



# Spring/Summer 2020 Education Calendar

## 2020 CUPE Winter School (see Winter School Brochure)

- Gimli | February 20 – 23, 2020 | Lakeview Gimli Resort & Conference, 10 Centre Street

## Advanced Steward Learning Series

- Challenging Racism in the Workplace
- Challenging Sexism in the Workplace
- Disability and Ableism in the Workplace
  - Winnipeg | March 26 & 27, 2020 | Union Centre, Room 103-275 Broadway
- Duty of Fair Representation
- Representing Members in Front of Management
- What Stewards Need to Know about Arbitration
  - Dauphin | May 14 & 15, 2020 | CUPE Dauphin Area Office, 121 1<sup>st</sup> Street S.W.
  - Winnipeg | June 11 & 12, 2020 | Union Centre, Room 103-275 Broadway

## BARG - At the Bargaining Table

- Winnipeg | May 21 & 22, 2020 | Union Centre, Room 103-275 Broadway

## Conflict Resolution

- Winnipeg | May 7 & 8, 2020 | Union Centre, Room 103-275 Broadway

## Duty to Accommodate

- Winnipeg | March 5 & 6, 2020 | Union Centre, Room 103-275 Broadway
- Brandon | April 30 & May 1, 2020 | CUPE Brandon Area Office, 1911 Park Avenue

## Financial Essentials and Financial Officers

- Winnipeg | April 30 & May 1, 2020 | Union Centre, Room 103-275 Broadway
- Brandon | May 7 & 8, 2020 | CUPE Brandon Area Office, 1911 Park Avenue

## Hot Topics: Attendance Management

- Winnipeg | March 12, 2020 | Union Centre, Room 103-275 Broadway
- Brandon | March 19, 2020 | CUPE Brandon Area Office, 1911 Park Avenue
- Dauphin | April 23, 2020 | CUPE Dauphin Area Office, 121 1<sup>st</sup> Street S.W.

## Introduction to Health and Safety

- Winnipeg | February 27 & 28, 2020 | Union Centre, Room 103-275 Broadway
- Brandon | March 12 & 13, 2020 | CUPE Brandon Area Office, 1911 Park Avenue

## Introduction to Stewarding

- Brandon | February 27 & 28, 2020 | CUPE Brandon Area Office, 1911 Park Avenue
- Winnipeg | April 8 & 9, 2020 | Union Centre, Room 107-275 Broadway

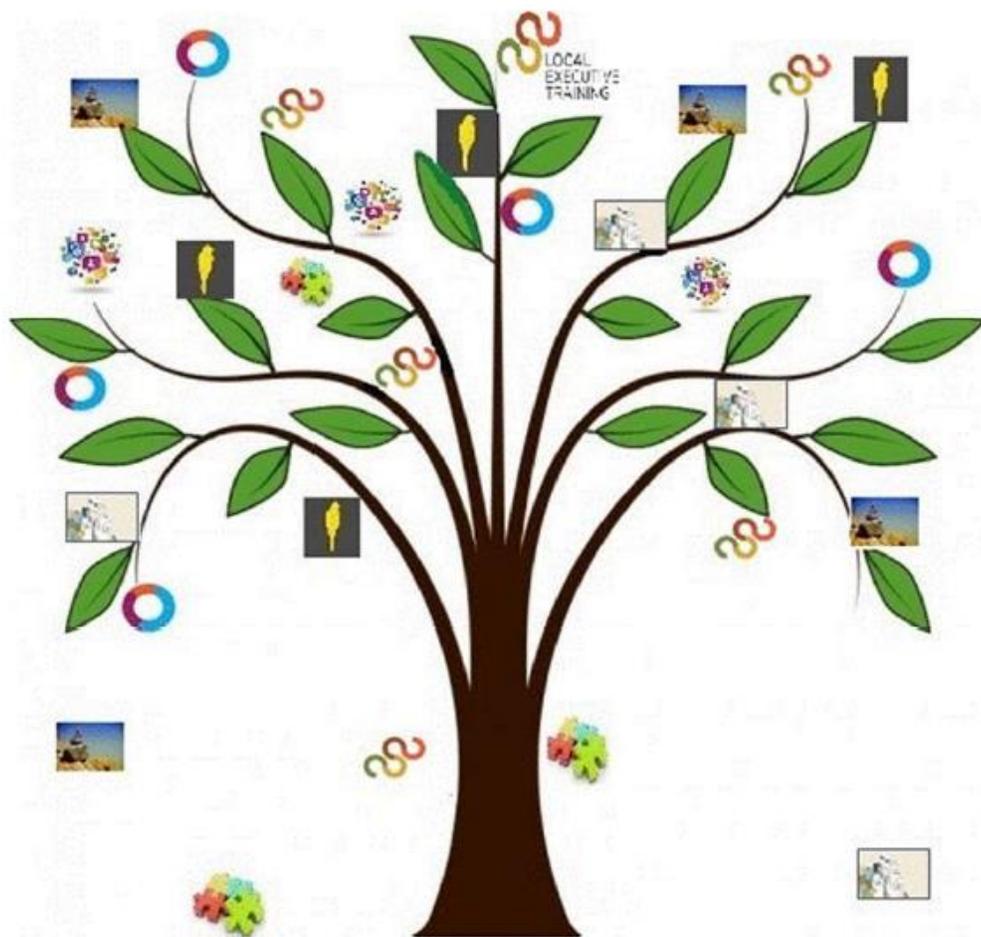
## Retirement Planning

- Brandon | April 8 & 9, 2020 | CUPE Brandon Area Office, 1911 Park Avenue
- Winnipeg | June 4 & 5, 2020 | Union Centre, Room 103-275 Broadway

## Social Media

- Winnipeg | April 23 & 24, 2020 | Union Centre, Room 103-275 Broadway
- Brandon | June 4 & 5, 2020 | CUPE Brandon Area Office, 1911 Park Avenue





**CUPE** *education*

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 E-mail: [wskomoroh@cupe.ca](mailto:wskomoroh@cupe.ca)

This Education Calendar is also available on CUPE Manitoba's website: [www.cupe.mb.ca](http://www.cupe.mb.ca)

Registration must be completed online on the CUPE National website: <https://cupe.ca/unioneducation>  
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.*



# WORKSHOP DESCRIPTIONS



## ***Bargaining***

### → **At the Bargaining Table**

This workshop gives bargaining committee members the training they need, when they need it, so they can get the best deal possible for their members. It is delivered by the national servicing rep and happens in stages throughout negotiations. The workshop explores how to work effectively in caucus, as well as at the bargaining table.

**Note: This workshop is for bargaining committee members**

## ***Conflict Resolution***

Conflict is a natural part of our lives. Learning how to handle it will improve your relationships with other members, co-workers and the employer. This workshop will:

- ❖ deepen your understanding of conflict;
- ❖ strengthen your communication skills; and
- ❖ provide opportunities to practice responding to conflict.

## ***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 representatives and employers come up with appropriate accommodations for members; and
- ❖ look at how we can breakdown stereotypes and stigma to support the accommodation process for those who need it.

## ***Financial Essentials and Financial Officers***

### → **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 workshop, they will spend time 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 and a laptop (if have one).**

## **Hot Topics: Attendance Management**

This module is an opportunity for stewards to learn more about current issues.

## **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.

## **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**

## **Retirement Planning**

It's never too early to start planning for your retirement. Learn about government and workplace pensions and leave with some good tools to help you prepare financially and psychologically.

**Note: This workshop does not provide specific or personal financial advice. Please bring your Canada Pension Plan Statement, your Workplace Pension Plan Annual Statement and the plan booklet for your Workplace Pension Plan.**

## **Social Media**

Facebook, Twitter, YouTube...How can they benefit my local? How are groups using social media for activism? How can I deal with people's resistance? What are the guidelines for using social media? Explore questions like these and get lots of hands-on practice in CUPE's Social Media workshop.

## **Steward Learning Series**

**Prerequisite: Introduction to Stewarding**

- **Challenging Racism in the Workplace**  
This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.
- **Challenging Sexism in the Workplace**  
Reflect on sexism and its social and economic impact. Learn ways to challenge sexism in the workplace and protect members' rights.
- **Disability and Ableism in the Workplace**  
Explore what ableism is, how to recognize it, and ways to address it. Learn about how to make your workplace and union accessible to workers with visible and invisible disabilities.
- **Duty of Fair Representation**  
Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cove the workplace.

→ **Representing Members in Front of Management**

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

→ **What Stewards Need to Know about Arbitration**

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

*Please bring your Steward Learning Passport and Steward Handbook. Stewards may take a module more than once.*

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

Nelson Mandela



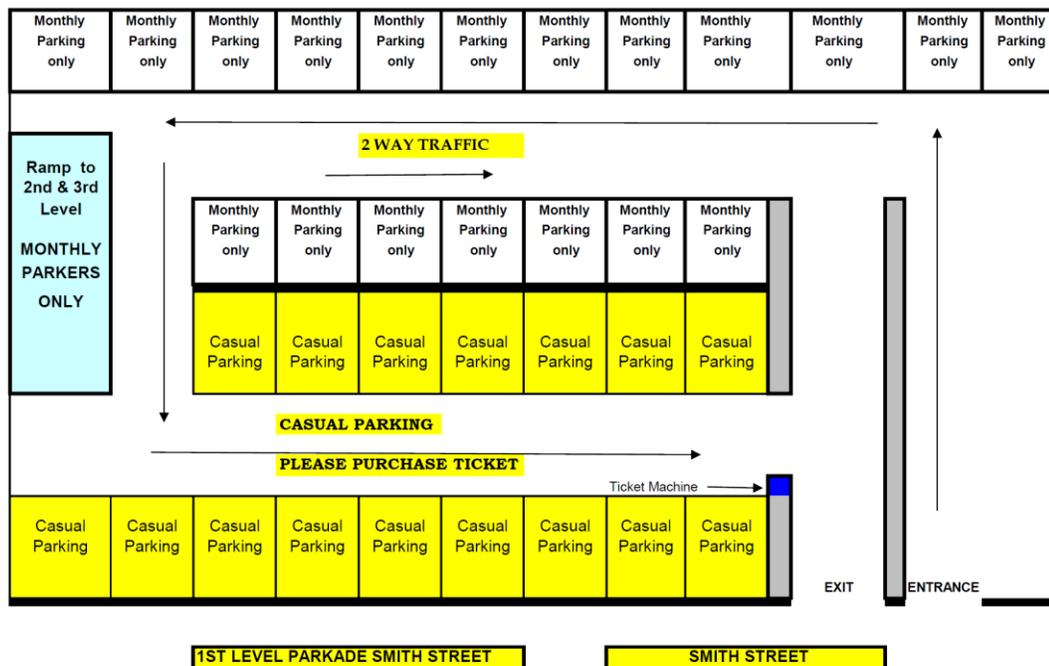
## GENERAL INFORMATION

- **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 may end earlier by 1:00 p.m. 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 \$20.00 per person for 1 and 2-day workshops, \$45.00 per person for 3-day workshops and free for the 3-hour evening SLS workshops. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices.**
- **Registration must be completed online on the CUPE National website: <https://cupe.ca/unioneducation>. Simply click on the **Union Education** tab at the top of the web page 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. Please make cheque payable to "CUPE" and mail to the attention of Annalyn Jimeno at 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.**



# REMINDER

*Cheques for Workshop Registration Fees must be made payable to **CUPE**.*

0 1 0 2

DATE \_\_\_\_\_

PAY TO THE ORDER OF **CUPE** \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR **Workshop Registration for A. Jimeno** \_\_\_\_\_

⑆ 24 288 96 ⑆ 6 54 58 98 4 3 4 ⑆ 3 2 6 6

*Thank you for your cooperation!*