



Education Calendar Spring 2017

Date	Workshop	Location	Registration Deadline
February 2 & 3 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	January 11
February 9 & 10 (Thursday/Friday)	Conflict Resolution	WINNIPEG Union Centre – Room 103 275 Broadway	January 18
February 23-26 (Thursday-Sunday)	Winter School (See 2017 Winter School Brochure for details)	GIMLI Lakeview Resort	January 27
March 2 & 3 (Thursday/Friday)	Recording Secretaries	BRANDON CUPE Brandon Area Office 1911 Park Avenue	February 7
March 3 & 4 (Friday/Saturday) (10:00 a.m. start on Friday to allow out-of-town participants to travel in.)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Understanding Mental Health • Creating Psychologically Healthy and Safe Workplaces Prerequisite: Introduction to Stewarding workshop	THE PAS Kikiwak Inn, Hwy. 10 North Opaskwayak	February 8

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

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

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 7) 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
March 9 & 10 (Thursday/Friday)	Duty to Accommodate	WINNIPEG Union Centre – Room 103 275 Broadway	February 14
March 15 (Wednesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Green Action for Stewards Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	February 21
March 23 & 24 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	March 1
April 6 & 7 (Thursday/Friday)	Introduction to Health and Safety	WINNIPEG Union Centre – Room 103 275 Broadway	March 15
April 6 & 7 (Thursday/Friday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	March 15
April 11 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Taking on Privatization Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	March 20
April 21 & 22 (Friday/Saturday) (2 full days)	Financial Officers (10:00 a.m. start on Friday to allow out-of-town participants to travel in.)	THE PAS Kikiwak Inn, Hwy. 10 North Opaskwayak	March 28
April 28 & 29 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	April 4
May 11 & 12 (Thursday/Friday)	Introduction to Stewarding	DAUPHIN CUPE Dauphin Area Office 121 – 1 st Street SW	April 19
May 16 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Notetaking Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	April 24
May 18 & 19 (Thursday/Friday) (2 full days)	Financial Officers	BRANDON CUPE Brandon Area Office 1911 Park Avenue	April 26
May 28–June 2 (Sunday-Friday)	Weeklong Summer School (Workshops and other details to be announced)	RUSSELL Russell Inn	May 1
June 15 & 16 (Thursday/Friday)	Saying “No” to Harassment	WINNIPEG Union Centre – Room 103 275 Broadway	May 24



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

– Nelson Mandela



WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers

This 2 full-day workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

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

Recording Secretaries

This workshop helps recording secretaries learn about their role and duties. Learn how to:

- take minutes at meetings
- organize paper and electronic files
- write clear, effective correspondence

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! In this workshop, you will learn about:

- investigating workplace problems
- 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.

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 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:

- **Creating Psychologically Healthy and Safe Workplaces**
What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces, and the role of the steward in eliminating psychological hazards.
- **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 environmental issues? Explore answers to these questions and more, from a steward's perspective.
- **Notetaking**
Why do I have to take notes? What kind of notes should I take? Are my notes private? This module answers important question like these, and provides practice time to work on note taking skills.
- **Taking on Privatization**
Learn about the different forms of privatization in CUPE workplaces and how it impacts our members, services, and the public, and what we can do about it as stewards.

Stewarding (cont'd)

Steward Learning Series (cont'd)

➤ ***Understanding Mental Health***

Explore the steward's role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.

PREREQUISITE: *Completion of the 9-hour Introduction to Stewarding Workshop is a prerequisite for the SLS.*

Please bring a copy of your collective agreement, Steward Learning Passport and Steward Handbook.

NOTE: Stewards may take a module more than once.

Labour Law

Duty to Accommodate

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate. In this workshop you will:

- explore case law, key concepts and the prohibited grounds of discrimination under human rights law
- learn to make the case for accommodating workers and how to help union reps and employers come up with appropriate accommodations for members
- look at how we can break down stereotypes and stigma to support the accommodation process for those who need it

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

Health and Safety

Introduction to Health and Safety

This course serves as an introduction into the world of health and safety, and explores different basic concepts such as:

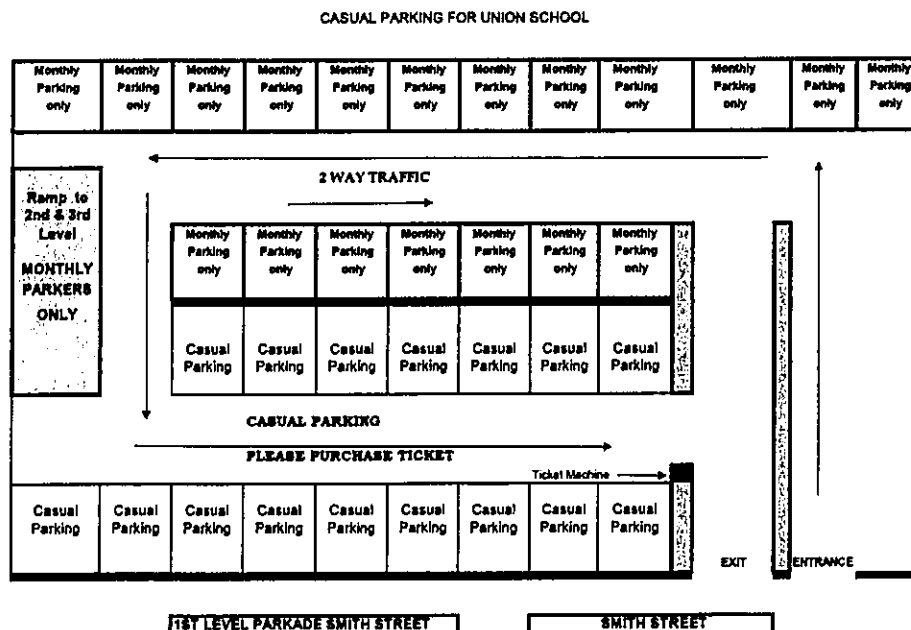
- identification of hazards
- hierarchy of controls
- the basic role of health and safety committees
- basics on the right to refuse

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 in Winnipeg 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 and Dauphin CUPE offices, 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.**

PARKING

Please see the following diagram of the Union Centre Parkade on Smith Street where a limited number of casual parking spaces may be available for participants attending union schools. These are on a first come, first served basis.



Parking is also available on the Impark Public Parking Lots across the street (between Donald and Smith), and at the corner of Donald at Broadway. Please note that participants are responsible for paying for their parking at all locations, including at the Union Centre Parkade.

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 & Dauphin CUPE Offices.
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 in Winnipeg are held from 6:00 p.m. to 9:00 p.m.

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Please make cheques payable to **CUPE** and send with completed registration form(s) to:

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

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