



Education Calendar Fall/Winter 2016/2017

Date	Workshop	Location	Registration Deadline
September 21 – 23 (Wednesday – Friday)	I'm Here for the Member: Defending Your Members – Investigation to Arbitration <u>Prerequisite:</u> Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	September 1
September 22 & 23 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 1
September 28 (Wednesday Evening) (5:30 pm – 8:30 pm)	Steward Learning Series Module: • Mediating Member-to-Member Conflict <u>Prerequisite:</u> Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	September 1
September 29 & 30 (Thursday/Friday)	Introduction to Health and Safety	WINNIPEG Union Centre – Room 103 275 Broadway	September 1

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

This Education Calendar is also available on CUPE Manitoba's website: www.cupe.mb.ca

Locals may also pre-register their members online on the CUPE National website: www.cupe.ca
 Please see the General Information section (pg 7) of this brochure for instructions on accessing the list of courses online.

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

Date	Workshop	Location	Registration Deadline
October 6 (Thursday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: <ul style="list-style-type: none"> • Creating Gender Equality Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	September 16
October 13 & 14 (Thursday/Friday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	September 20
October 28 & 29 (Friday/Saturday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	October 5
November 4 & 5 (Friday/Saturday)	1st Annual Fall North School (See enclosed flyer & registration form)	OPASKWAYAK Kikiwak Inn (Hwy. 10 - North of The Pas)	October 13
November 17 & 18 (Thursday/Friday)	Introduction to CUPE	WINNIPEG Union Centre – Room 103 275 Broadway	October 25
November 17 & 18 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Understanding Mental Health • Creating Psychologically Healthy and Safe Workplaces Prerequisite: Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	October 25
November 23 (Wednesday Evening) (6:00 pm – 9:00 pm)	NEW! Health and Safety Learning Series Module: <ul style="list-style-type: none"> • Identifying and Documenting Hazards Prerequisite: Introduction to Health and Safety workshop	WINNIPEG Union Centre – Room 103 275 Broadway	October 31
November 24 (Thursday Evening) (5:30 pm – 8:30 pm)	Steward Learning Series Module: <ul style="list-style-type: none"> • Handling Grievances Prerequisite: Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 1
November 26 & 27 (Saturday/Sunday)	Conflict Resolution	WINNIPEG Union Centre – Room 103 275 Broadway	November 3
December 2 & 3 (Friday/Saturday)	Combating Workplace Bullying	WINNIPEG Union Centre – Room 103 275 Broadway	November 9
December 8 & 9 (Thursday/Friday)	Introduction to Pensions	WINNIPEG Union Centre – Room 104 275 Broadway	November 16
December 8 & 9 (Thursday/Friday)	Conflict Resolution	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 16

Date	Workshop	Location	Registration Deadline
December 13 (Tuesday Evening) (6:00 pm – 9:00 pm)	Steward Learning Series Module: • Building Your Case <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	November 21
January 10 (Tuesday Evening) (6:00 pm – 9:00 pm)	NEW! Steward Learning Series Module: • What a Steward Needs to Know About Bargaining <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	December 16
January 12 & 13 (Thursday/Friday)	Introduction to Health and Safety	BRANDON CUPE Brandon Area Office 1911 Park Avenue	December 20
January 19 & 20 (Thursday/Friday)	Steward Learning Series Modules: • Understanding Mental Health • Creating Psychologically Healthy and Safe Workplaces <u>Prerequisite:</u> Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	December 20
January 27 & 28 (Friday/Saturday)	Public Speaking	WINNIPEG Union Centre – Room 103 275 Broadway	January 5
February 23-26 (Thursday-Sunday)	Winter School (Workshops and other details to be announced)	GIMLI Lakeview Resort	January 27



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

– Nelson Mandela



WORKSHOP DESCRIPTIONS

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

Union Officer Training

Financial Officers

This workshop is for secretary-Treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

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! 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.

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 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:

- ***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 if gender inequality is happening in your workplace? Learn about gender inequality and ideas for how stewards can challenge sexism in the workplace.
- ***Creating Psychologically Healthy and Safe Workplaces***
What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces, and the role of the steward in eliminating psychological hazards.

Stewarding (cont'd)

Steward Learning Series (cont'd)

- **Handling Grievances**
In this module, stewards teach each other “best practices” and share strategies for handling difficult grievances.
- **Mediating Member-to-Member Conflict**
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.
- **Understanding Mental Health**
Explore the steward’s role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.
- **What a Steward Needs to Know About Bargaining **NEW!****
Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role that stewards play during bargaining.

PREREQUISITE: *Completion of the 9-hour Introduction to Stewarding Workshop is a prerequisite for the Steward Learning Series.*

Please bring a copy of your collective agreement, Steward Learning Passport and Steward Handbook.

Labour Law

I’m Here for the Member: Defending Your Members – Investigation to Arbitration

From the importance of good notes to learning what a local must do to prepare for arbitration, plus strategies for dealing with common employer issues.

Please bring a copy of your Local bylaws and collective agreement.

PREREQUISITE: *In order to register, participants must have completed the 9-hour Introduction to Stewarding workshop.*

Pensions

Introduction to Pensions

Pensions are our deferred wages. That’s what makes them a union issue – whether you’re trying to get a workplace pension for your members or are trying to protect the one you have. In this workshop, you’ll learn about:

- Government pensions – the Canada Pension Plan, the Old Age Security Program, and the Guaranteed Income Supplement
- the different kinds of workplace plans and why some are better than others
- the attacks on workers’ pensions and how we can fight back as union members

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.*

Public Speaking

Public Speaking

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity, in a supportive environment, to practice speaking on various issues and resolutions. Learn ways to deal with nervousness, and how to prepare and present.

Workplace Conflict

Conflict Resolution

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

- deepen your understanding of conflict
- strengthen your communication skills
- provide opportunities to practice responding to conflict

Combating Workplace Bullying

Bullying hurts everyone. As union members, we have a role to play in combatting workplace bullying. Come and talk about:

- what bullying is
- how bullying hurts everyone
- how not to be a bystander
- how the union can make a difference

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
- basics on the right to refuse

Following completion of Introduction to Health and Safety, continue in the Health and Safety Learning Series program.

Health and Safety Learning Series NEW!

Participants who have taken the 9-hour “Introduction to Health and Safety” workshop can choose from a list of topics to build on their skills. The following Health and Safety Learning Series module will be offered this fall:

➤ **Identifying and Documenting Hazards**

In this module, you will learn techniques for identifying hazards, such as body maps, surveys, and inspections. You will also develop a methodology for dealing with the hazards you find.

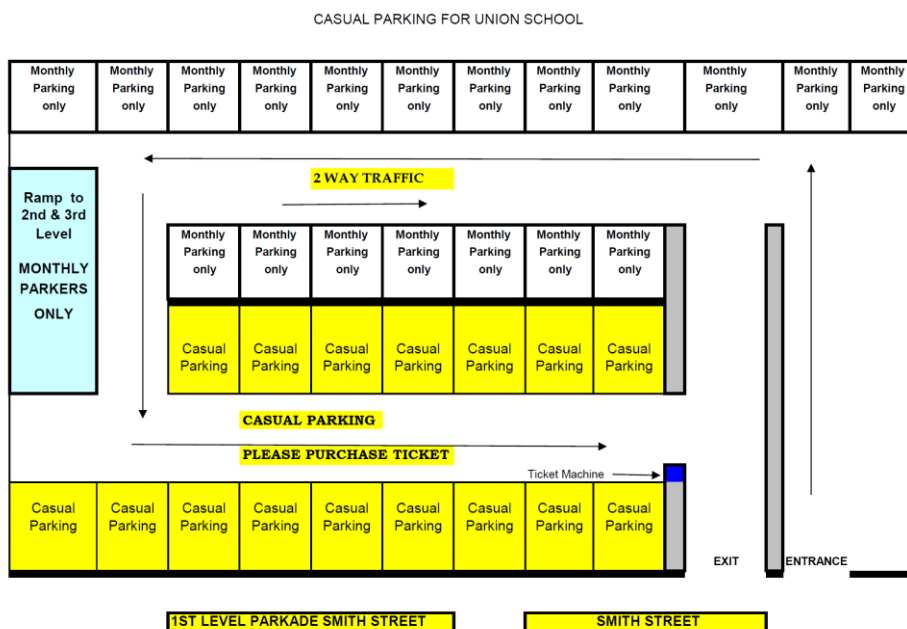
PREREQUISITE: Completion of the 9-hour Introduction to Health and Safety Workshop is a prerequisite for the Health and Safety Learning Series.

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 1:00 p.m. or earlier on the last day. Evening Steward Learning Series workshops are held from 6:00 p.m. to 9:00 p.m.**
- **Registration fee is \$45.00 per person for 1 and 2-day workshops, \$65.00 per person for 3-day workshops and \$20.00 per person for the 3-hour evening SLS workshops. 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.**
- **Locals may also pre-register their members online on the CUPE National website: www.cupe.ca. Simply click on the Union Education tab at the top of the web page, then under the FIND A WORKSHOP heading on the left, click on the Choose Your Province drop-down menu 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 in 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.



Parking is also available on the Impark Public Parking Lot off Donald Street (adjacent to Dhoom Restaurant).

Please note that participants are responsible for paying for their parking at all locations, including at the Union Centre Parkade.

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 ♦ \$65.00 for 3-day workshops ♦ \$20.00 for 3-hour evening SLS 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 first day and by 1:00 p.m. or earlier on the last day. Evening Steward Learning Series workshops are held from 6:00 p.m. to 9:00 p.m. in Winnipeg and from 5:30 p.m. to 8:30 p.m. in Brandon.

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 ♦ \$65.00 for 3-day workshops ♦ \$20.00 for 3-hour evening SLS 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 first day and by 1:00 p.m. or earlier on the last day. Evening Steward Learning Series workshops are held from 6:00 p.m. to 9:00 p.m. in Winnipeg and from 5:30 p.m. to 8:30 p.m. in Brandon.

Please make cheques payable to **CUPE** 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