



Education Calendar Fall/Winter 2014/2015

Date	Workshop	Location	Registration Deadline
September 26 & 27 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 11
October 3 & 4 (Friday/Saturday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	September 18
October 14 (Tuesday Evening 6:00 pm - 9:00 pm)	Steward Learning Series Module: • Note Taking <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	September 26
October 18 & 19 (Saturday/Sunday)	Introduction to Stewarding (10:00 a.m. start on Saturday to allow out-of-town participants to travel in)	THE PAS Super 8 Motel 1717 Gordon Avenue	October 2
October 22 (Wednesday Evening 6:00 pm - 9:00 pm)	Steward Learning Series Module: • Conflict Resolution Skills for Stewards <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	October 6
October 24 & 25 (Friday/Saturday)	Introduction to CUPE	WINNIPEG Union Centre – Room 103 275 Broadway	October 8
October 29 (Wednesday Evening 6:00 pm - 9:00 pm)	Steward Learning Series Module: • Creating Gender Equality <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	October 14

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

Nicole Campbell
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: ncampbell@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
November 1 & 2 (Saturday/Sunday)	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	October 17
November 5 (Wednesday Evening 6:00 pm - 9:00 pm)	Steward Learning Series Module: • Conflict Resolution Skills for Stewards <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	October 21
November 7 & 8 (Friday/Saturday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	October 23
November 14 & 15 (Friday/Saturday)	Financial Officers (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 29
November 21 & 22 (Friday/Saturday)	Health & Safety - An Introduction	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 5
November 21 & 22 (Friday/Saturday)	Preparing for Bargaining (Collective Bargaining Part 1)	WINNIPEG Union Centre – Room 103 275 Broadway	November 5
December 2 & 3 (Tuesday/Wednesday)	Power with PowerPoint and Building a Local Website Please bring a laptop computer. Max 10 participants.	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 17
December 5 & 6 (Friday/Saturday)	Combating Workplace Bullying	WINNIPEG Union Centre – Room 103 275 Broadway	November 20
December 5 & 6 (Friday/Saturday)	Steward Learning Series Modules: • Handling Grievances • What's Our Duty? • Creating Harassment-free Workplaces • Mobilizing Members in the Workplace <u>Prerequisite:</u> Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 20
December 11 & 12 (Thursday/Friday)	Health & Safety - An Introduction	WINNIPEG Union Centre – Room 103 275 Broadway	November 26
December 13 & 14 (Saturday/Sunday)	Financial Officers	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 28
January 9 & 10 (Friday/Saturday)	Preparing for Bargaining (Collective Bargaining Part 1)	BRANDON CUPE Brandon Area Office 1911 Park Avenue	December 12
January 16 (Friday)	WCB Basics - A Guide to Working with the Workers Compensation Board	WINNIPEG Union Centre – Room 103 275 Broadway	December 17
January 23 & 24 (Friday/Saturday)	Pensions - An Introduction	WINNIPEG Union Centre – Room 103 275 Broadway	January 8
February 26-March 1 (Thursday-Sunday)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort	January 30

WORKSHOP DESCRIPTIONS

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. **Please bring a copy of your collective agreement.**

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.

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.

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.

Following completion of Introduction to Stewarding, continue in the Steward Learning Series program.

Stewarding (cont'd)

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:

➤ **Conflict Resolution Skills for Stewards**

Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

➤ **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.

➤ **Creating Harassment-free Workplaces**

It is the employer's responsibility to ensure a harassment-free workplace, but the union also has a role to play. Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.

➤ **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.

➤ **Mobilizing Members in the Workplace**

Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employer's attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

➤ **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 note taking skills.

➤ **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?

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

Union Basics

Introduction to CUPE

In this workshop, you will:

- deepen your understanding of union values
- learn about CUPE's structure
- find out how unions solve problems
- gain skills that will help you play a stronger role in your CUPE Local

Computer Training

Power with PowerPoint & Building a Local Website

A beginner's guide to building a local website and how to create a PowerPoint presentation that works. This workshop will be facilitated by David Jacks, CUPE Communications Rep. **Please bring a laptop computer.**

Note: *This workshop will be limited to 10 participants.*

Health and Safety

Combating Workplace Bullying

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.

Health and Safety – An Introduction

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
- The general duty clause
- Basics on the right to refuse

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. CUPE Health & Safety workshops qualify for such leave. Please request leave from your employer.*

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 am to 4:30 pm, 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.

Pensions

Pensions – An Introduction

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you?

Note: *If you have a pension plan in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too. This is NOT a retirement planning workshop.*

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 2:00 p.m. or earlier on the second day. Evening SLS workshops are held 6:00 p.m. to 9:00 p.m.***
 - ***Registration fee is \$45.00 per person, except for the 3-hour evening SLS workshops, which are \$20.00 per person. Registration is FREE for workshops held in the Brandon CUPE office, however, a registration form must be completed and submitted to the Regional Office in Winnipeg, as usual. Registration form attached.***
 - ***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.***
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***"Education is the most powerful weapon
which you can use to change the world."***

- Nelson Mandela



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

Workshop Title: _____

Dates: _____ Location: _____

Member's Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____ Cell Ph.#: _____

Home Ph.#: _____ Work Ph.#: _____ E-mail: _____

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 ♦ \$20.00 for 3-hr evening workshops
CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT Note: Fee is waived for workshops held in the Brandon CUPE Office.
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Please 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

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