



Education Calendar Fall & Winter 2010/2011

Date	Workshop	Location	Registration Deadline
October 14 & 15 (Thursday & Friday)	REVISED! Introduction to Stewarding (formerly Basic Effective Stewarding)	WINNIPEG Union Centre – Room 103 275 Broadway	September 28
October 21 & 22 (Thursday & Friday)	Preparing for Bargaining (Collective Bargaining Part 1)	WINNIPEG Union Centre – Room 103 275 Broadway	October 5
October 22 & 23 (Friday & Saturday) Starts at 10:00 a.m.	REVISED! Introduction to Stewarding (formerly Basic Effective Stewarding)	FLIN FLON Victoria Inn – Northern Rm 160 Hwy. #10-A North	October 6
October 28 & 29 (Thursday & Friday)	Local 2348 Introduction to Stewarding (open to members of Local 2348 only)	WINNIPEG Union Centre – Rm # TBA 275 Broadway	October 13
November 4 & 5 (Thursday & Friday)	Building a Website for Your Local (Locals that already have a website but want some advice on better design are invited to attend the morning of the second day. See description page for registration cost. Class size is limited to 15 participants total for both days.)	WINNIPEG UFCW Training Centre Computer Lab East 2 nd Floor, 880 Portage Ave.	October 20
November 5 (Friday)	NEW! Duty to Accommodate	DAUPHIN CUPE Dauphin Area Office 121 – 1 st Street South West	October 21
November 5 & 6 (Friday & Saturday) 9:00 am. to 4:30 p.m. both days	Financial Officers - Treasurers & Trustees	GIMLI Lakeview Resort – Marina View Room 10 Centre Street	October 21

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 CUPE Manitoba's websites: www.cupe.mb.ca and www.manitoba.cupe.ca and on the CUPE National website: www.cupe.ca

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

Date	Workshop	Location	Registration Deadline
November 25 & 26 (Thursday & Friday) 9:00 am. to 4:30 p.m. both days	Financial Officers - Treasurers & Trustees	WINNIPEG Union Centre – Room 103 275 Broadway	November 9
December 2 & 3 (Thursday & Friday)	REVISED! Introduction to Stewarding (formerly Basic Effective Stewarding)	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 17
December 4 (Saturday)	NEW! Duty to Accommodate	WINNIPEG Union Centre – Room 2C 275 Broadway	November 19
December 9 & 10 (Thursday & Friday)	International Human Rights Day celebration event sponsored by CUPE Manitoba's Human Rights and Education Committees: NEW! Steward Learning Series <u>Equality and Human Rights Modules:</u> 1. Challenging Racism in the Workplace 2. Disability Issues for Stewards 3. Creating Gender Equality 4. Learning About First Peoples 5. Challenging Homophobia in the Workplace 6. Being an Ally for Equality Please see page 4 of this brochure for time schedule of the above-noted modules.	WINNIPEG Union Centre – Rm #s TBA 275 Broadway	Registration for this event will be through CUPE Manitoba Div. Office - watch for further details this fall.
January 14 & 15 (Friday & Saturday)	REVISED! Introduction to Stewarding (formerly Basic Effective Stewarding)	WINNIPEG Union Centre – Room 103 275 Broadway	December 20
January 21 & 22 (Friday & Saturday)	Bargaining Skills (Collective Bargaining Part 2)	WINNIPEG Union Centre – Room 103 275 Broadway	January 6
January 27 & 28 (Thursday & Friday)	NEW! Steward Learning Series The following 3 modules have been scheduled: • Handling Discipline and Discharge • What Stewards Need to Know About Arbitration • Health and Safety 101	WINNIPEG Union Centre – Room 103 275 Broadway	January 12
February 3 (Thursday)	NEW! Duty to Accommodate	BRANDON CUPE Brandon Area Office 1911 Park Avenue	January 19
February 4 (Friday)	Best Financial Practices	BRANDON CUPE Brandon Area Office 1911 Park Avenue	January 20
February 24–27 (Thursday evening to Sunday morning)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort 10 Centre Street	February 4
March 4 & 5 (Friday & Saturday)	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	February 17

WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers – Treasurers & Trustees

This full 2-day 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.

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

Best Financial Practices

This is a special one-day workshop for Financial Officers – Treasurers and Trustees, and also for Executive members who are interested in learning the best way to ensure that their Local Union funds are protected. We will review the important role of Treasurers, Trustees, Executive members, and staff in developing sound financial practices and in preventing fraud. Learn how the courts are dealing with Local Union fraud cases and understand the financial controls your Local can put in place to make sure you are protected. Find out what kinds of motions would be considered acceptable and what might violate the constitution, or not hold up to scrutiny by an auditor or the court. And what about those honorariums, per diems, and lost wages – what's taxable and what's not?

(Please bring a copy of your Local bylaws and recent Treasurer's Report.)

Recording Secretaries

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; and
- 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 **REVISED!**

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; and
- dealing with workplace complaints.

(Please bring a copy of your collective agreement.)

Steward Learning Series **NEW!**

Calling all stewards! CUPE has an exciting new education program just for you!

As part of the Year of the Steward, CUPE is proud to launch our Steward Learning Series. This new 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 available this winter.

Stewarding (cont'd)

Steward Learning Series (cont'd)

December 9 & 10, 2010

CUPE Manitoba's Human Rights and Education Committees invite you to a celebration for International Human Rights Day with food, music, fun, and great speakers! The Equality and Human Rights modules from the new Steward Learning Series will be introduced. These modules will count towards your steward pin and Union Development certificate.

Dec 9 (afternoon)

Choose one of the following modules:

- Challenging Racism in the Workplace
- Disability Issues for Stewards
- Creating Gender Equality

Dec 10 (morning)

Choose one of the following modules:

- Learning About First Peoples
- Creating Gender Equality
- Challenging Homophobia in the Workplace

Dec 10 (afternoon)

- Being an Ally for Equality

Registration for the above event will be through the CUPE Manitoba Division office. Watch for further details and registration info this fall.

January 27 & 28, 2011

The following modules have been scheduled:

- Handling Discipline and Discharge
- What Stewards Need to Know About Arbitration
- Health and Safety 101

Register on the attached form, as usual.

Note: Previous practical experience and Introduction to Stewarding (formerly "Basic Effective Stewarding") workshop are prerequisites for the Steward Learning Series. Please bring a copy of your collective agreement and Local bylaws.

Building Legal Skills

Duty to Accommodate **NEW!**

In this one-day workshop, CUPE lawyer, Bill Sumerlus and Equality Rep, Sheree Capar will help you understand this complex and ever changing body of human rights law. Here's what will be covered:

- historical and legal foundations;
- responsibilities of the union, the employer and the member seeking an accommodation;
- emerging case law, such as accommodation on the basis of family status.

Oh, yeah, and have fun while you learn!

Building Local Unions

Building a Website for Your Local

This workshop will show you how to create a website using CUPE's free and easy-to-use Content Management System. Participants are asked to bring a CD or memory stick to the workshop with their Local's logo, photos and stories. You will also learn how to use CUPE's free webmail service.

On day 2, Locals that already have a website but want some advice on better design are invited to attend the morning (9:00 a.m. – 12:00 noon). Registration fee to attend morning of day 2 only, will be \$25.00 per person.

Participants should have a basic understanding of the internet.

There will be a maximum of 15 participants for this workshop, so register early!

Collective Bargaining

Preparing for Bargaining (Collective Bargaining Part 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. *(Please bring a copy of your collective agreement.)*

Bargaining Skills (Collective Bargaining Part 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.



NOTES:

- *Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the 1st day, and noon or 1:00 p.m. on the 2nd day.*
- *Registration form attached. Registration fee is \$45.00 per person except where otherwise indicated, and for workshops held in the Brandon and Dauphin CUPE offices - registration is FREE for these locations, however, registration forms must be completed.*
- *Registration for the Steward Learning Series sponsored by the Human Rights and Education Committees for International Human Rights Day in December will be through the CUPE Manitoba Division office. Watch for further details this fall.*

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: _____

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

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**
(Fee is waived for workshops held in Brandon and Dauphin CUPE offices.)

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

Workshop Title: _____

Dates: _____

Location: _____

Name: _____ Local Union # _____

Home Address: _____

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(Fee is waived for workshops held in Brandon and Dauphin CUPE offices.)

Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the 1st day and noon or 1:00 p.m. on the 2nd day.

The registration fee for all workshops is **\$45.00 per person**, except where otherwise indicated, and for those held in the **Brandon and Dauphin CUPE offices** - registration is **FREE** for these locations, however, registration forms must be completed, as usual.

Make cheques payable to **CUPE Manitoba Education** and send with completed registration form(s) to:

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