



# Education Calendar Winter/Spring 2015

Date	Workshop	Location	Registration Deadline
<b>February 12 &amp; 13</b> (Thursday/Friday)	<b>Introduction to Stewarding</b>	<b>BRANDON</b> CUPE Brandon Area Office 1911 Park Avenue	January 21
<b>February 26-March 1</b> (Thursday-Sunday)	<b>Winter School</b> (See Winter School Brochure for workshops and info)	<b>GIMLI</b> Lakeview Resort	<b>February 2</b>
<b>March 6 &amp; 7</b> (Friday/Saturday)	<b>Public Speaking</b>	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	February 12
<b>March 7 &amp; 8</b> (Saturday/Sunday)	<b>Introduction to Stewarding</b> 10:00 a.m. start on Saturday to allow out-of-town participants to travel in.	<b>THE PAS</b> Super 8 Motel 1717 Gordon Avenue	February 13
<b>March 12 &amp; 13</b> (Thursday/Friday)	<b>Introduction to Stewarding</b>	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	February 18
<b>March 18</b> (Wednesday Evening) 6:00 pm - 9:00 pm)	<b>Steward Learning Series Module:</b> • <b>Green Action for Stewards</b> <b>Prerequisite:</b> Introduction to Stewarding workshop	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	February 24

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](mailto:ncampbell@cupe.ca)

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

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

Date	Workshop	Location	Registration Deadline
<b>March 19 &amp; 20</b> (Thursday/Friday)	<b>Financial Officers</b>	<b>BRANDON</b> CUPE Brandon Area Office 1911 Park Avenue	February 25
<b>March 26 &amp; 27</b> (Thursday/Friday)	<b>Parliamentary Procedures</b>	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	March 4
<b>April 16 &amp; 17</b> (Thursday/Friday)	<b>Preparing for Bargaining</b> (Collective Bargaining Part 1)	<b>BRANDON</b> CUPE Brandon Area Office 1911 Park Avenue	March 23
<b>April 16 &amp; 17</b> (Thursday/Friday)	<b>Steward Learning Series Modules:</b> <ul style="list-style-type: none"> <li>• <b>What Stewards Need to Know about Health and Safety</b></li> <li>• <b>Disability Issues for Stewards</b></li> <li>• <b>Mediating Member-to-Member Conflict</b></li> </ul> <b>Prerequisite:</b> Introduction to Stewarding workshop	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	March 23
<b>April 25 &amp; 26</b> (Saturday/Sunday)	<b>Financial Officers</b> 10:00 a.m. start on Saturday to allow out-of-town participants to travel in.	<b>THE PAS</b> Super 8 Motel 1717 Gordon Avenue	April 1
<b>April 25 &amp; 26</b> (Saturday/Sunday)	<b>Bargaining Skills</b> (Collective Bargaining Part 2)	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	April 1
<b>May 1 &amp; 2</b> (Friday/Saturday)	<b>Financial Officers</b>	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	April 9
<b>May 6</b> (Wednesday Evening 6:00 pm - 9:00 pm)	<b>Steward Learning Series Module:</b> <ul style="list-style-type: none"> <li>• <b>Representing Members in front of Management</b></li> </ul> <b>Prerequisite:</b> Introduction to Stewarding workshop	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	April 14
<b>May 9 &amp; 10</b> (Saturday/Sunday)	<b>Preparing for Bargaining</b> (Collective Bargaining Part 1) 10:00 a.m. start on Saturday to allow out-of-town participants to travel in.	<b>THE PAS</b> Super 8 Motel 1717 Gordon Avenue	April 17
<b>May 13</b> (Wednesday Evening 6:00 pm - 9:00 pm)	<b>Steward Learning Series Module:</b> <ul style="list-style-type: none"> <li>• <b>Building Your Case</b></li> </ul> <b>Prerequisite:</b> Introduction to Stewarding workshop	<b>WINNIPEG</b> Union Centre – Room 104 275 Broadway	April 21
<b>May 24-29</b> (Sunday-Friday)	<b>Weeklong Summer School</b> (Workshops and other details to be announced)	<b>RUSSELL</b> Russell Inn	<b>April 27</b>
<b>June 11 &amp; 12</b> (Thursday/Friday)	<b>Steward Learning Series Modules:</b> <ul style="list-style-type: none"> <li>• <b>Green Action for Stewards</b></li> <li>• <b>What Stewards Need to Know about Health and Safety</b></li> <li>• <b>Mediating Member-to-Member Conflict</b></li> <li>• <b>Creating Gender Equality</b></li> </ul> <b>Prerequisite:</b> Introduction to Stewarding workshop	<b>BRANDON</b> CUPE Brandon Area Office 1911 Park Avenue	May 20
<b>June 11 &amp; 12</b> (Thursday/Friday)	<b>Introduction to Health and Safety</b>	<b>WINNIPEG</b> Union Centre – Room 103 275 Broadway	May 20

# 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.**

### ***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.**

## 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.**

## 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.***

### ***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.

## Stewarding (cont'd)

### Steward Learning Series Modules offered this Spring:

- ***Building Your Case***  
Good grievance handling means keeping well organized files. Learn how to research a case thoroughly; how to separate facts from opinions; and tips for taking good notes.
- ***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.
- ***Disability Issues for Stewards***  
Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.
- ***Green Action for Stewards***  
How will greening our workplaces impact workers? What does a green workplace look like? What action can we take to address important environmental issues? This module will explore answers to these questions and more, all from the perspective of a steward.
- ***Mediating Member-to-Member Conflict***  
Helping members resolve day-to-day conflicts builds solidarity in the union. In this module, stewards practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation techniques.
- ***Representing Members in front of Management***  
Stewards and supervisors are equals when they meet about labour relations. 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 Health and Safety***  
Stewards need to work with health and safety committee members and health and safety activists to ensure that the workplace is healthy and safe for our members. Learn about health and safety rights and how stewards can support this important area of union work.

**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.*

## Health and Safety

### ***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
- 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.*

## Convention Prep

### **Public Speaking**

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

### **Parliamentary Procedures**

Have you ever sat through formal proceedings at a meeting or convention and wondered what a “point of order” is? Then this workshop is for you! Come and learn how to participate better in union meetings and conventions.

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### **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. Steward Learning Series workshops consisting of four modules will be 2 full days. Evening SLS workshops are held from 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.***



***“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.**  
Unless otherwise indicated, daytime workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the 1<sup>st</sup> day and by 2:00 p.m. or earlier on the 2<sup>nd</sup> day. Steward Learning Series workshops consisting of four modules will be 2 full days. Evening SLS workshops are held from 6:00 p.m. to 9:00 p.m.

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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](mailto:eiliant@cupe.ca)

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**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: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Local Union # \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Cell Ph.#: \_\_\_\_\_

Home Ph.#: \_\_\_\_\_ Work Ph.#: \_\_\_\_\_ E-mail: \_\_\_\_\_

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