Course Title: Employee Labor Relations

Course web page: http://www.collin.edu/ce/courses/employee_labor.html

Course Description:
You will learn the importance and ways to pay "psychological paychecks". Learn about unions and their changing roles and ethical employer's practices. Compare leadership and management control measures and how they both affect employee relations. Employee Assistance Programs (EAP), employee surveys, termination processes and documentation, family leave and assistance issues will also be covered.

Suggested Course Prerequisite(s): N/A

Materials Needed:

Course Objectives:
1. Design and administer employee survey
2. Counsel employees using effective leadership and management control measures
3. Respond to union organizing efforts
4. Institute Employee Assistance Programs (EAP)

Certification Notes: Part of certificate course

Next course recommendation:

Instructor Notes:

Textbook(s): N/A

Lesson Plan – by week or session
Session 1: Introductions and syllabus. Student Data Forms.
   Employee surveys
Session 2: Counseling employees
   Effective control measures
Session 3: Union organizing efforts
Session 4: Institute Employee Assistance Programs (EAP)
   Student Evaluation of Instruction

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.
Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx