



Education Calendar

Fall & Winter 2009/2010

Date	Workshop	Location	Registration Deadline
October 15 & 16 (Thursday & Friday)	Basic Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 28
October 16 (Friday)	<u>NEW!</u> The Manitoba Labour Relations Act – What you don't know <u>can</u> hurt you! (Class size is limited to 10 participants)	DAUPHIN CUPE Dauphin Area Office 121 – 1 st Street South West	September 28
October 23 & 24 (Friday & Saturday)	Preparing for Bargaining (Collective Bargaining Part 1)	WINNIPEG Union Centre – Room 103 275 Broadway	October 6
October 29 & 30 (Thursday & Friday)	Financial Officers – Treasurers & Trustees	BRANDON Canad Inn – Ambassador B 1125-18 th Street (Keystone Ctr.)	October 13
November 6 & 7 (Friday & Saturday)	Financial Officers – Treasurers & Trustees	WINNIPEG Union Centre – Room 103 275 Broadway	October 21
November 12 (Thursday)	Building a Website for Your Local (Class size is limited to 15 participants)	WINNIPEG UFCW Training Centre 2 nd Floor Computer Lab 880 Portage Ave.	October 26

For further information or to arrange other courses for your Local, contact:
Ann Robins, CUPE Education Representative
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Winnipeg, MB R3C 4M6

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The Education Calendar is also available on the CUPE Manitoba website: www.cupe.mb.ca
and the CUPE National website: www.cupe.ca

Please post this calendar at your worksite(s) for your members' information.

Date	Workshop	Location	Registration Deadline
November 13 & 14 (Friday & Saturday) Starts at 10:00 a.m.	Preparing for Bargaining (Collective Bargaining Part 1)	FLIN FLON Victoria Inn – Flinty Room 160 Hwy. #10–A North	October 27
November 21 (Saturday)	NEW! The Manitoba Labour Relations Act – What you don’t know <u>can</u> hurt you!	WINNIPEG Union Centre – Room 2C 275 Broadway	November 4
November 27 & 28 (Friday & Saturday)	Say What You Mean – Clear Language Communication	WINNIPEG Union Centre – Room 103 275 Broadway	November 10
December 4 (Friday)	NEW! The Manitoba Labour Relations Act – What you don’t know <u>can</u> hurt you!	BRANDON Canad Inn – Ambassador B 1125-18 th Street (Keystone Ctr.)	November 18
December 10 & 11 (Thursday & Friday)	Introduction to Pensions	WINNIPEG Union Centre – Room 103 275 Broadway	November 24
January 8 & 9 (Friday & Saturday)	Advanced Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	December 18
January 14 & 15 (Thursday & Friday)	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	December 21
January 22 & 23 (Friday & Saturday)	Bargaining Skills (Collective Bargaining Part 2)	WINNIPEG Union Centre – Room 103 275 Broadway	January 6
January 29 & 30 (Friday & Saturday) Starts at 10:00 a.m.	Overwork: Taking Action on Workload	THE PAS Wescana Inn – Banquet Rm. 439 Fischer Avenue	January 13
January 30 (Saturday)	NEW! Best Financial Practices	WINNIPEG Union Centre – Room 2C 275 Broadway	January 14
February 5 & 6 (Friday & Saturday)	Basic Effective Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	January 20
February 18 – 21 (Thursday evening to Sunday morning)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort 10 Centre Street	January 29
March 5 & 6 (Friday & Saturday)	Overwork: Taking Action on Workload (Maximum of 3 participants per Local)	WINNIPEG Union Centre – Room 103 275 Broadway	February 17

- **Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.**
- **Registration is \$45.00 per person for all courses. Registration form attached.**

WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers – Treasurers & Trustees

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. *(Participants are requested to bring along a copy of their Local Bylaws and recent Treasurer's Report, as well as a pocket calculator.)*

Best Financial Practices NEW!

This is a special one-day workshop for Financial Officers – Treasurers and Trustees, and also for Executive members who are interested in learning the best way to ensure that their Local Union funds are protected. We will review the important role of Treasurers, Trustees, Executive members, and staff in developing sound financial practices and in preventing fraud. Learn how the courts are dealing with Local Union fraud cases and understand the financial controls your Local can put in place to make sure you are protected. Find out what kinds of motions would be considered acceptable and what might violate the constitution, or not hold up to scrutiny by an auditor or the court. What about those honorariums, per diems, and lost wages – what's taxable and what's not? Special guest, Jim Husiak, accountant with the Exchange Group, will be available to answer questions. *(Participants are requested to bring along a copy of their Local Bylaws and recent Treasurer's Report, as well as a pocket calculator.)*

Recording Secretaries

This workshop will help new Recording Secretaries learn about their role and 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; how to organize paper and electronic files; and how to write clear, effective information bulletins and reports. *(Participants are requested to bring along a copy of their Local Bylaws, as well as 3 samples of meeting notices and minutes.)*

Basic Effective Stewarding

What does a CUPE Steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management and help members improve their working conditions. *(Participants are requested to bring along a copy of their Collective Agreement.)*

Advanced Effective Stewarding

Designed for experienced Stewards who have taken *Basic Effective Stewarding*, this workshop builds advocacy skills in a stimulating and supportive environment. Using real case studies, participants will analyze and practice effective grievance investigation and presentation. This high participation workshop will demystify contract interpretation and build the confidence of Stewards as union advocates. Topics will include the duty of fair representation, discipline, estoppel, principles of contract interpretation, grievance investigation and presenting a grievance. *(Participants are requested to bring along a copy of their Collective Agreement and Local Bylaws.)*

Note: Previous practical experience and *Basic Effective Stewarding* workshop are prerequisites for this course.

Building Local Unions

Building a Website for Your Local

This workshop will show you how to create a website using CUPE's free and easy-to-use Content Management System. Participants are asked to bring a CD to the workshop with their Local's logo, photos and stories. You will also learn how to use CUPE's free webmail service.

Say What You Mean – Clear Language Communication

Most CUPE Locals rely on the written word to communicate with members. Are the words you use in newsletters and other printed materials clear to everyone? This workshop will help you develop clear language writing and design skills to reach more members and make your Local stronger. Clear writing works for workers!

WORKSHOP DESCRIPTIONS (continued)

Building Legal Skills

The Manitoba Labour Relations Act – What you don't know can hurt you! **NEW!**

This one-day workshop is designed for union executive members, stewards, and activists who want to learn more about the Labour Relations Act. What are unfair labour practices by the Employer and the Union? What powers do you have in bargaining under the Act? What are your rights related to going on strike? What are deemed rights in the LRA and how does this affect you? There will be special emphasis on the Duty of Fair Representation and how to protect yourself and the Local. This workshop will be taught by Legal Representative, Bill Sumerlus.

Collective Bargaining

Preparing for Bargaining (Collective Bargaining Part 1)

How does collective bargaining work? What can your CUPE Local do to get ready for bargaining? How do you choose a committee and build membership support for bargaining? This workshop will help you answer these questions and prepare your Local for bargaining. *(Participants are requested to bring along a copy of their Collective Agreement.)*

Bargaining Skills (Collective Bargaining Part 2)

This course is aimed at bargaining committee members. CUPE members who have already taken the *Preparing for Bargaining* workshop will benefit from the role-playing included in this more advanced workshop. Find out how your Local can develop a bargaining plan, present a proposal to management, and build support from the membership.

Health & Safety

Overwork: Taking Action on Workload

This workshop addresses the growing problem of work-overload and the impact it is having on our lives. Participants identify the causes and hazards of over-work and effective ways to deal with it. Workshop objectives are:

- to gain a better understanding of overwork and issues around workload;
- to better understand its causes;
- to discuss workload as a product of the workplace, not an individual problem;
- to realize the power of committees to carry out workplace investigations into overwork and the impact on workers' health; and
- to make recommendations for developing workload health and safety guidelines.

Note: *Under Section 44(1) of the Workplace Safety and Health Act, all Workplace Safety and Health Committee members are allowed two (2) educational leave days paid by the employer. All CUPE Health & Safety workshops qualify for such leave. Please request leave from your employer.*

Pensions

Introduction to Pensions

Our pensions are our retirement wages and just as important as the wages we receive now. Do you want to get a pension plan in your workplace or make the one you have better? Do you want to understand the information you get about your pension? Do you wonder how government and workplace pension plans will work for you? This workshop is a place where you can “talk pensions” and learn ways to win and protect this important benefit. If you have a pension in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too.

Note: *This is not a retirement planning workshop.*

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: _____

Telephone #: Work: _____ Home: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**

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Dates: _____

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Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.

The registration fee for all workshops is **\$45.00 per person**. Please make cheque payable to **CUPE Manitoba Education** and send with completed registration form to:

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