



Education Calendar Spring 2016

Date	Workshop	Location	Registration Deadline
March 4 & 5 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	February 10
March 8 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Disability Issues for Stewards Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	February 11
March 10 & 11 (Thursday/Friday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	February 17
March 17 & 18 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	February 24
March 22 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Mobilizing Members in the Workplace Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	February 29
April 7 & 8 (Thursday/Friday)	Conflict Resolution	WINNIPEG Union Centre – Room 103 275 Broadway	March 14

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

Nicole Campbell
CUPE Education Representative
703-275 Broadway
Winnipeg, MB R3C 4M6

Ph. 204-942-0343 Toll-free: 1-800-552-CUPE(2873) Fax: 204-956-7071 E-mail: ncampbell@cupe.ca

This Education Calendar is also available on CUPE Manitoba's website: www.cupe.mb.ca

Locals may also pre-register their members online on the CUPE National website: www.cupe.ca
Please see the General Information section (pg 5) of this brochure for instructions on accessing the list of courses online.

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

Date	Workshop	Location	Registration Deadline
April 12 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Creating Accommodation-friendly Workplaces <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	March 17
April 14 & 15 (Thursday/Friday)	Financial Officers	BRANDON CUPE Brandon Area Office 1911 Park Avenue	March 18
April 22 & 23 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	March 31
April 22 & 23 (Friday/Saturday)	Introduction to Stewarding (10:00 a.m. start on Friday to allow out-of-town participants to travel in)	THE PAS Andersen Inn & Suites 1717 Gordon Avenue	March 31
May 3 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Being an Ally for Equality <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	April 11
May 12 & 13 (Thursday/Friday)	Recording Secretaries – <u>UPDATED</u>	BRANDON CUPE Brandon Area Office 1911 Park Avenue	April 20
May 13 & 14 (Friday/Saturday)	Financial Officers (10:00 a.m. start on Friday to allow out-of-town participants to travel in)	THE PAS Andersen Inn & Suites 1717 Gordon Avenue	April 21
May 19 & 20 (Thursday/Friday)	Saying “No” to Harassment	WINNIPEG Union Centre – Room 103 275 Broadway	April 27
May 29-June 3 (Sunday-Friday)	Weeklong Summer School (Workshops and other details to be announced)	RUSSELL Russell Inn	May 2
June 7 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Green Action for Stewards <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	May 13
June 8, 9 & 10 (Wednesday – Friday)	I’m Here for the Member: Defending Your Members – Investigation to Arbitration <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 2B 275 Broadway	May 16
June 10 & 11 (Friday/Saturday)	Recording Secretaries – <u>UPDATED</u> (10:00 a.m. start on Friday to allow out-of-town participants to travel in)	THE PAS Andersen Inn & Suites 1717 Gordon Avenue	May 18
June 16 & 17 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	May 25

WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers

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 online ledgers will also be reviewed.

Please bring a copy of your Local bylaws and recent Treasurer's Report to the Membership, as well as a pocket calculator.

Recording Secretaries – UPDATED

This workshop will help new Recording Secretaries learn about their role and the skills needed to carry out their 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;
- deal with the mail;
- organize paper and electronic files;
- write clear, effective information bulletins and reports.

Please bring a copy of your Local bylaws, as well as 3 samples of meeting notices and minutes.

Stewarding

Introduction to Stewarding

What does a CUPE Steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! You will learn about:

- the role of the steward;
- investigating workplace problems;
- CUPE's structure;
- filing a grievance;
- meeting with management;
- dealing with workplace complaints.

Please bring a copy of your collective agreement.

Following completion of Introduction to Stewarding, continue in the Steward Learning Series program.

Stewarding (cont'd)

Steward Learning Series

This series recognizes that the steward has an important role to play in a number of areas in the workplace and the union. It provides an opportunity to stay current on stewarding issues. Stewards who have taken the "Introduction to Stewarding" workshop (formerly called "Basic Effective Stewarding") can choose from a list of topics to build on their skills. Following are the Steward Learning Series modules that will be offered this spring:

- **Being an Ally for Equality**
Championing human rights in the workplace and the union is an important role for stewards. But what does it really mean to be a good ally?
- **Creating Accommodation-friendly Workplaces**
Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:
 - the legal framework for the duty to accommodate;
 - what a good accommodation process and plan look like;
 - what to do if the employer is not willing to provide reasonable accommodation.
- **Disability Issues for Stewards**
Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.
- **Green Action for Stewards**
How will greening our workplaces impact workers? What does a green workplace look like? What action can we take to address important environmental issues? This module will explore answers to these questions and more, all from the perspective of a steward.
- **Mobilizing Members in the Workplace**
Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employer's attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

PREREQUISITES: Previous practical experience and "Introduction to Stewarding" (formerly "Basic Effective Stewarding") workshop. Please bring a copy of your collective agreement, Steward Learning Passport and Steward Handbook, if you have one.

Labour Law

I'm Here for the Member: Defending Your Members – Investigation to Arbitration

From the importance of good notes to learning what a local must do to prepare for arbitration, plus strategies for dealing with common employer issues.

PREREQUISITES: In order to register, participants must have completed the Introduction to Stewarding workshop and have previous practical experience as a Steward. Please bring a copy of your collective agreement.

Workplace Conflict

Conflict Resolution

Conflict is a natural part of our lives. Learning to handle it well will improve your relationships with other members, co-workers, and the Employer. This workshop will:

- deepen your understanding of conflict;
- strengthen your communication skills;
- provide opportunities to practice responding to conflict.

Saying “No” to Harassment

What is harassment? How do we recognize that a behaviour constitutes harassment? What are the effects of harassment and what can the union do about it? This workshop will help you understand:

- what harassment is;
- how to handle complaints;
- how to use contract language, education, and workplace policy to prevent harassment.

GENERAL INFORMATION

- **Unless otherwise indicated, daytime workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the first day, and by 1:00 p.m. or earlier on the last day. Evening Steward Learning Series workshops are held from 6:00 p.m. to 9:00 p.m.**
- **Registration fee is \$45.00 per person for 1 and 2-day workshops, \$65.00 per person for 3-day workshops and \$20.00 per person for the 3-hour evening SLS workshops. Registration is FREE for workshops held in the Brandon CUPE office, however, a registration form must be completed and submitted to the Regional Office in Winnipeg, as usual. Registration form attached.**
- **Locals may also pre-register their members online on the CUPE National website: www.cupe.ca. Simply click on the **Union Education** tab at the top of the web page, then under the **FIND A WORKSHOP** heading on the left, click on the **Choose Your Province** drop-down menu and select **Manitoba** to view a list of available courses in our region. Please note that your online registration will not be finalized until applicable payment is received in the Manitoba Regional Office.**
- **Many workshops fill up quickly – register early to avoid disappointment!**
- **Registrations must be received by the registration deadline indicated for each workshop. An inadequate number of registrations will result in cancellation of the workshop.**
- **Participants will be notified of workshop confirmations/cancellations following the registration deadline.**
- **In response to the health concerns of our members and staff, CUPE has implemented a Scent-Free Policy at all of our workshops. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops. Thank you for your cooperation.**



***“Education is the most powerful weapon
which you can use to change the world.”***

– Nelson Mandela



**Union Development – Manitoba Region
WORKSHOP REGISTRATION FORM**

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

Workshop Title: _____

Dates: _____ Location: _____

Member's Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____ Cell Ph.#: _____

Home Ph.#: _____ Work Ph.#: _____ E-mail: _____

Do you have any special needs? (e.g. mobility, visual, audio) Yes ☐ No ☐

If yes, please provide details: _____

Registration Fee Enclosed: _____ (✓) \$45.00 for 1 & 2 day workshops ♦ \$65.00 for 3-day workshops ♦ \$20.00 for 3-hour evening SLS workshops
CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT **Note:** Fee is waived for workshops held in the Brandon CUPE Office.
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Please make cheques payable to **"CUPE Manitoba Education"** and send with completed registration form(s) to:

ERIKA ILIANT
CUPE Manitoba Regional Office
703 – 275 Broadway
Winnipeg, MB R3C 4M6

Ph. 204-942-0343 Fax: 204-956-7071 E-mail: eiliant@cupe.ca

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