



Education Calendar

Fall/Winter 2013/2014

Date	Workshop	Location	Registration Deadline
October 10 & 11 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 25
November 1 & 2 (Friday/Saturday)	Preparing for Bargaining (Collective Bargaining Part 1)	WINNIPEG Union Centre – Room 103 275 Broadway	October 17
November 7 & 8 (Thursday/Friday)	Steward Learning Series The following 3 modules have been scheduled: <ul style="list-style-type: none"> • Creating Harassment-free Workplaces • Challenging Homophobia in the Workplace • Resolving Grievances Without Going to Arbitration (Prerequisite: Introduction to Stewarding workshop)	WINNIPEG Union Centre – Room 103 275 Broadway	October 23
November 14 & 15 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	October 29
November 15 & 16 (Friday/Saturday)	Steward Learning Series (10:00 a.m. start on Friday to allow out-of-town participants to travel in) The following 3 modules have been scheduled: <ul style="list-style-type: none"> • What's Our Duty? • Connecting With Aboriginal Workers • Handling Discipline and Discharge (Prerequisite: Introduction to Stewarding workshop)	THE PAS Super 8 Motel 1717 Gordon Avenue	October 30

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

Ann Robins
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: arobins@cupe.ca

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
December 5 & 6 (Thursday/Friday)	Duty to Accommodate NEW!	WINNIPEG Union Centre – Room 103 275 Broadway	November 20
January 9 & 10 (Thursday/Friday)	Health & Safety: Taking Back Committees	WINNIPEG Union Centre – Room 103 275 Broadway	December 16
January 15 & 16 (Wednesday/Thursday)	Building a Website for Your Local REVISED! (Locals that already have a website but want some advice on better design are invited to attend the morning of the second day. See page 3 of this brochure for more info.)	WINNIPEG UFCW Training Centre Computer Lab East 2 nd Floor, 880 Portage Ave.	December 16
January 24 & 25 (Friday/Saturday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	January 9
January 31 & Feb 1 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	January 16
February 6-9 (Thursday-Sunday)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort	January 18
February 13 & 14 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	January 29
February 21 & 22 (Friday/Saturday)	Bargaining Skills (Collective Bargaining Part 2)	WINNIPEG Union Centre – Room 103 275 Broadway	February 5



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

– Nelson Mandela



WORKSHOP DESCRIPTIONS

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 for bargaining committee members. CUPE members who have already taken the “Preparing for Bargaining” workshop will learn more about the bargaining process by role-playing and discussing bargaining strategies. Learn how to develop a bargaining plan, present a proposal to management, and build support from the membership during bargaining. Please bring a copy of your collective agreement.

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 on-line 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.

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; and
- 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 fall:

➤ **Creating Harassment-free Workplaces**

It is the employer's responsibility to ensure a harassment-free workplace, but the union also has a role to play. Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.

➤ **Challenging Homophobia in the Workplace**

When homophobia goes unchallenged it leads to a toxic workplace. This module will explore what it is like for lesbian, gay, bisexual and transgender people to live in a world that is geared towards straight people.

➤ **Resolving Grievances Without Going to Arbitration**

The union wins most grievances without going to arbitration. In this module, stewards discuss the pros and cons of going to arbitration and develop strategies and skills to settle grievances.

➤ **What's Our Duty?**

Stewards' roles and responsibilities are covered by various labour laws. Where do stewards get their authority in the workplace? What is the duty of fair representation? What other legislation covers the workplace?

➤ **Connecting With Aboriginal Workers**

As demographics shift, Aboriginal workers are playing an ever-increasing role in the workplace. In this module, stewards will explore strategies for making your locals more inclusive to Aboriginal members.

➤ **Handling Discipline and Discharge**

For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about:

- key legal concepts and terms;
- the role of a steward during the employer's investigation, when discipline is given, and during grievance meetings;
- how to develop effective arguments.

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.*

Human Rights

Duty to Accommodate NEW!

This workshop is for members who have an interest in learning about how to better support members who are seeking an accommodation at work. We will learn about the extent of the employer's Duty to Accommodate based on human rights legislation, the prohibited grounds of discrimination that must be accommodated, the types of accommodations that can be sought, and the union's role in upholding the duty of fair representation. Participants will be able to answer: What is a "BFOR"? A "Prima facie" case? "Undue Hardship"? and understand how they each fit into protecting our members' rights and promoting inclusive workplaces.

Computer Training

Building a Website for Your Local **REVISED!**

This 1½ day workshop will show you how to create a website with CUPE's revamped, easy-to-use system to promote the work of your Local and keep members informed about announcements, events, and meetings. You will also learn how to use CUPE's free webmail service. Please bring a CD or memory stick to the workshop with your Local's logo, photos and stories.

If you already know the basics and want to practice and help update or improve your Local's existing website, register for day 2 only (9:00 a.m. to 12:00 noon). Registration fee to attend the 1/2 day will be \$25.00 per person.

Participants should have a basic understanding of the Internet.

Building a Safer Workplace

Health and Safety – Taking Back Committees

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. Regulations identify how to meet the responsibilities and duties as laid out in the *Act*. The workshop will discuss the impact of the current Regulations, including harassment, violence in the workplace, working alone or in isolation, and more.

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. CUPE Health & Safety workshops qualify for such leave. Please request leave from your employer.*

PLEASE NOTE:

- ***Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the first day, and by 2:00 p.m. or earlier on the second day.***
- ***Registration fee is \$45.00 per person except where otherwise indicated. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices, however, a registration form must be completed and submitted to the Regional Office in Winnipeg, as usual. Registration form attached.***
- ***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.***

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: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**
(Note: 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 by 2:00 p.m. or earlier on the 2nd day.

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(Note: 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 by 2:00 p.m. or earlier 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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