

22/1/16
Labor & Industrial Relations
Director's Office
Chicago Labor Education Program File, 1956-92

Box 1:

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Box 2:

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Box 3:

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- History and Philosophy of Unionism, 1976
- International Federation of Professional & Technical Employees (IFPTE), 1983
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- Service Employees International Union Employees Stewards' Conference, 1978
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- USWA OSHA Conference, 1982
- CWA, Stress Workshop, 1981
- Machinists District 108, Aurora, OHSAL, 1981
- OHSA On-Campus Advanced Class, 1981
- USWA 15271, OHSA, 1981
- USWA, OHSA Summer Schools, 1981
- Pay Equity Conference, CLUW, 1983
- Labor's Survival in a Troubled Economy, 1983
- New Technology Conference, IBEW, 1983
- Correspondence and Course Announcements, 1979
- Long-Range Classes
 - Spring 1980
 - Building Leadership Skills for Women
 - Government and Politics in America
 - History and Philosophy of Unionism
 - Independent Study
 - Labor Law for Public Employees
 - Occupational Safety and Health
 - Principles of Arbitration

- Psychology of Union Leadership
- Union Leadership
- Fall 1980
 - Grievance Handling
 - History and Philosophy of Unionism
 - Improving Your Study Skills
 - Independent Study
 - Labor Law
 - Money Management
 - Office of Safety and Health Administration
 - Parliamentary Procedure for Union Women
 - Politics 1980
 - Principles of Collective Bargaining
 - Union Leadership
 - Women Workers: Hazards on the Job
- Spring 1985
 - Advanced Grievance Handling
 - American Labor History
 - Building Today's Leadership
 - Law for the Layman--Civil Issues
 - Local Chairman Training
 - New Technology--Friend or Foe?
 - Union Leadership
- Fall 1985
 - American Labor History
 - Building Today's Leadership
 - Chemical Hazards and Your Right to Know
 - Law for the Layman--Civil Issues
 - Uses of Computers for Unions
- Fall 1986
 - Collective Bargaining
 - Labor History (2 folders)
 - Union Leadership
- Spring 1987
 - Advanced Spanish Union Leadership
 - Union Leadership
- Fall 1987
 - The Story of the Struggles of Black and Women Workers
 - Union Leadership
- Spring 1988
 - From Soweto, South Africa to Chicago: A Fight for Union Rights and Human Rights Conference
 - Labor Education Instructor Candidate Training
 - The Story of the Struggles of Black and Women Workers
 - Union Leadership
- Fall 1988
 - Election '88 (3 folders)
 - Use of Databases for Unions
- Spring 1989
 - Struggles of Black and Women Workers
 - Union Leadership
- Scholarship Applications (3 folders), 1980, 1985, 1987

Classes--Old Attendance Sheets and Grades (2 folders), 1967-88
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 Social Roles Class, Spring 1981
 Parliamentary Procedure Class, Proviso West, Spring 1981
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 Union Leadership Class, United Steel Workers Association 1053, Winter 1982
 Kane/Kendall County Building Trades Union Leadership, Fall 1982
 Du Page Building Trades Class, Spring 1983
 Course Planning and Programming, 1982-83
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 Job Evaluation, United Steel Workers Association Subdistrict 4, Spring 1984
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 Illinois Nurses Association Grievance Handling (December 1979), 1979-81
 American Federation of Government Employees Steward Training (Nov. 16, 1983), 1983, 1986
 Security in the Nuclear Age Jane Addams Conference (March 3, 1984), 1983-84
 POWER (Post Office Women for Equal Rights) Conference, American Postal Workers Union (March 29-31, 1984), 1983-85
 Food and Allied Service Trades Organizing Conference Meeting (cancelled), 1983-84
 International Brotherhood of Electrical Workers (IBEW) Women's Conferences (2 folders), 1983-85
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 International Ladies Garment Workers Union Summer Schools (Basic Grievance Handling), 1977-83
 International Brotherhood of Teamsters (IBT) Local 743 Steward Training (6 folders), 1981-84
 Steward Training--IBT Local 738, 1982-83
 Asbestos Workers Local 17 (February - March 1986), 1985-87
 Seminars and Educational Programs
 IBEW 701 Steward Seminar, Oct. 11, 1982
 Interpersonal Communication--Northeast Illinois Railroad Corporation (NIRC)--Management and Labor, October 1985

NIRC Local Chairman Training Program, 1985
Asbestos Legal Issues, Danville, IL, June 1987
Painters District 14, Occupational Health and Safety, May 1989

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Long Range Classes

Spring 1979

OSHA - United Steelworkers
OSHA - Service Employees International Union
Becoming a More Effective Steward (A.M)
Becoming a More Effective Steward (P.M)
Beginning Speech and Communication
Government and Politics in America
History and Philosophy of Unionism
An Introduction to the Railway Labor Act
Principles of Collective Bargaining
Reading Improvement
Local Union Administration II: Organizing
Seminar in Independent Study
Union Leadership
Your Right to a Safe and Healthful Workplace
The Worker as Seen in Cinema
Scholarship Applicants

Fall 1979

Becoming a More Effective Steward
Government and Politics in America
History and Philosophy of Unionism
Independent Study
An Introduction to the Railway Labor Act: Union
Leadership for Railroad Unionists, Chicago
An Introduction to the Railway Labor Act: Union
Leadership for Railroad Unionists, Chicago Heights
Labor Law
Labor's Stake in the City
Reading Improvement
Union Leadership for Spanish Speaking Workers
Union Leadership
Union Leadership Training -- SEA #372
Scholarship Applicants

Spring 1980

Union Leadership -- IFPTE
Principles of Grievance Arbitration -- IBEW #1859
Leadership Training Class -- SEA #372
History of the American Trade Union Movement
Union Leadership -- United Retail Workers Union
Scholarship Applicants

Spring 1981

Changing Social Roles in American Society
Collective Bargaining Technique for Public Employees
Doing Something About Discrimination
Gearing up for the 80's

History and Philosophy of Unionism
 Independent Study
 Leadership Training in Retirement Issues
 Money Management
 Union Leadership
 Union Leadership for Spanish Speaking Workers
 Chicago Circle Campus Library Orientation
 History and Philosophy of Unionism for the Black Worker
 Parliamentary Procedures
 Union Leadership -- URW, Chicago State
 Union Leadership -- URW, Larkin High School
 Working May Be Hazardous to Your Health
 OSHA -- USWA # 1053
 Occupational Health and Safety
 Scholarship Applicants

Fall 1981

Basic Labor Law
 Becoming an Effective Safety and Health Committee person --OSHA II
 Black Labor History
 Labor History
 OSHA I -- IAM District 108
 OSHA Problem Solving
 Principles of Arbitration
 Independent Study
 Union Leadership, Adelman
 Union Leadership, Rosen
 Union Leadership for Spanish Speaking Workers
 A Women's Place is in Her Union
 Scholarship Applicants

Spring 1982

IFPTE Checks
 Union Leadership
 Grievance Handling Practicum -- AFSCME Council 101
 OSHA/USWA
 Hispanic Workers and the Labor Movement
 "Fight for my Union," Damn Right I Will
 Basic Information on Railway Labor Act
 Independent Study
 Labor and the Election of 1982
 Labor History
 Money Management
 OSHA
 Reproductive Hazards in the Workplace (OSHA)
 Role of the Steward : Techniques of Grievance Handling
 Union Leadership
 Union Leadership for Spanish Speaking Workers
 Union Steward Leadership Training Conference
 Scholarship Applicants

Fall 1982

Popular Economics
 Labor and Politics
 Labor History

Independent Study
 Advanced Union Leadership in Spanish
 Union Leadership
 Psychology of Union Leadership
 Union Leadership
 Scholarship Applicants

Spring 1983

Labor Law
 Becoming a More Effective Steward
 Independent Study
 Labor History
 Organized Labor and Illinois Government
 Union Leadership in Spanish
 Union Leadership
 Understanding the Role of Negotiated Fringe Benefits
 Scholarship Applicants

Fall 1983

Building a Strong Union -- Learning Basic Leadership skills
 Getting Things Done Through Effective Communication
 Local Union Administration
 Organized Labor and the City
 Union Leadership (Spanish)
 Independent Study
 Scholarship Applicants

Spring 1984

Collective Bargaining
 Developing Political Involvement
 Labor Education Skills for the Local Union Officer
 Labor History
 Pre-Retirement Counseling
 Union Leadership
 Union Leadership in Spanish
 The Worker in Literature and Films
 Scholarship Applicants

Fall 1984

Advanced Union Leadership in Spanish
 Collective Bargaining
 Conference on Uses of Computers for Unions
 Election '84
 Labor History
 Independent Study
 Union Leadership
 Scholarship Applicants

Courses

Independent Study, 1975
 Labor Studies Classes, 1975
 Government and Politics in America, 1978
 Steward Training Class, 1983
 Building Our Union: Central States Petroleum Union, 1983
 Union Leadership: Will/Grundy County Building Trades, 1983
 Union Leadership: DuPage County Building Trades, 1983
 Grievance Handling, 1983

Steward Training, ATU #308, 1983
 Steward Training, IBT #743, 1983 (2 folders)
 Steward Training Class, AFGE, 1983

Conferences

Conference on Organized Labor, Transportation, Technology, and Urban Mass Transit, 1973
 OSHA Conference, United Steel Workers of America #15271, 1979
 Conference on Transportation for Sustainable Communities, 1991

CLEP Open House, 1983

Program Items, Paid Education Leave, 1988-92
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 Memoranda, 1965-77
 Instructors Record Cards, 1967-85
 General Correspondence, 1967-91
 Budget, Paid Education Leave, 1988-92
 Electronic Bulletin Board Information, 1989-91
 Union Education Needs Meeting, 1990
 Office Staff Memos to Coordinator, 1991-92

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Correspondence, Paid Education Leave, 1991-92
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 Labor Education Program Mail from UIUC, 1991-92
 Administrative Files

Union Administration, Internal Union Communication
 PCW/Advisory Committee, Administration, 1992
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 Administrative/Advisory Committee, 1991-92
 Administrative, 1992
 Administrative, (April), 1989-1992
 Agenda Articles, Itineraries and Correspondence (2 folders), 1989-1994
 BRO Correspondence and Articles, 1989-1990
 Computer Tutoring Information
 Course Publication and Correspondence, 1988-1989
 Evaluation of the Stewards' Conference, May 15, 1989
 Francisco Montalvo, Jr. Correspondence, 1988-1991
 Grants, Correspondence and Journals (2 folders), 1989-1992
 Hazwaste Worker Training 8-Hour Supervisory Program, Oct. 6, 1981
 Helen Elkiss Correspondence, 1989-1992
 Leslie Nickels Correspondence and Articles (2 folders), 1992-1993
 Robert J. Hubbard Correspondence (2 folders), 1992
 Correspondence on The Report publication, 1989-1990
 Articles and Correspondence in Spanish, 1990
 University of Illinois-Chicago Labor Education Program
 Correspondence, 1989-1990
 Stanley Rosen, Professor Chicago Labor and Education Program
 Biographical Material
 Correspondence, 1984-1989
 Paid Education Leave Letters (PEL) (2 Binders), 1989-1990

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Administration Files (cont.)

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Letters (2 Binders), 1989-1991

Springfield Program, Correspondence & Articles

Program Files

Background and History, Institute of Labor and Industrial Relations,
1968-1987

Bricklayers Allied Trade, Agenda and Correspondence, 1992

Charts/Growth of Chicago Labor Education Program, 1975-1978

Chicago Labor Studies Program Curriculum Materials

Advanced Bibliography, 1964-76

Basic and Advance Schools, 1977

Correspondence, 1991-1993

Community Affairs Charts

Democracy-Franklin Testimony

Gompers Testimony-How To

Information-Kankakee

Labor History

Books and Union Manuals

Kennedy School Program

Theory and Organization

The Worker in Literature and Film Curricular Material

Management-Publications

Questionnaires-Steward

Tax-Transportation

Unions-You be the Judge

New CLEP Policies

Conference on Organizing

"Planning for the Future," Agenda and Correspondence

Conference at Wingspread, Correspondence and Articles

Box 11:

Fact Sheet on Chicago Labor Studies Program

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Conflict Resolution

Application of New Techniques in Conflict Resolution

Campus Labor Bargaining Skills

Contemporary Topics

The Reconciliation Process

Institute of Labor and Industrial Relations Correspondence

Internal Union Communication Articles

ILL Bell-Sue Zonle Correspondence

Library Services for Labor

Correspondence, 1978-1986

Industrial and Labor Relations Review

Materials and Information Center at the University of District Columbia
 National Institute of Labor Education at the American University
 Task Force on Library Services
 Long Term Program-Fall 1977
 Local 165 Conference File
 Methods of Organization Course-Educational Materials
 OSHA-Womens' Bureau Health and Safety Conference-Nov. 13, 1993
 PCW/MW Correspondence, 1994
 PEL Program Correspondence and Instructor Lists, 1992
 Plant Closing Workshops, Correspondence, Charts and Agenda
 Polk, Regina V.
 Survey Articles, 1992
 Scholarship Fund Articles and Correspondence (2 folders)
 Principles of Arbitration Material
 Scope of Work for Moving, Correspondence and Material, 1982-1983
 SEIU Local 25 Steward Conference, April 13, 1985
 SEIU District 925, Steward Training Workshop, 1988
 Steel Project Contract, Technological Change
 Union Women Programs
 Leadership Training for Union Women
 Union Minorities, Women Training Project Annual Report 1983-1984
 Newsletter UCLEA Womens' Committee Reports and Activities
 Womens' History Conference, 1975-1976
 Womens' Conference Correspondence and Materials, 1988

Box 12:

 Union Women Programs (cont.)
 Articles, Materials and Correspondence
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 Publications, 1963
 Correspondence and Publications, 1970-1986
 Correspondence and Publications, 1974-1976
 Courses
 UIC Workers' Training SEA 321, Spring 1985
 IBT 743 Classes, Fall 1985
 Grievances, ILGWU, Summer 1985
 Steward Training
 IBEW 1427, March 1, 1986
 SEIU 925, June 21, 1986
 UIC and AFSCME, Fall 1986
 IBT 743, Fall 1986
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 IBEW 1515, Oct 1986
 IBT 743 Graduates Class, Spring 1986
 Labor Education Techniques Conference, Nov. 1986
 USWA Local 3911, Steward Training, Winter 1986
 IBT 743, Begin Steward Training, Spring 1987
 IUOE 150, Teaching Techniques, Jan. 1987
 Asbestos Abatement Program, January 23, 1987
 Negotiating Techniques IBEW 176, January 27, 1987
 IBEW 165, Stewards, March 16, 1987

Right to Know Teleconference, April 23-24, 1987
UPIU Communications, June 1987
OPEIU CB Conference, Administration Items, Oct. 1987
UFCW 1550 Steward Conference, Oct. 1987
International Working Womens' Conference, Fall 1987
UFCW 881 Drug Testing, Fall 1987
Union Leadership, Asbestos Workers 17, Fall 1987
USWA 7999, Workshop, March 1988
Cement Masons 502, March 12, 1988
Health Hazards, Cosmetologists, April 25, 1988
Department of Energy, Training, May 1988
CFL, Spring Conference, One-on-One, May 11, 1988
ILGWU Summer School, June 5-10 1988
AIDS in the Workplace Conference, Spring 1988
IAM 701 Steward Training, Sept. 17, 1988
IUOE 150 Education Techniques Sept. 1988
Steward Training and Conference
 AFSCME 2000, Oct. 1988
 IBT 743, Fall 1988
 SEA 73, Spring 1988
 SEA 25, Conference, April 23, 1988
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 IUOE 150, February 1989
 IBEW 165, Conference, March 27, 1989
UFCW 881 Classes, Spring 1989
Bargaining for our Families CLUW Conference, May 2, 1989
UFCW 1550 1 on 1 Program, May 1989
COPE, 3rd District, Fall 1989
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Cries from the Dark, UFCW 881, Fall 1989
IBEW 6th District Women's Conference September 1989
Organizing Conference, 1989
IBT 743 Steward Class, Oct. 1989
SEIU 73, Sanitary DST Class, Winter 1989
ILGWU, Stewards' Conference, Jan. 1, 1990
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Organizing Conference, CFL, May 17, 1990
ILGWU, B.A. Training, June 1990
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Utility Workers Union Conference, Oct. 9, 1990
Oaklawn Municipal Union, Fall 1990
IBT 743 Beginning Steward Class, Fall 1990
Effective Speaking Classes, UFW 881, Fall 1990
UFCW 881 Classes, Spring 1990
IBEW 6th District Womens' Conference, Aug. 1990
IQWLC-Axelrod Workshop, Feb. 7, 1991
Stress Workshop, Ctu, Feb. 23, 1991
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Future of Labor Movement, March-April 1991

Graphic Arts Class, Summer 1991
 Internal Organizing IATSE, Oct. 1991
 Women in Leadership, IEA, Nov. 1991
 AFSCME District 31, Computer Session, Nov. 1991
 IRRRA Spring Meeting, Chicago, 1991
 IBEW 1367, Feb. 1992
 Health Care Conference, Detroit, 1992

The following materials were accessioned in June and July of 1995, and July 1999.

Administrative Files

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Agenda for Advisory Committee Meeting, Sep. 1994
 CLEP Advisory Committee, 1994-1995
 Enrollment and Course Arrangements, 1975-1977
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 Hazardous Substance Training Grant, 1968
 Helen Elkiss Personal Information File: Promotion Items, 1980-1984
 Helen Elkiss Personal Information File, May 1984-May 1985
 Helen Elkiss Personal Information File, May 1985-April 1986
 Helen Elkiss Personal Information File, May 1986-April 1987
 Helen Elkiss Personal Information File: Conferences and Grant Applications, 1982-1984
 Helen Elkiss Personal Information File: Letters, 1982-1986
 ILIR Handbook, May 1984
 ILIR Management Extension Reports, 1971, 1978-1979
 Job Search: Industrial Hygienist/Hazardous Waste Educator Specialist, 1987
 Management Education and Training Questionnaire by Homer Gammill, 1967, 2 folders
 NIOSH Grant Requirements, 1997
 NIOSH Trainee Registration Form, 1979
 Project Proposals, 1965-1967
 Project Proposals, 1969-1970
 Project Proposals, 1975-1980
 Report of Transactions: Rev City Wide Long Range Planning Program, 1983
 Rice Building Management, 1982, 1989-1992
 Rosen, Stanley, "Happy Birthday, Paul Robeson! 1898-1998," Puntos de Vista, vol. X, no. 2, 1998
 Scholarships, 1969
 Scholarships, 1974
 Scholarships, 1976-1978
 Student Employment Handbook, 1986
 "Training Young Union Leaders in Community Problem Solution: A Title I Project"
 Progress Report, 1968
 UFAS Information for Agricultural Safety and Health Education Programs Grant, 1990
 University Labor Education Specialist Japan Study Seminar, 1985

Correspondence

Adelman, William J.
 1972-1973
 1979-1982
 AFSCME – AFL-CIO
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 Airline Pilots Association, 1967, 1969-1970
 American Federation of Teachers (AFT), 1966-1969
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 University of Iowa programs correspondence, 1966-1969
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Conferences

Advisory Committee Hazardous Substance Training, Oct. 1994
 AFL-CIO Education Director's Conference, April 1967

Agricultural Safety and Health State Conference, Sep. 1991
 Annual Education Conference of the Midwest Labor Press Association, 1967
 Communication Skills: Organizational and Personal Skills that Build the Union, undated
 Conference on Issues and Problems in Continuing Management Education, Sep. 1976
 Executive Leadership Seminar, 1973-1974
 Foreman's Management Conference, Oct. 1974
 Foreman's Management Conference - Shell Oil Company, June 1973
 IBEW Local 165: Educational Leadership Training Conference, March 1987
 IBEW Local 176: Leadership Training Seminar, Jan. 1987
 IFPTE Educational Conference: Processing Discrimination Complaints, May 1979
 Labor Leadership Conference, undated
 Leadership Development Seminar, 1976
 Local Government Symposium, 1974-1975
 Midwest School for Women Workers (MSWW) "Shattering the Glass Ceiling"
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 Midwest School for Women Workers (MSWW) "Shattering the Glass Ceiling"
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 Transport Workers of America Sexual Harassment Seminar, undated
 Winning at Organizing, 1993
 Winning at Organizing, 1994-1995

Courses

Current Handout List, July 1974, 4 folders (These folders contain a master list of
 handouts used for CLEP courses.)
 Department of Energy Labor Relations Seminar, 1988
 Hazardous Incident Awareness Training, Sep. 1989
 Hazard Objectives, Oct. 1991
 Labor and Politics, Spring 1982
 SEIU Local 73: Leadership Training, Jan.-Feb. 1989
 The Worker in Films and Video, Oct. 1986
 Union Leadership, Spring 1990

Program Files

Agendas and roster lists, ca. 1968-1981
 CLUW (Coalition of Labor Union Women): Champaign-Urbana Chapter Meetings,
 1984-1985
 CLUW: Organizing a New Chapter information, 1980s
 CLUW – Chicago: Chapter Status Report, 1982-1983
 CLUW – Chicago: Mailing List, 1983
 CLUW – Chicago: Newsletters and Events, ca. 1980-1989

Box 16:

CLUW – Chicago: Scholarship Applications to attend Midwest School for Women
 Workers, ca. 1983-1987
 CLUW – State: Annual Meeting, 1984
 CLUW – State: Annual Meeting, Nov. 1985
 CLUW – State: "Changing Needs of Workers and Their Families" Conference, May
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 CLUW – State: Correspondence, 1983-1984, 1989
 CLUW – State: Membership List, 1984-1986
 CLUW statue controversy in Chicago, 1991
 ILIR Program Planning File, ca. 1968-1988
 Illinois Emergency Services and Disaster Agency Program Plan, 1988-1989
 Labor in the Community, 1969

Leadership Training, 1985-1986
Management courses brochures, ca. 1954-1971
Management Development Program, 1971, 1974
Member list for the Working Women's Advisory Committee, 1980
New Technology and the Steel Industry Final Project Report, 1989
New Technology Project: Correspondence, 1985-1989
New Technology Project: Forum Materials, ca. 1985
New Technology Project: Proposal, 1986
OSHA Program Proposals, 1979
PEL Program: Correspondence, 1991-1993
PEL Program: Electro Motive Division Tour for Instructors, 1991
PEL Program: Instructor Profile Form, 1991
PEL Program: Instructors and Class time list, 1990-1992
PEL Program: Update of Railroad Materials, 1991
PEL Program: Schedule, Jan.-May 1991
PEL Program: Schedule, June-Dec. 1991
PEL Electromotive – GM Program, 1988
PEL Electromotive – GM Program: Agendas and map, 1989
PEL Electromotive – GM Program: Billing letters, 1990
PEL Electromotive – GM Program: Financial Statement and Instructor Completion Forms, 1989-1990
PEL Electromotive – GM Program: Graduates, 1989-1990
PEL Electromotive – GM Program: Instructor lists and notes, 1989-1990
PEL Electromotive – GM Program: Reminder/Confidentiality letters, 1990
Plumbers' Joint Apprenticeship Committee, Local 130: Sexual Harassment workshops, ca. 1994-1999
Program announcements, 1974-1976
Retired Seniors Volunteer Program (RSVP), 1988
Strategic Planning course materials, 1986
UCLEA Women's Committee on Programs for Union Women, 1978-1992
United Steelworkers of America (USWA), ca. 1968-1981
Women's Leadership Workshop on Assertiveness Training, Feb. 1990