



COURSE DESCRIPTIONS

Active Listening: Taking Communication to the Next Level

We do it every day, so why is it so difficult? Given all the listening we do, you would think we'd be good at it, but, most of us are not. Research suggests that people only remember between 25 and 50 percent of what they hear. Clearly, listening is a skill that we can all benefit from improving. By becoming a better listener, you can improve your productivity, as well as your ability to influence, persuade and negotiate. What's more, you'll avoid conflict and misunderstanding. This class will take you through the different levels of listening, including active listening and empathetic listening giving you the tools to become a better listener while also creating better listening habits to aid in all conversations.

Air Traffic Control Policies Explained

From simple changes in phraseology to new separation standards, gain a further understanding of various Air Traffic Control policies, while learning how they're developed and implemented.

Art 74-CISM

CISM-Peer to Peer crisis intervention designed to help mitigate acute stress after a traumatic event.

Article 99 Hardship Transfer

Overview of the Hardship Transfer Process

ATOMS Briefing

A review of the history and future of ATOMS. We will discuss the current status of the program and what facilities can expect when the program is deployed in their facility.

ATSAP and the Benefits of Reporting

In this presentation, you will learn more about reporting requirements, the ATSAP process, and the importance of reporting. We will discuss what is being done with all of the data that has been collected through ATSAP, as well as why it is important to continue filing reports.

Building Professional Relationships

Learn how to break down barriers and build professional relationships.

Capitol Hill and You: How Your Career is Influenced by Congress

Do you care who the House Majority Leader is or what the Subcommittee on Transportation, Housing, and Urban Development did this month? You should because they all have a direct impact on your career, pay, benefits, etc. Attendees to this class will learn about key figures on Capitol Hill and why they are important to NATCA. We will explore committees and how their actions affect your profession. This knowledge will help you understand the legislative process making you a more effective advocate for your profession.

Changing SIDS, STARS, IAPs, and Airways: Why Does It Take So Long?

Facilities are often surprised to learn that even the simplest changes to a Standard Instrument Departure Procedure (SID), Standard Terminal Arrival Route (STAR), Instrument Approach Procedure (IAP), and Victor/Jet Airway can take upwards of 2 to 3 years (or longer) to change. Learn about the development and implementation of these procedures, why the process takes so long, and how our national Article 114

representatives/Performance Based Navigation (PBN) Co-Leads are engaging on a daily basis to help streamline collaboration.

Collaboration Facilitators Q&A

An open forum to ask specific questions to collaboration facilitators.

Collaboration Facilitators: What Article 114 Can Do For You

Learn about the services that collaboration facilitators provide and how CFs can help cultivate a collaborative culture in your facility.

Collaborative Leadership

Leaders may receive the right technical training, but not many know how to incorporate differing personality types and work styles within their team. This interactive workshop facilitates an understanding of effective leadership in demanding environments. The outcome of this course is for each individual to gain a better understanding of their leadership strengths and weaknesses, as well as being able to identify various traits in others to propel their Local into a more collaborative and successful team.

Commercial Space

Privately owned commercial space launch service providers conducted over 100 launch and reentry operations in 2022. With that number expected to double in the coming year, this class will discuss how NATCA is collaborating with the FAA to develop automation and procedures to safely integrate this unique user into the NAS while maintaining air traffic efficiency.

Communicating for Results

Learn to use a communication method that focuses on interests allowing both parties to ensure all needs, desires, concerns, and fears have been addressed before an outcome has been determined. Learning to focus on interests instead of outcomes provides an opportunity for both sides to get what they need.

Drafting Persuasive Grievances

Participants will gain a better understanding of the grievance process and sharpen their grievance drafting skills. Topics will include an overview of the CBAs and their grievance processes, strategies on drafting a persuasive grievance, an overview of remedies, and practical exercises.

Drug and Alcohol Committee (DAC)

A condensed offering of the NATCA Academy course.

Election Module from STT

This course allows attendees to learn about local election processes.

Employee Assistance Program (EAP) Briefing

From mental health to theme park discounts, come learn more about your EAP benefits.

Enterprise Information Display System (EIDS) & Integrated Display System - Replacement (IDS-R)

Your current Information Display System has many limitations and undesired behaviors. NATCA's IDSR Representative will discuss these issues and how you can get help today. In addition, a new system is on the horizon to replace the current ones. NATCA's E-IDS Representative will discuss what improvements you can expect and when.

FLRA Update

The last Presidential Administration made many changes to issues to what was thought be settled labor law. With the confirmation of Susan Tsui Grundmann, we are hopeful that the FLRA will overturn some of the previous FLRA's decisions. This class will discuss the makeup of the FLRA, outline the changes in the law, and discuss how they affect bargaining unit employees.

Hatch Act: Not Knowing it Could Cost You Your Career!

When you were hired by the federal government, you agreed that you will not engage in certain political activity. Violating the Hatch Act puts you at risk for termination from the agency. But everyone seems to have their own definition of "political activity" so how do you know what you can and cannot do? This class will teach you that. During this fun and educational hour, we will look at real situations encountered by NATCA members and give attendees a clear understanding of the laws that govern our participation in the political process.

History of Collaboration

A look at the history of collaboration between the FAA and NATCA.

How to Conduct a Local Meeting

A general walkthrough of conducting local meetings.

IFATCA 101

Learn more about the activities, structure, and goals of international work on behalf of air traffic controllers globally.

Introduction to Media Training

In this session, we will describe the current media environment, explain how reporters operate, and discuss why and how NATCA helps achieve our Union's advocacy goals by interacting with the media. We also will provide a brief overview of what members would learn in the full day media training course.

Know Your Meetings: Weingarten Meetings and Formal Discussion

This course will review the CBAs and the law, and provide practical tips on how to tell the difference between a Weingarten meeting and formal discussion. It will also discuss the nature of the representation right for each meeting and provide tips for representing BUEs/NATCA in these meetings.

Meet the National Finance Committee (NFC)

What does the Finance Committee do? Come find out, with an introduction to the roles and responsibilities of the NFC and a Q&A session with some of our members.

Meeting Minutes

Learn how to format and capture accurate meeting minutes.

Money in Politics – A Necessary Evil?

Do you think there is too much money in politics? Have you wondered why the Supreme Court allowed Super PACs? These questions and others will be explored in this class. We will dispel myths surrounding this topic and participants will be able to explain why the system is the way it is.

MyNATCA Briefing

An overview of what MyNATCA is and what it is expected to become. We will dive into specific functionality, focusing on usage by members and representatives.

NATCA Charitable Foundation: Together We Can Make a Difference

Learn how NCF works with the NATCA organizational structure as well as how you can work with NCF to make a difference in YOUR community!

NATCA IT Resources presented by ITC

An overview of all IT-related resources available to NATCA members. We will discuss email and Microsoft Office 365/Teams, among other topics.

NATCA Onboarding

Learn what the NATCA Onboarding Committee does to assist new facility representatives transitioning into their roles.

NATCA OSHA Rep Basics

This course provides an overview of NATCA's contract articles on Occupational Safety and Health (OSH) and gives participants the tools to create a healthy working environment.

NATCA PAC Solicitation Rules, Requirements, & Best Practices

This class teaches participants how, when, and whom to ask to contribute to the NATCA PAC and discusses the legal requirements and restrictions the Federal Election Commission enforces on all political action committees. (Hatch Act Warning: Participants in this class cannot be on duty time or official time.)

NATCA Representative to the Program Office Briefing

An overview of NATCA's Safety and Technology Department, including the programs we currently represent and how to get involved.

NATCA's Disaster Response

This 30-minute presentation will provide a brief history on NATCA's Disaster Response, as well as how you can get involved to help out your fellow NATCA members.

NATCA's Role in Safety

Learn about NATCA's integral role in safety and how all of the different pieces fit together. Including everything from our National Safety Committee, Article 114 representatives, the Safety and Technology Department, and so much more.

National Election Process Walkthrough

An overview on our Union's elections process, from declaring candidacy, to the timelines and mechanics for conducting the election from all perspectives.

National Grievance Review Team (GRT) Overview

A presentation of the roles and functions of the National Grievance Review Team and its importance in ensuring a unified labor relations approach to each region.

NCEPT

An overview of the process and mechanics that make transferring through NCEPT possible.

New Officer Transition

Breaking down the process of transitioning new officers.

NextGen: Research to Reality

Learn how an ATSAP report started a research effort that will drive real change for every terminal STARS facility in the country.

NextGen 101

NextGen is the FAA's ongoing effort to modernize and improve the National Airspace System (NAS). Learn about this initiative and how it affects you!

NTSB Basics for NATCA Activists

This class will provide a labor relations perspective on handling interviews with the FAA and National Transportation Safety Board (NTSB) during an NTSB investigation at a NATCA facility.

NTSB Investigations and Article 63

NATCA's Air Safety Investigators (ASIs) are resources for NATCA's National Executive Board (NEB) and Membership on National Transportation Safety Board (NTSB) Investigations. In this briefing, we will discuss the NTSB process, what to expect on an investigation and what to do if you have an accident or significant incident while working as an FAA or Contract NATCA Bargaining Unit Employee.

Operational Contingency Planning (OCP)

This presentation will outline the need for the continuity of the NAS when a facility becomes unable to provide services. Emphasis will be placed on planning and training elements required for facility representatives of supporting facilities.

Organizing 101

Learn the fundamentals of organizing and how to talk to potential members about joining NATCA. During this course we will cover methods that can be utilized when a new employee first reports to the building.

Other Types of Leave and Excused Absence to include PPL

An overview and explanation of many CBA articles that cover specific and unique circumstances of absences from the facility beyond annual leave and sick leave. This will also include a brief overview of the provisions of paid parental leave.

Professional Standards Article 52

This discussion focuses on helping current or future Area Reps, FacReps, and Principal Reps increase their understanding of the Professional Standards program. We will explore recognizing when the PSP is appropriate, how to select a local PS Committee member, and how to educate your counterparts so that they understand the benefits of using our peer-to-peer option. We will break down the components of Article 52 and explain in detail what each section provides and how to recognize when there is a potential violation.

Professional Standards Committee

This discussion will focus on educating members who may be interested in participating as Professional Standards Committee members. We will explain the role and explore the core functions of modeling, mentoring, and conflict resolution. This discussion will also cover what type of training and preparation a PS volunteer can expect to receive, as well as how our Committee provides ongoing support.

Professional Standards Misconceptions

This discussion will focus on what the Professional Standards program "is not." Professional Standards conducts its work discretely and opportunities to educate members about the program are infrequent, so

there are many misconceptions. We will these explore these common misconceptions and leave attendees with not only a better understanding of the PSP, but also with the information they need to counter these situations in their facilities or with their leadership teams.

Project X/Organizing in Region X

Learn about the different Region X organizing efforts, the different phases of Project X, and how to utilize NATCA's organizing software, ActionBuilder. We will also cover tactics on how to talk to potential members about joining NATCA, with an emphasis on the unique challenges within Region X.

Region X: Get to Know Your Brothers and Sisters

Find out where Region X members work, get an overview of ATO and Airports funding, facility and equipment procurement process, infrastructure and equipment modernization projects, and project risk mitigation/management.

Region X and Safety – It's Our Job!

Learn what your Region X brothers and sisters do to improve and build on NAS Safety. The work they do could be coming to your facility soon, or happening there today. Don Schmeichel, Region X NSC representative, gives an overview of the Region X units and how their work fits with your job as a controller.

Right From The Start (RFTS) Program: What It Is, and What It's Not

An overview of the RFTS program, from how it's funded, to how it differs from other collaboration programs or initiatives between the FAA and NATCA.

Runway Safety and You

What we are seeing across the NAS and where to get data and construction awareness.

Secretary/Treasurer Training (STT) Audits

This module is a look at two types of audits your local could experience and how to prepare for them.

Secretary/Treasurer Training (STT) End of Year Forms

End of year forms only happens once a year. Whether its your first time filing or your tenth, it's easy to forget the details. This module is a comprehensive look at how to file end-of-year forms for IRS and DOL.

Secretary/Treasurer Training (STT) Tracking Finances

This module covers the details of how to track and manage a Local's finances. From policy to tracking and keeping your FacRep (or yourself) out of jail, this module is action packed!

Service Reviews and Corrective Action Plans (CAP)

What to expect with follow-on activities like Service Rendered Telecons (SRTs) and how Risk Based Safety Management (RBSM) creates a safer system.

Social Media Training (from STT curriculum)

As a union, it's important to keep our people connected, and digital channels are made for building community. Learn how to appropriately and effectively use social and digital media tools to provide value, bring people together in solidarity, and inform and engage your brothers and sisters while staying within the parameters required of NATCA representatives and federal employees.

Surveillance

Discuss improvements to surveillance tools because of ADS-B Out data and look at potential future capabilities utilizing ADS-B In data. We will also discuss our present-day dependence on the traditional radar in our everyday operations as well as contingency situations.

Terminal Flight Data Manager (TFDM) & Advanced Electronic Flight Strip (AEFS)

The History of Air Traffic Controller Pay

Learn how has ATC pay changed from the General Schedule, through FAA Reform, Reclass, the Imposed Work Rules, the Red Book, and the Slate Book.

The Importance of Controller/Pilot Outreach: How to Easily and Effectively Engage Our Pilot Community at Your Facility

How to effectively engage pilots of GA, Corporate, and the Airline Community to enhance the relationship and understanding of our respective positions. We will cover how to perform effective outreach, share your internal NATCA resources and Representatives to assist in setting events up and also share templates and presentations to set you and your facility up for success.

The NATCA Communications Committee

This presentation will introduce you to the new Communications Committee. It will explain why the committee was formed, who is on it, and what they do for NATCA and its members.

The NATCA Puzzle: How Do You Fit?

As members and leaders of NATCA, we're responsible for fostering an inclusive environment within our Union. This course provides the opportunity to discuss bias and how it can impact our Union while educating members on their roles and how their actions affect others' experience.

Training

An understanding of a representatives role in On the Job Training (OJT) and the importance the related CBA articles, national training order, and the National Training Initiative have at each facility.

Trajectory Based Operations (TBO)

Trajectory Based Operations (TBO) is an Air Traffic Management method for strategically planning and managing flights throughout the operation by integrating Time-Based Management (TBM), advanced information exchange between airborne and ground systems, and advanced Performance Based Navigation (PBN) capabilities on board aircraft.

Traumatic Stress Claims Following a Loss of Separation

Workers' compensation is about making sure that you leave work in the same condition you arrived. Sometimes in ATC, you are the one on position when a loss of separation, or worse, occurs. You shouldn't have to cope with that using your own resources. This class will provide an overview of the federal employee compensation process, conditions of coverage for claims, requirements for evidence, and how to appeal if something goes wrong.

Understanding your NATCA Benefits

A general overview of the wide variety of benefits and discounts available to NATCA members.

Unmanned Aircraft Systems (UAS), Unmanned Traffic Management (UTM), and Urban Air Mobility (UAM)

Learn about the work NATCA is doing to help integrate Advanced Air Mobility and Unmanned Aircraft Systems while protecting the needs of our members and the safety of the NAS.

You Hate Politics Too? Let's Talk

Do you hate politics? We understand why you might feel that way, but since it affects our careers, let's discuss it. In this class, we will explore common myths about politicians, the legislative process, and the importance of elections. Participants will understand why NATCA must be engaged politically and why we

are the most effective advocates for our profession.

Your Activism Can Leave a Lasting Positive Legacy. Here's How.

You don't need a title or hold an elected position in NATCA to leave a positive, meaningful, and lasting impact on our profession. Member Activists of this Union have been the foundation for all legislative successes we have had. We invite you to join us to learn how you can be the most effective activist you can be.