

- Purposes and techniques
- Students conduct direct examinations
- Students practice introducing evidence

VIII. DISCIPLINARY STANDARDS:

- "Just Cause" for discipline
- "Douglas Standards"

WEDNESDAY

IX. CROSS-EXAMINATION EXERCISES:

- Purposes and techniques
- Students conduct cross-examinations
- Students practice using documents in cross-examination

X. FINAL ARGUMENT EXERCISES:

- Purposes and techniques
- Students present final arguments

XI. ARBITRATION PREPARATION:

- Students prepare a complete labor arbitration case for presentation to an arbitrator

THURSDAY

XII. ARBITRATION PRESENTATIONS:

- Students present arbitration cases to arbitrators

XIII. RECEPTION FOR STUDENTS, ARBITRATORS, & FACULTY

- Social gathering for students, faculty, arbitrators

FRIDAY

XIV. ARBITRATOR CRITIQUES & AWARDS:

- Arbitrators individually critique students
- Arbitrators' present awards and rationale

XV. HOW ARBITRATORS MAKE DECISIONS:

- Arbitrator panel discussion
- Questions by students

**COURSE CONCLUDES
AT 12:00 NOON**

Expert Instructors Share Their Years of Successful Advocacy Experience!

(Some Of These Instructors Will Attend Each Course.)

CARYR. SINGLETARY – B.S., M.C.S., J.D. Director, Labor Arbitration Services, Inc., Member of the Florida Bar. Former Chair, Labor and Employment Law Section of the Florida Bar. His previous law practice included public and private sector labor law. His experience included negotiating collective bargaining agreements, grievance arbitration advocacy, and employment litigation. Also, he served as Distinguished Professorial Lecturer at Stetson College of Law where he taught labor law, arbitration, and mediation. He is a Florida Supreme Court Certified Circuit Civil Mediator and Qualified Arbitrator, and Federally Certified Mediator (U.S. District Ct., Middle District of Florida.) He serves as a full-time arbitrator and mediator based in Tampa, Florida.

GREGORY A. HEARING – B.A., J.D. Member of the American Bar and Florida Bar Associations. He is Board Certified in Labor and Employment Law by the Florida Bar, Board of Legal Specialization and Education. He is a past Chair of the Florida Board of Bar Examiners and Fellow of the College of Labor and Employment Lawyers. He is a frequent speaker and trainer at national and regional seminars on labor and employment law subjects.

ROBERT A. SHEARER – B.A., M.Ed., J.D. Member of the Florida Bar and the Labor and Employee Law Section. He is former Professor of Management at the University of South Alabama, where he has served on the faculty since 1986. He is a

Florida Supreme Court Certified Circuit Civil Mediator, and has served as an advocate in many labor arbitrations. He is a frequent speaker at professional programs on the topics of conflict management, principled negotiation, partnering, and alternative dispute resolution.

ROBERT J. SNIFFEN – B.A., J.D. Member of the Florida Bar, former chair of the Labor and Employment Law Section of the Florida Bar, he is Board Certified in Labor and Employment Law, Board of Legal Specialization and Education and Board Certified in Labor and Employment Law by the Florida Bar. He limits his practice to Labor and Employment Law and regularly serves as an advocate in arbitration cases. He is a frequent speaker at seminars on labor and employment issues and regularly publishes articles in the field.

THOMAS W. YOUNG, III – B.A., J.D. Member of the Florida Bar and the Labor and Employment Law Section. Fellow, College of Labor and Employment Lawyers. He is a Special Master for interest-based arbitration between Florida government employers and unions. His experience includes serving as a hearing officer for unfair labor practices for the Florida Public Employees Relations Commission and as general counsel for a large organization. He is a full-time arbitrator based in Port Charlotte, Florida.

Participants carry out realistic skill-building exercises!

"In nearly fifteen years of Labor Relations experience, this is the most effective, comprehensive and realistic course on advocacy I have ever participated in."

Stephen D. Goldfarb, Ingersoll-Rand

"This course should be considered a prerequisite for anyone in the labor relations field who wants to prepare to become an advocate in arbitration."

Tom E. Nix, Georgia-Pacific

"I have never experienced such an atmosphere for learning. Very provocative, yet always informative. The combined training of management and labor was superbly mixed."

J.C. Taylor, National Association of Letter Carriers

"Our union has achieved enormous results from sending several people to this training. We have sharply increased our win rate, reduced backlog, and eliminated costs of outside counsel."

Ed Mobsby, IBEW SC U-8

"The instructors are obviously exceptional practitioners and have the ability to readily communicate their techniques. It is an outstanding course, suitable for practitioners of all skill levels."

Don C. Hare, International Paper

"Presenting an actual case and being critiqued by a real arbitrator was invaluable. I wholeheartedly recommend the course to anyone involved in labor relations!"

Stan Cochran, Unisource Worldwide, Inc.

Distinguished Panel Of Arbitrators Continued

All Members of the National Academy of Arbitrators

(Some Of These Arbitrators Will Be Participating In Each Basic Course.)



LINDA S. BYARS

Arbitrator/Mediator, Atlanta, Georgia. Member NAA and IRRA. She serves on the panels of the AAA, FMCS, NMB and numerous other panels in both the public and private sectors. B.B.A. and M.S., Georgia State University.



JACK CLARKE

Arbitrator/Mediator, Montgomery, Alabama. Former Professor of Law, University of Alabama Law School. Member NAA, IRRA, AAA, Member Labor Law Section, ABA, and Committee on Arbitration and Collective Bargaining. B.S. and JD. degrees, University of New Mexico. AL and NM State Bars. On numerous permanent panels in both public and private sectors.



WILLIAM H. HOLLEY, JR.

Arbitrator/Educator, Auburn, AL. Professor of Management, College of Business, Auburn University, Ret., past President NAA. He serves on the arbitration panels of the AAA, FMCS, NMB and numerous other panels in both the public and private sectors. He has written and lectured extensively on labor relations and arbitration. B.S. and M.B.A., Mississippi State University, Ph.D. University of Alabama.



HOMER LARUE

Arbitrator/Mediator/Educator, Columbia, MD. Professor, Howard University School of Law and member of the bars of NY and MD. Member NAA and serves on the arbitration panels of the AAA, FMCS, NYC OCB, NJ PERC, NY PERB, DC PERB and on numerous public and private sector panels. He is a frequent writer and lecturer on topics in labor law and employee relations. B.A., Purdue University, JD. and M.I.L.R., Cornell University.



MARTIN MALIN

Arbitrator/Mediator/Educator, Chicago, IL. Professor of Law, Chicago-Kent College of Law, Illinois Institute of Technology. Member NAA, IRRA, AALS and ABA. He serves on the arbitration panels of AAA, FMCS, IL MCS, IA PERB, WERC and many other panels in both the private and public sectors. He has written numerous articles on employment law, labor relations and arbitration. B.A., Michigan State University, JD. George Washington University.



DENNIS R. NOLAN

Arbitrator/Mediator, Columbia, SC. Professor, University of South Carolina School of Law (Ret.). Past-President of NAA, IRRA, ISSLL&SS, LLTG, SFLRP. He serves on the labor arbitration panels of AAA, FMCS and many private panels. He has published seven books and forty major articles in the fields of labor law and arbitration. A.B. Georgetown University, M.A. University of Wisconsin-Milwaukee, JD. Harvard University.



HAROLD (HAL) SMITH

Arbitrator/Attorney, Bradenton, FL and Cincinnati, OH. Member of Florida and Ohio Bars, Member NAA. Serves on Labor and Employment Panels of the AAA, FMCS and NMB. Private practice concentrating in Labor and Employment Law and Constitutional Law 1976-1999. 11-time Arbitrator since 1999. B.B.A. Kent State University, JD. Cleveland-Marshall College of Law, Cleveland State University.

Are You Ready...

- ... for your upcoming arbitration hearing?
- ... to learn arbitration advocacy skills?
- ... to reduce your organization's arbitration expenses?

Many organizations continuously rely on us to train their own labor arbitration advocates. You, too, can save money by having us train your advocates! For over 37 years Labor Arbitration Services, Inc. has enjoyed a reputation as a premier trainer of labor arbitration advocates in the United States.



Cary R. Singletary, Director

Features

Method of Instruction: Limited enrollment allows participants to be divided into small groups for intensive exercises in arbitrator selection, case preparation, opening statements, direct and cross-examination, closing arguments, making and meeting objections, introducing evidence, using demonstrative aids and all other facets of labor arbitration. Emphasis is placed on participants actually "doing it," rather than lectures.

Instructors: Carefully selected for their extensive experience, the instructors will use their years of preparing and presenting arbitrations to teach you winning advocacy techniques.

Complete Arbitrations: On the fourth day of the course, participants present entire arbitrations to distinguished labor arbitrators who will give personal critiques to each participant.

Arbitrators: All participating arbitrators are members of the National Academy of Arbitrators and each has served as a neutral in hundreds of labor arbitrations. (Some of the panel arbitrators will attend each course.)

Course Materials: A comprehensive Labor Arbitration Manual, designed exclusively for this course, is provided to each participant. Each attendee will also receive a manual for easy reference in actual arbitrations. These are exclusively for our participants and are available from no other source, nor are they sold separately.

Hotel: All 2020 classes will be conducted at the Westshore Grand, 48620 W. Kennedy Blvd., Tampa, Florida 33609, Tel 1(888)236-2427 (a Marriott hotel). The hotel provides complimentary Wi-Fi, Airport Shuttle from Tampa Int'l Airport and free self-parking. A limited block of hotel rooms is reserved for each course and held until 30 days before the date of each class. After that, the regular hotel rate will apply.

Registrants must make their reservations. LAS will provide you with the event name and hotel reference code for block rooms along with the confirmation of your registration. (There are other close-by hotels.)

Course fee: \$2,395. (Does not include your living costs.)

Who Should Attend?

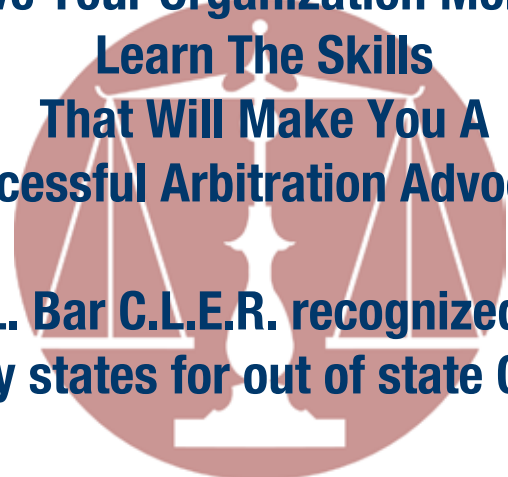
Anyone who prepares or presents labor arbitration cases, including:

- Human Resource Professionals
- Labor Relations Specialists
- Union Business Representatives
- Labor Law Attorneys

(FL. Bar - 36.5 General C.L.E.R. Credits)

**Save Your Organization Money!
Learn The Skills
That Will Make You A
Successful Arbitration Advocate!**

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many states for out of state C.L.E.)**



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