



Education Calendar Fall/Winter 2011/2012

Date	Workshop	Location	Registration Deadline
October 13 & 14 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 27
October 21 & 22 (Friday/Saturday)	Introduction to Stewarding (10:00 a.m. start on Friday to allow out-of-town participants to travel in)	THE PAS Super 8 Motel 1717 Gordon Avenue	October 5
October 21 & 22 (Friday/Saturday)	Preparing for Bargaining (Collective Bargaining Part 1)	WINNIPEG Union Centre – Room 103 275 Broadway	October 5
November 17 & 18 (Thursday/Friday)	NEW! Social Media and the Union (Classroom size is limited to 15 participants)	WINNIPEG UFCW Training Centre Computer Lab East 2 nd Floor, 880 Portage Ave.	November 2
November 25 & 26 (Friday/Saturday) (2 full days)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	November 9
December 1 & 2 (Thursday/Friday)	Steward Learning Series The following 3 modules have been scheduled: <ul style="list-style-type: none"> • What's Our Duty? • Note-taking • Creating Gender Equality (Prerequisite: Introduction to Stewarding workshop)	WINNIPEG Union Centre – Room 103 275 Broadway	November 16

For further information or to arrange other courses for your Local, contact:
Ann Robins, CUPE Education Representative

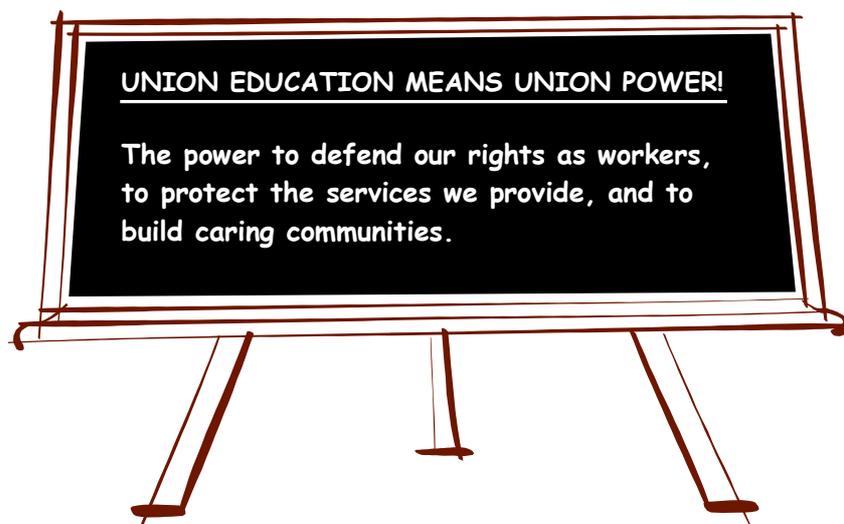
703-275 Broadway
Winnipeg, MB R3C 4M6

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 7 (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	November 22
January 12 & 13 (Thursday & Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	December 20
January 20 & 21 (Friday/Saturday)	Harassment and Bullying in the Workplace	WINNIPEG Union Centre – Room 103 275 Broadway	January 5
January 26 & 27 (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.	January 11
February 3 & 4 (Friday/Saturday)	Bargaining Skills (Collective Bargaining Part 2)	WINNIPEG Union Centre – Room 103 275 Broadway	January 19
Feb 9 - 12 (Thursday-Sunday)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort	January 20
February 23 & 24 (Thursday/Friday)	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	February 8



WORKSHOP DESCRIPTIONS

Collective Bargaining

Preparing for Bargaining (Collective Bargaining Part 1)

What can your CUPE Local do to get ready for bargaining? How do you choose a committee, prepare proposals 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.

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 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 offered this fall/winter.

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?

Note-taking

Why do I have to take notes? What kind of notes should I take? What happens to my notes if a grievance goes to arbitration? Are my notes private? Is it better to take notes on a computer or by hand? What happens to the notes I take when the case is finished? This module answers important questions about notes and provides practice time to work on not-taking skills.

Creating Gender Equality

How do you know sexism is happening in your workplace? What does it look like? This module provides facts and figures on women’s inequality, and ideas for how stewards can challenge sexism in the workplace.

PREREQUISITES: Previous practical experience and “Introduction to Stewarding” (formerly “Basic Effective Stewarding”) workshop. Please bring a copy of your collective agreement and Local bylaws.

Union Officer Training

Financial Officers

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 to the Membership, as well as a pocket calculator.

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.

Building Local Unions

Building a Website for Your Local

This 1½ day workshop will show you how to create a website using CUPE's free and easy-to-use system. 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 revamp 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.

Classroom size will be limited to 15 participants on both days of the workshop, so register early!

NEW!

Social Media and the Union

Facebook, Twitter, YouTube and Blogs – these forms of “social media” or “social networking” are not just passing fads that are used by our kids. They have changed the way we communicate with each other and they are here to stay. Unions are beginning to understand and harness the power of social media to engage with members. Locals beginning to explore these forms of communication need to understand their power, how they can be used to our advantage, and also what some of the potential dangers might be. Come and be introduced to the future of union communication in an interactive and fun environment!

Familiarity with basic computer applications like the internet and e-mail programs will be helpful.

Classroom size will be limited to 15 participants for this workshop, so register early!

Building a Safer Workplace

Harassment and Bullying in the Workplace

Union leaders are increasingly faced with member complaints about harassment and bullying. Through group discussion and video presentations, participants will observe and analyze problem behaviours and learn more about how to prevent and stop harassment in the workplace. There will be a review of the new Manitoba safety and health legislation which includes expanded language dealing with harassment, as well as referencing the protections under the Human Rights Code. This workshop will also focus on preventing workplace harassment and bullying by examining ways to create a respectful workplace.

Building a Safer Workplace (cont'd)

NEW!

WCB Basics – A Guide to Working with the Workers' Compensation Board

The objective of this one-day workshop is to gain an understanding of the basic operations of the Workers' Compensation Board in order to be better equipped to navigate the system and support injured workers. Running from 9:00 a.m. to 4:30 p.m., the day will be spent focusing on the key points of interaction between the WCB, workers and employers, including rate setting, reporting injuries, decision-making, benefits, dispute resolution (appeal process), and return-to-work programs. The workshop will be facilitated by Sue Roth, SAFE Work Coordinator with the SAFE Work Services Department of the Workers' Compensation Board of Manitoba. Sue is a steward in CUPE Local 1063 at WCB and a member of the CUPE Manitoba Global Justice Committee.

Registration for this workshop will be limited to 2 participants per Local.



PLEASE NOTE:

- *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.*
- *Some 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.*
- *All CUPE workshops are **SCENT-FREE**.*



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: _____

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: _____

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.)

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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:

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