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Labor & Industrial Relations
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Box 1:
Correspondence, November 1966-76

Box 2:
Correspondence, 1977-78
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Box 3:
Project Proposals, 1979-81
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Box 4:
Correspondence, May 1984-May 1986

Box 5:
Conferences
  History and Philosophy of Unionism, 1976
  International Federation of Professional & Technical Employees (IFPTE), 1983
    Conferences, 1978-82
  Women's Conference, 1979
  Service Employees International Union Employees Stewards' Conference, 1978
  IAM, OSHA Class, 1982
  Occupational Cancer Conference, 1982
  USWA OSHA Conference, 1982
  CWA, Stress Workshop, 1981
  Machinists District 108, Aurora, OHSAI, 1981
  USWA 15271, OSHA, 1981
  USWA, OHSAI 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
Long Term Program (3 folders), 1978, 1980-81
Social Roles Class, Spring 1981
Parliamentary Procedure Class, Proviso West, Spring 1981
Long Term Program, 1981-82
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
Will/Grundy Building Trades, Spring 1983
Labor Law Class, Fall 1983
Union Leadership Class, Proviso West, Fall 1983
Job Evaluation, United Steel Workers Association Subdistrict 4, Spring 1984
Carpenter Local 1027--Jim Kasmer, Spring 1985
CLEP Program, 1985
Citywide Long Range Program (5 folders), 1979-83

Box 6:

ILIR Labor Extension Program (6 folders), 1981-86
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   Occupational Safety and Health, 1983-85
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Box 7:

Correspondence (12 folders), 1987-89
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   Service Employees International Union Local 25 Steward Training, 1977-78, 1982-83
   Illinois Nurses Association Grievance Handling (December 1979), 1979-81
   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

Courses
   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

Box 8

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
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
Labor Education - General, 1956-79
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

Words, Administrative Files
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

Box 10:
Administration Files (cont.)
  Stanley Rosen
  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
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

Internship
Publications, 1963
Correspondence and Publications, 1970-1986
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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
IBT 743, Fall 1986
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
UIIU 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
SEA 73, January 1989
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
INA District 21, Fall 1989
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
BCTWU-Stewards' Conference, Feb. 15, 1990
UFCW Regional Conference, 1989-1990
IQWLC Program, Jan. 15, 1990
Computer Class, May 1990
Organizing Conference, CFL, May 17, 1990
ILGWU, B.A. Training, June 1990
CTU, Assertive Training, Sep. 1990
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 Women's Conference, Aug. 1990
IQWLC-Axelrod Workshop, Feb. 7, 1991
Stress Workshop, CtU, Feb. 23, 1991
Building Trades, March 1991
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
IRRA 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.

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Box 13:

Agenda for Advisory Committee Meeting, Sep. 1994
CLEP Advisory Committee, 1994-1995
Enrollment and Course Arrangements, 1975-1977
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
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

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Adelman, William J.
1972-1973
1979-1982
AFSCME – AFL-CIO
1964-1967
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American Federation of Teachers (AFT), 1966-1969
Beckett, Jane, 1976-1977
Bruno, Robert, 1995-1996
Cavanaugh, Michael, 1975
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Incoming and Outgoing, 1994-1996
Incoming and Outgoing, 1997-1998
Illinois Quality of Worklife Council (IQWC), 1995
Midwest School for Women Workers (MSWW), 1994-1995
Montalvo, Francisco, Jr., 1992-1996
PCW/IRRA, 1993-1994
Peters, Ronald
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Rosen, Stanley
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Box 15:
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University of Iowa programs correspondence, 1966-1969
Young, Thomas, 1977-1978

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
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”
Conference (1 of 2), 1994
Midwest School for Women Workers (MSWW) “Shattering the Glass Ceiling”
Conference (2 of 2), 1994
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
1986
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 Project: Correspondence, 1985-1989
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: 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: 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