



Education Calendar Fall & Winter 2008/09

Date	Workshop	Location	Registration Deadline
October 9 & 10	Basic Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 23
October 23 & 24	Basic Effective Stewarding	BRANDON Riverbank Discovery Centre 1-545 Conservation Drive (Across from the Corall Centre)	October 7
October 25	Medical Information: Balancing the Employer's Right to Know Against the Employee's Privacy Rights <i>(Note: Class size will be limited to 15 participants.)</i>	THE PAS Wescana Inn – Room 102 439 Fischer Avenue	October 9
October 30 & 31	Financial Officers – Treasurers & Trustees	WINNIPEG Union Centre – Room 103 275 Broadway	October 14
November 7 & 8	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	October 22
November 7 & 8	Taking Back Committees and New H & S Regulations	THE PAS Wescana Inn – Banquet Rm. 439 Fischer Avenue	October 22

For further information or to arrange other courses for your local, contact:

Ann Robins, CUPE Education Representative

703-275 Broadway

Winnipeg, MB R3C 4M6

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The Education Calendar is also available on the CUPE Manitoba website: www.cupe.mb.ca

Please post this calendar at your worksite(s) for your members' information.

Date	Workshop	Location	Registration Deadline
November 12 & 13 7 – 9 p.m. on the 12 th 9 a.m. – 4 p.m. on the 13 th	Taking Back Committees and New H & S Regulations	BRANDON Keystone Centre – Salon B #1 - 1175 18 th Street	October 27
November 21 & 22	<u>NEW!</u> Creating Racial Justice	WINNIPEG Union Centre – Room 2B 275 Broadway	November 5
November 27 & 28	Preparing for Bargaining (Collective Bargaining 1)	WINNIPEG Union Centre – Room 103 275 Broadway	November 12
November 29	Medical Information: Balancing the Employer's Right to Know Against the Employee's Privacy Rights	WINNIPEG Union Centre – Room 103 275 Broadway	November 13
January 15 & 16	Advanced Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	December 22
January 23 & 24	<u>NEW!</u> Enough Overwork: Taking Action on Workload	WINNIPEG Union Centre – Room 103 275 Broadway	January 7
January 29 & 30	Bargaining Skills (Collective Bargaining 2)	WINNIPEG Union Centre – Room 103 275 Broadway	January 13
February 6 & 7	Basic Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	January 21
February 19 – 22	Winter School (Workshops to be announced)	Gimli Lakeview Resort 10 Centre Street	January 30

- *Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.*
- *Registration is \$45.00 per person for all courses. Registration form attached.*

WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers – Treasurers & Trustees

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. New secretary-treasurers will learn how to keep a set of books, report to the membership, develop budgets, and work with trustees. New trustees will learn all the skills needed to audit their local's books. The course will also help experienced financial officers get up to speed with CUPE's new ledger and associated forms. The on-line ledgers will also be reviewed. *(Participants are requested to bring along a copy of their Local Bylaws and Treasurer's Report, as well as a pocket calculator.)*

Recording Secretaries

This workshop will help new recording secretaries learn about their role and duties. It will also give experienced recording secretaries a chance to learn from others. You will learn how to take minutes at meetings, negotiations, and grievance hearings; how to organize paper and electronic files; and how to write clear, effective information bulletins and reports. *(Participants are requested to bring along a copy of their Local Bylaws, as well as 3 samples of meeting notices and minutes.)*

Basic Effective Stewarding

What does a CUPE Steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management and help members improve their working conditions. *(Participants are requested to bring along a copy of their Collective Agreement.)*

Advanced Effective Stewarding

Designed for experienced stewards who have taken *Basic Effective Stewarding*, this workshop builds advocacy skills in a stimulating and supportive environment. Using real case studies, participants will analyze and practice effective grievance investigation and presentation. This high participation workshop will demystify contract interpretation and build the confidence of stewards as union advocates. Topics will include the duty of fair representation, discipline, estoppel, principles of contract interpretation, grievance investigation and presenting a grievance. *(Participants are requested to bring along a copy of their Collective Agreement and Local Bylaws.)*

Note: Previous practical experience and *Basic Effective Stewarding* workshop are prerequisites for this course.

Collective Bargaining

Preparing for Bargaining *(Collective Bargaining 1)*

How does collective bargaining work? What can your CUPE local do to get ready for bargaining? How do you choose a committee and build membership support for bargaining? This workshop will help you answer these questions and prepare your local for bargaining. *(Participants are requested to bring along a copy of their Collective Agreement.)*

Bargaining Skills *(Collective Bargaining 2)*

This course is aimed at bargaining committee members. CUPE members who have already taken the *Preparing for Bargaining* workshop will benefit from the role-playing included in this more advanced workshop. Find out how your local can develop a bargaining plan, present a proposal to management, and build support from the membership.

WORKSHOP DESCRIPTIONS (continued)

Health & Safety

Taking Back Committees & New Regulations

This workshop is designed for all Health and Safety Committee members and others interested in Health and Safety. The course will focus on all aspects of the role of the Health and Safety Committee under the *Workplace Safety and Health Act*, including carrying out inspections and investigations into safety issues. New Regulations came into effect February 2007. Regulations identify how to meet the responsibilities and duties as laid out in the *Act*. The workshop will discuss the impact of the new Regulations, including harassment, violence in the workplace, working alone or in isolation, and more.

Overwork: Taking Action on Workload **NEW!**

This workshop addresses the growing problem of work-overload and the impact it is having on our lives. Participants identify the causes and hazards of over-work and effective ways to deal with it. Workshop objectives are:

- to gain a better understanding of overwork and issues around workload;
- to better understand its causes;
- to discuss workload as a product of the workplace, not an individual problem;
- to realize the power of committees to carry out workplace investigations into overwork and the impact on workers' health; and
- to make recommendations for developing workload health and safety guidelines.

Note: Under Section 44(1) of the *Workplace Safety and Health Act*, all *Workplace Safety and Health Committee* members are allowed two (2) educational leave days paid by the employer. All CUPE Health & Safety workshops qualify for such leave. Please request leave from your employer.

Medical Privacy Issues

Medical Information: Balancing the Employer's Right to Know Against the Employee's Privacy Rights

- When can an employer require a medical note?
- What medical information can they ask for?
- Can the employer require an employee to submit to a medical exam?
- Can they contact an employee's doctor?

We will explore the subject of medical privacy issues in this very popular workshop designed to assist Local Unions to better represent their members.

Diversity and Inclusion

Creating Racial Justice **NEW!**

This new course is for all members who want to build a stronger union. The course explores what racism is, how it operates in our workplaces and in our union. Participants will have a chance to bring forward problems they see and work on strategies to address them.

"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela

Please feel free to make copies of this form. Please PRINT the following information.

Workshop Title: _____

Dates: _____

Location: _____

Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____

Telephone #: Work: _____ Home: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**

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\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**

Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.

The registration fee for all workshops is **\$45.00 per person**. Please make cheque payable to **CUPE Manitoba Education** and send with completed registration form to:

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