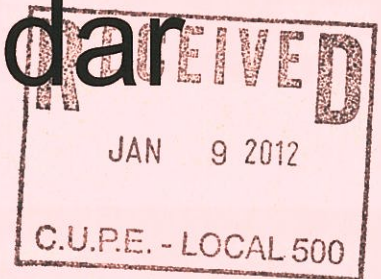




Education Calendar

Spring 2012



Date	Workshop	Location	Registration Deadline
March 8 & 9 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	February 22
March 15 & 16 (Thursday/Friday)	Harassment and Bullying in the Workplace	WINNIPEG Union Centre – Room 103 275 Broadway	February 29
March 23 & 24 (Friday/Saturday)	Steward Learning Series The following 3 modules have been scheduled: • Handling Grievances • Disability Issues for Stewards • Creating an Accommodation-Friendly Workplace (Prerequisite: Introduction to Stewarding workshop)	WINNIPEG Union Centre – Room 2C 275 Broadway	March 8
April 4 (Wednesday)	NEW! WCB Basics - A Guide to Working with the Workers Compensation Board (Registration is limited to 2 participants per Local)	WINNIPEG Union Centre – Room 103 275 Broadway	March 20
May 4 & 5 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	April 19
May 10 & 11 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	April 25

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.

WORKSHOP DESCRIPTIONS

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.

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/winter:

1. Handling Grievances

A refresher on basic grievance handling, this module highlights the steward's role as educator. Participants teach each other "best practices" and share strategies for dealing with difficult grievances.

2. Disability Issues for Stewards

Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are worker with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.

3. Creating an Accommodation-Friendly Workplace

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.

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

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.

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.)

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.

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

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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:

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