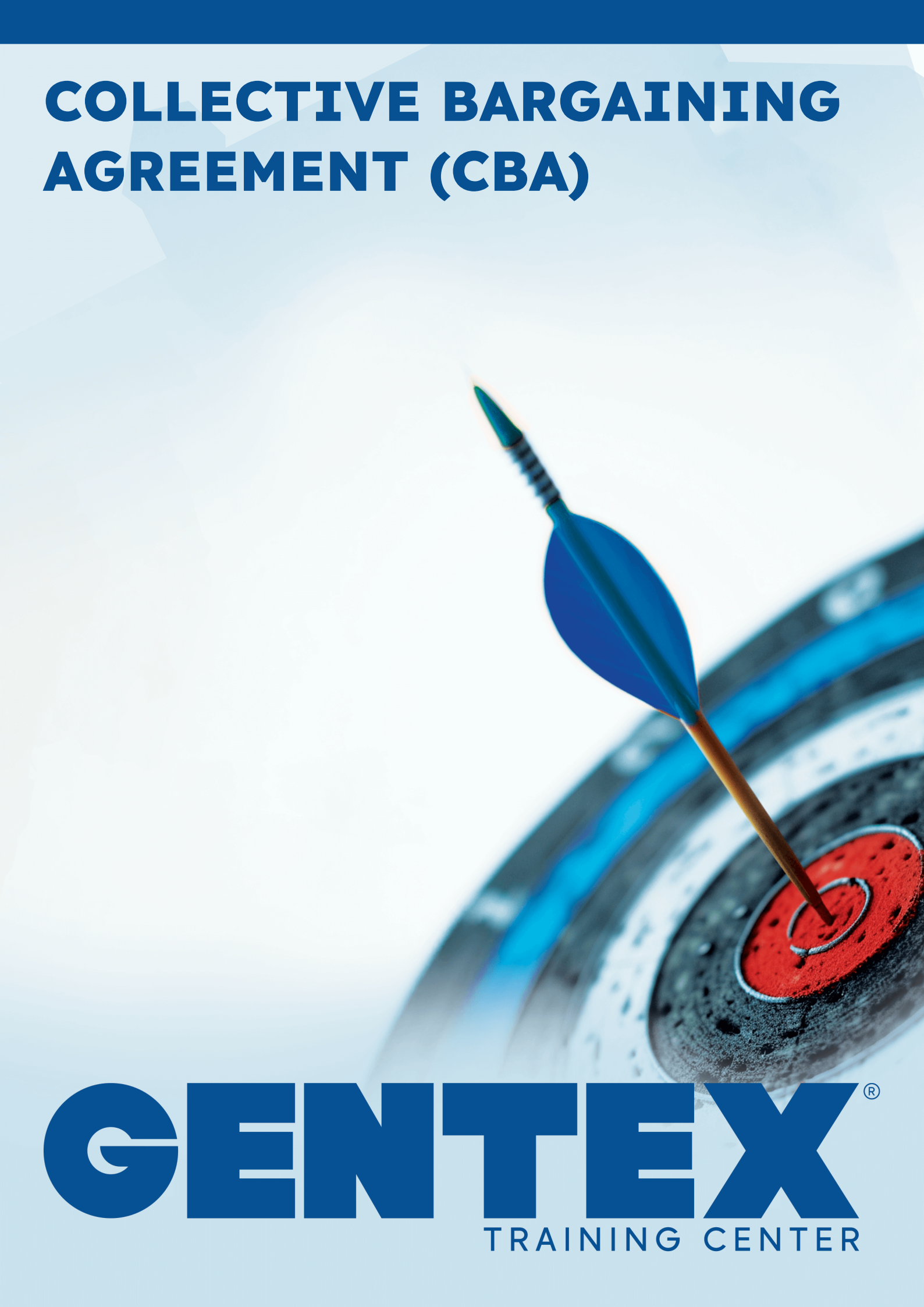
COLLECTIVE BARGAINING AGREEMENT (CBA)



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Introduction

Collective Bargaining Agreement (CBA) Training Course prepares HR, legal and operations professionals to negotiate, draft and administer collective agreements with confidence. Participants study the legal framework of labour relations, union recognition and bargaining rights, then move into bargaining structures, mandates and preparation. Furthermore, the course covers pay, benefits, working time, grievance and discipline clauses, and the wording choices that cause disputes later. In addition, learners practise negotiation, costing of proposals and dispute procedures such as mediation and arbitration. As a result, they leave able to reach agreements that are lawful, affordable and workable.

Collective Bargaining Agreement (CBA) Course Objectives

- Explain the legal framework governing collective bargaining and union recognition.
- Identify bargaining units, representative rights and good-faith obligations.
- Prepare mandates, bargaining briefs and costed opening positions.
- Draft CBA clauses on pay, allowances, hours and overtime.
- Address leave, benefits, seniority and promotion provisions.
- Draft grievance, discipline and dispute resolution procedures.
- Apply interest-based bargaining and principled negotiation methods.
- Cost proposals and model the financial impact of settlements.
- Manage industrial action, contingency planning and legal limits.
- Administer the agreement, handle grievances and manage renewals.

Course Methodology

- Instructor-led sessions built on labour legislation, CBA texts and decided cases.

- Clause-drafting workshops on pay, grievance and discipline provisions.
- Bargaining simulation with employer and union teams and a debrief.
- Costing exercises that model the financial effect of each proposal.
- Case studies of disputes, industrial action and arbitration outcomes.
- Model clauses, checklists and costing templates retained after the course.

Who Should Take This Course

- HR managers, business partners and employee relations specialists.
- Labour relations and industrial relations officers.
- In-house counsel and employment law advisors.
- Operations and line managers with unionised teams.
- Payroll, rewards and compensation analysts.
- Union representatives and works council members.

Collective Bargaining Agreement (CBA) Course Outlines

Day 1: Legal Framework and Bargaining Rights

- Sources of labour law and international labour standards.
- Freedom of association and the right to collective bargaining.
- Union recognition, certification and bargaining unit definition.
- Employer and union duties of good faith.
- Protected activity, unfair labour practices and remedies.
- Works councils and employee representation structures.
- Legal limits on scope of bargaining.

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Day 2: Preparation, Mandate and Bargaining Strategy

- Building the bargaining team and defining roles.
- Establishing the mandate and internal approval limits.
- Data gathering: pay surveys, benchmarks and cost of living.
- Drafting the bargaining brief and opening position.
- Interests versus positions in negotiation planning.
- Communication strategy with employees and the union.
- Risk assessment and contingency preparation.

Day 3: Drafting Core CBA Clauses

- Pay scales, increments and allowances.
- Working time, shift patterns, overtime and rest periods.
- Leave entitlements, public holidays and family provisions.
- Benefits: medical, pension and end-of-service.
- Seniority, promotion and job classification.
- Contracting out, flexibility and change clauses.
- Language discipline: clarity, precision and definitions.

Day 4: Grievance, Discipline and Dispute Procedures

- Grievance procedure design and time limits.
- Disciplinary process, warnings and representation rights.
- Progressive discipline and dismissal for cause.
- Dispute escalation ladders and internal review steps.
- Mediation, conciliation and voluntary arbitration.

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- Rights versus interest arbitration.
- Managing strikes, lockouts and essential services.

Day 5: Costing, Ratification and Administration

- Costing proposals and modelling total settlement cost.
- Multi-year deals, inflation clauses and contingency provisions.
- Ratification processes and member voting.
- Signing, registration and legal formalities.
- Day-to-day CBA administration and record keeping.
- Managing renewals, renegotiation and reopening clauses.
- Applied workshop: a full bargaining simulation and settlement.

Conclusion

By successfully completing Collective Bargaining Agreement (CBA), participants will gain a solid command of bargaining rights, clause drafting, costing of proposals and grievance and dispute procedures. They will also have acquired the practical judgement to negotiate agreements that balance employee interests with organisational capacity and legal duties. Gentex Training Center delivers the programme through drafting workshops and a full bargaining simulation, so learners practise every stage.

FAQs for the Collective Bargaining Agreement (CBA) course

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Q1 What is the "Collective Bargaining Agreement (CBA)" course about?

It covers how collective agreements are negotiated, drafted and applied. Topics include bargaining rights and union recognition, drafting pay and working-time clauses, grievance and discipline procedures, proposal costing and dispute resolution.

Q2 What are the key benefits of the "Collective Bargaining Agreement (CBA)" course?

You learn to reach agreements that are lawful, affordable and clear enough to prevent later disputes. The course also strengthens negotiating position, improves costing accuracy and reduces the cost and disruption of grievances and industrial action.

Q3 What skills will I gain from the "Collective Bargaining Agreement (CBA)" course?

Collective agreement negotiation and mandate planning, CBA clause drafting, proposal costing and financial modelling, and grievance, discipline and dispute procedure management.

Q4 What tools, methods, or standards are covered in the "Collective Bargaining Agreement (CBA)" course?

International labour standards and freedom of association principles, good-faith bargaining duties, interest-based and principled negotiation methods, pay benchmarking and settlement costing models, grievance and discipline procedure design, and mediation, conciliation and arbitration frameworks.

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Q5 How is the "Collective Bargaining Agreement (CBA)" course applied in real-world practice?

Professionals use it to prepare mandates, draft and cost proposals, negotiate with unions, administer agreed terms and resolve grievances. Participants take part in a full bargaining simulation that ends in a documented settlement.