



Education Calendar Spring 2018

Date	Workshop	Location	Registration Deadline
February 1 & 2 (Thursday/Friday)	Combating Workplace Bullying	Winnipeg Union Centre – Room 103 275 Broadway	January 18
February 15 - 18 (Thursday/Sunday)	Winter School (See 2018 Winter School Brochure for details)	BRANDON Victoria Inn	January 22
March 1 & 2 (Thursday/Sunday)	Financial Essentials and Financial Officers	BRANDON CUPE Brandon Area Office 1911 Park Avenue	February 15
March 8 & 9 (Thursday/Friday)	Bargaining in Austerity Times	WINNIPEG Union Centre – Room 103 275 Broadway	February 22

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

Wally Skomoroh
 CUPE Manitoba Regional Office
 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 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 22 & 23 (Thursday/Friday)	Financial Essentials and Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	March 8
April 5 & 6 (Thursday/Friday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	March 22
April 5 & 6 (Thursday/Friday)	Leadership Basics for Executive Members	WINNIPEG Union Centre – Room 103 275 Broadway	March 22
April 20 & 21 (Friday/Saturday)	Financial Essentials and Financial Officers	THE PAS Kikiwak Inn, Hwy. 10 North Opaskwayak	April 6
April 26 & 27 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	April 12
May 10 & 11 (Thursday/Friday)	Leadership Basics for Executive Members	BRANDON CUPE Brandon Area Office 1911 Park Avenue	April 26
May 15 (Tuesday Evening) (6:00 pm – 9:00 pm)	Mediating Member to Member Conflict	WINNIPEG Union Centre – Room 103 275 Broadway	May 1
May 27 – June 1 (Sunday-Friday)	Weeklong Summer School (Workshops and other details to be announced)	RUSSELL Russell Inn	May 6
June 14 & 15 (Thursday/Friday)	Introduction to CUPE	WINNIPEG Union Centre – Room 103 275 Broadway	May 31
Sept 26 & 27 (Wednesday/Thursday)	Fall North School (Workshops and other details to be announced)	DENARE BEACH, SK (TBA)	September 5



“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”

– Malcolm X



WORKSHOP DESCRIPTIONS

Bargaining in Austerity Times

This workshop gives bargaining committee members the training they need in light of the Bill 28 legislation (The Austerity Act). In this workshop we will:

- focus on bargaining for stronger collective agreement language when there is no money at the table
- explore how to bargain health and safety and equity

Combating Workplace Bullying

Bullying hurts everyone. As union members, we have a role to play in combatting workplace bullying. Come and talk about:

- What bullying is
- How bullying hurts everyone
- How not to be a bystander
- How the union can make a difference

Financial Essentials

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties within the finances of the union, budgeting, and how to be transparent and accountable to members.

Financial Officers

Once secretary-treasurers and trustees complete the Financial Essentials 1-day workshop, they will spend a second day learning about bookkeeping and auditing.

Treasurers will learn how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees.

Trustees will learn how to properly perform an audit of the local union's books, accounts, properties, and assets. At the end of this workshop, trustees will be able to make recommendations to the local union to improve the local union's financial health.

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

Introduction to CUPE

Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, and the bylaws and constitutions that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union.

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

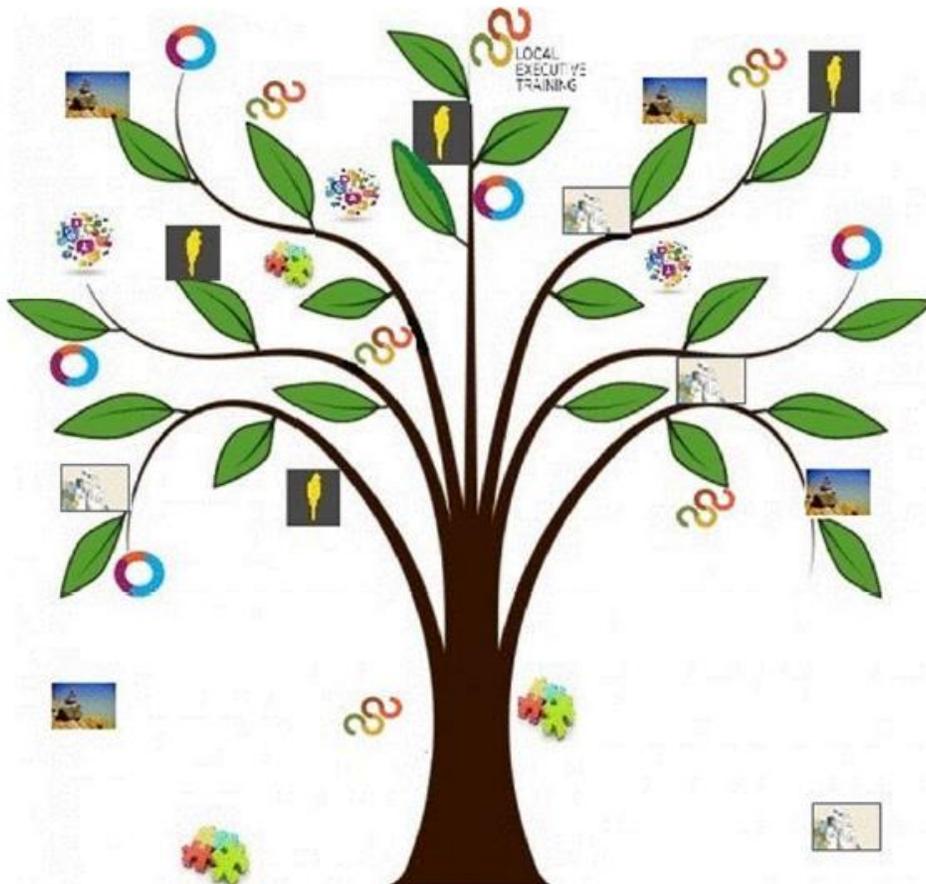
Please bring a copy of your collective agreement.

Leadership Basics for Executive Members

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power in the union, create space for more members to get involved, and strengthen solidarity in the labour movement and in our communities.

Steward Learning Series: Mediating Member-to-Member Conflict

In this module, stewards practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation techniques.



CUPE education

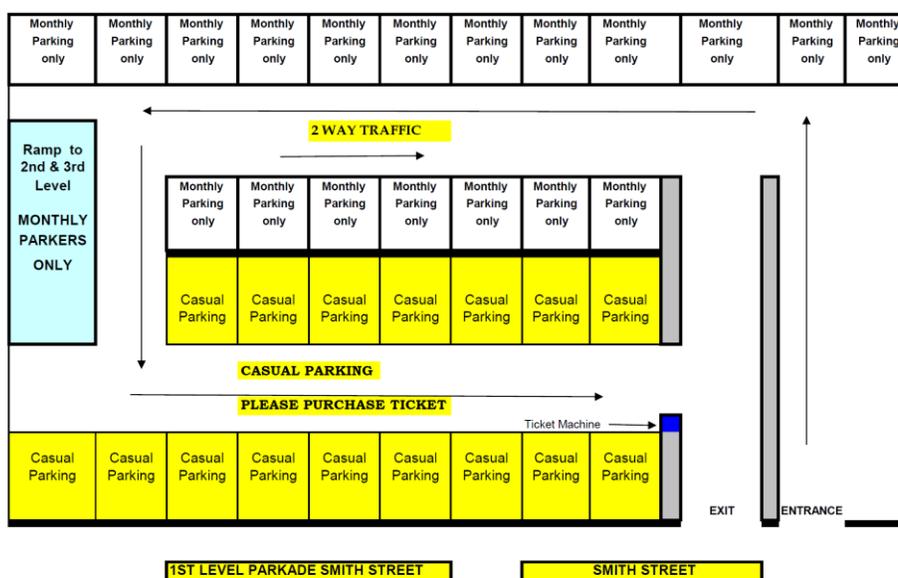
GENERAL INFORMATION

- **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.

CASUAL PARKING FOR UNION SCHOOL



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. It is **MANDATORY** that this form is completed.

Workshop Title: _____

Dates: _____ Location: _____

Member's Name: _____ Email: _____

Home Address: _____

Town/City: _____ Postal Code: _____ Phone #: _____

Local Union # and Place of Employment: _____

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:

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