

Programme on  
**Effective Trade Union Management**  
(January 20-24, 2025)



## PROGRAMME OVERVIEW

Trade unions are in the midst of dramatic changes the world over. Trade unions need to organize their resources better and utilize the executive and administrative skills of their office bearers optimally.

The present context of the business environment brings enormous pressure on the Trade Unions to keep themselves aligned with the changes.

Moreover, there has been, over the last few decades, a marked change in the socio-economic status of workers in the organised sector. This change has created new challenges for the leaders of most unions. Further, several segments of officers too have collectivized.

## OBJECTIVES

By the end of the training, participants will:

- ◆ Understand the role and legal framework of trade unions in India.
- ◆ Gain insights into the historical evolution and current trends in trade unionism.
- ◆ Learn techniques to manage labor relations and negotiate effectively with unions.
- ◆ Develop strategies to prevent and resolve labor disputes amicably.
- ◆ Build skills for fostering cooperation and improving communication between management and unions.
- ◆ Understand the impact of labor laws and regulations on union-management dynamics.

## TARGET AUDIENCE

This program is tailored for:

- ◆ HR Professionals and Managers: Involved in managing industrial relations and negotiating with trade unions.
- ◆ Business Leaders and Executives: Responsible for ensuring smooth labor relations and organizational stability.
- ◆ Labor Relations Officers: Focused on maintaining positive labor relations within organizations.
- ◆ Union Representatives: Seeking to improve their negotiation skills and understanding of industrial relations from a management perspective.

## PROGRAM STRUCTURE

This is a five-day training program with a mix of lectures, case studies, role-playing, and interactive discussions to provide participants with both theoretical understanding and practical skills in trade union management.

### Session 1: Introduction to Trade Unions in India

- ◆ **What is a Trade Union?** Definition, objectives, and functions.
- ◆ **Historical Evolution of Trade Unions in India:** Key milestones in the growth of the labor movement.
- ◆ **Current Trends in Trade Unionism:** The role of trade unions in today's industrial landscape, challenges, and opportunities.

**Activity:** Group discussion on the changing role of trade unions in India's evolving economy.

### Session 2: Legal Framework Governing Trade Unions

- ◆ **Key Labor Laws in India:** Overview of key labor laws, including the Trade Unions Act, 1926, the Industrial Disputes Act, 1947, and the Code on Wages.

- ◆ **Registration and Recognition of Trade Unions:** Legal processes and criteria for recognition.
- ◆ **Rights and Duties of Trade Unions:** Union rights in representing employees and the limitations placed by law.
- ◆ **Role of Labor Courts and Tribunals:** Mechanisms for resolving labor disputes.

**Activity:** Case study on the impact of recent labor law reforms on trade union activities.

### Session 3: Industrial Relations and Trade Unions

- ◆ **Industrial Relations (IR):** Definition and importance in maintaining workplace harmony.
- ◆ **Key Actors in Industrial Relations:** The roles of management, unions, and government.
- ◆ **Collective Bargaining:** Definition, process, and importance of collective bargaining for both unions and management.
- ◆ **Union-Management Relations:** Strategies for building collaborative relationships with trade unions.

**Activity:** Role-playing exercise where participants simulate a collective bargaining session between union representatives and management.

### Session 4: Union Structure and Leadership

- ◆ **Types of Trade Unions:** Craft unions, industrial unions, and general unions.
- ◆ **Union Leadership:** Understanding the internal structure of trade unions and leadership roles.
- ◆ **Union Strategy and Tactics:** How unions mobilize members and negotiate with management.

**Activity:** Participants analyze case studies of successful and unsuccessful trade union negotiations, focusing on leadership strategies.

### Session 5: Strategies for Managing Trade Unions

- ◆ **Approaches to Trade Union Management:** Coercive, accommodative, and cooperative strategies.
- ◆ **Fostering Positive Union-Management Relations:** Building trust and open communication channels.
- ◆ **Engaging in Constructive Dialogue:** Techniques for maintaining open lines of communication with unions.
- ◆ **Preventing Labor Conflicts:** Proactive approaches to identifying potential issues before they escalate into disputes.

**Activity:** Participants develop a strategy to improve labor relations within a fictional organization, focusing on proactive measures to engage with the union.

### Session 6: Conflict Resolution in Labor Relations

- ◆ **Causes of Labor Disputes:** Identifying common causes of disputes, such as wage negotiations, working conditions, and job security.
- ◆ **Dispute Resolution Mechanisms:** Mediation, arbitration, conciliation, and other formal and informal dispute resolution techniques.
- ◆ **Role of Management in Conflict Resolution:** How management can play an active role in resolving disputes and preventing strikes.
- ◆ **Handling Strikes and Work Stoppages:** Legal considerations and practical approaches to dealing with strikes and work slowdowns.

**Case Study:** Participants review a historical labor dispute and discuss how it was resolved, analyzing the role of management and unions in the outcome.

### Session 7: Effective Negotiation with Trade Unions

- ◆ **The Art of Negotiation:** Key principles of effective negotiation with trade unions.
- ◆ **Planning and Preparation:** The importance of understanding the union's position, interests, and priorities before entering negotiations.
- ◆ **Negotiation Techniques:** Win-win negotiation strategies, building rapport, and managing difficult conversations.
- ◆ **Post-Negotiation Follow-up:** Ensuring agreements are properly implemented and communication remains open.

**Role-Playing Exercise:** Participants engage in a simulated negotiation between union leaders and management, focusing on reaching a fair and amicable agreement.

### Session 8: Building a Collaborative Culture

- ◆ **Promoting Partnership Between Management and Unions:** How to shift from adversarial to collaborative relationships.
- ◆ **Creating a Shared Vision:** How management and unions can work together toward shared organizational goals.
- ◆ **Employee Involvement:** Encouraging participation from employees and unions in decision-making processes.
- ◆ **Long-Term Relationship Building:** Sustaining cooperative relationships between unions and management.

**Final Activity:** Participants work in groups to create a plan for fostering long-term, collaborative union-management relations in their respective organizations.

## LEARNING OUTCOMES

By the end of the training, participants will:

- ◆ Have a thorough understanding of trade unions, their role, and the legal framework that governs them in India.
- ◆ Develop negotiation skills to engage with unions effectively and constructively.
- ◆ Learn how to foster positive and cooperative relationships with trade unions.
- ◆ Be able to anticipate and address labor disputes before they escalate.
- ◆ Understand how to build a collaborative culture that promotes mutual trust and respect between unions and management.

The Trade Union Management in India training program is designed to equip managers, HR professionals, and business leaders with the skills and knowledge to engage constructively with trade unions. By fostering positive labor relations, organizations can reduce conflicts, improve productivity, and build long-term partnerships with unions.

## TRAINING METHODOLOGY

- ◆ **Lectures and Presentations:** To provide foundational knowledge on trade unionism and labor relations.
- ◆ **Case Studies:** Real-world examples of trade union interactions and conflict resolution in India.
- ◆ **Role-Playing Exercises:** Practical simulations of union-management negotiations and conflict resolution scenarios.
- ◆ **Group Discussions:**

## PARTICIPANT PROFILE

This programme is not only meant for the office-bearers of trade unions, associations or federations, but also for HR professionals and line managers who are in regular contact with workers and union members.

**Organisational sponsorship is essential**

## VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

## DURATION

The programme duration is 5 days starting from **January 20-24, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

**Residential Fee: Rs. 69,500/-** (US \$1086 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other facilities of the College including internet usage.

**Non-Residential Fee: Rs.59,500/-** plus GST as applicable, presently 18% per participant. The fee covers tuition, courseware (in electronic form) working lunch, and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before **January 17, 2025**.

**Note:** Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/125)** to **poffice@asci.org.in** for confirmation.

### Bank details are given below:

#### For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

#### For Foreign Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.

Country	India
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## MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

**Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.**





### LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **January 06, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

### LAST DATE FOR WITHDRAWAL

**January 13, 2025**. Any withdrawals after this date will entail forfeiture of fee paid, if any.

### ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

### CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

**Programme Director**

**Prof. J Swarnalatha**

e-mail: [swarnalathaa.j@asci.org.in](mailto:swarnalathaa.j@asci.org.in)



### Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.

**Telefax (Programmes Office) : 0091-40-23324365**

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

### College Park Campus

Road No. 3, Banjara Hills,  
Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

Fax : 040-66720725

### Delhi Campus

C-24, Institutional Area  
South of IIT, Behind Qutub Hotel  
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

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**ADMINISTRATIVE STAFF COLLEGE OF INDIA**  
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

**Nomination Form**  
**Programme on**  
**Effective Trade Union Management**  
**(January 20-24,2025)**

**Nominee's Contact Information :**

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
e-mail :	_____	Fax :	_____

**Sponsor's Details**

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

**Fee Particulars**

Amount Payable :	Mode of Payment (DD/Chq/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT :

**Medical Insurance**

Name of the Insurance Agency	Policy Number	Validity upto

**Note :** Coverage should be available in Hyderabad, India

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in