

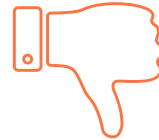
# Do's and Don'ts Checklist for a hearing.



## The Do's

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- 1 Inform the member of the process.
- 2 Tell the member how to dress appropriately.
- 3 Arrive at least an hour before hearing.

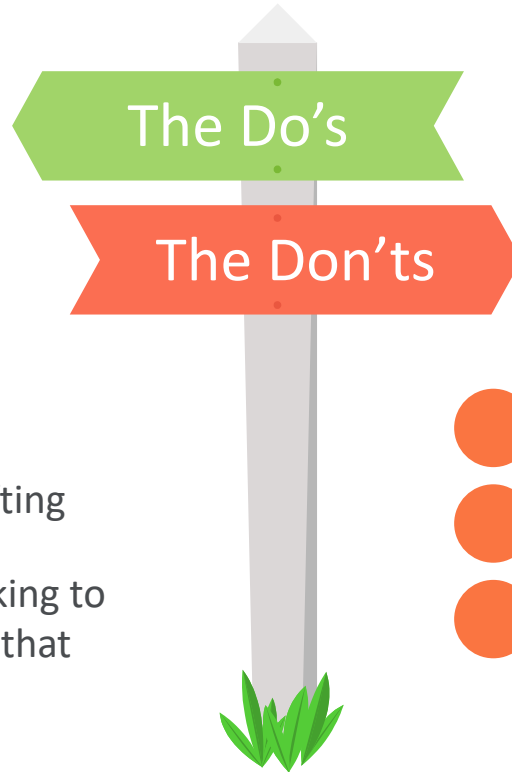


## The Don'ts

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- 1 Let them try and run the show.
- 2 Allow them to dress like a day at the beach.
- 3 Just tell them the start time of the hearing.

# Do's & Don'ts for a hearing.



- Review case with them
- Work with them on crafting their statement
- Establish a “cue” for talking to much, emphasize again that they don't lie

- Expect them to remember every detail
- Let them speak without script
- Kick them under the table and they don't know why?

# Do's and Don'ts Checklist



## The Do's

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- Have a sign in sheet.
- Make sure everyone is a co-presenter.
- Address the hearing officer.
- Object to being out of order.
- Call time outs when needed.



## The Don'ts

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- Assume the company is keeping track.
- Let the hearing officer silence any member of the team.
- Address the company presenters.
- Allow hearsay or speculation into the hearing.
- Allow the hearing to go on and on.



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- Pay attention to what the Company is saying.
  - Have proper answers for unexpected questions.
  - Have a rebuttal ready.
  - Have a “haymaker” closing
  - Ask the company to give answer in appendix format.



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- Brush over things of unimportance.
  - Expect every hearing to be the same.
  - Respond to the last comment off the cuff.
  - Shrug your shoulders and say the union rests.
  - Allow the company to give an unsubstantiated answer.