



Education Calendar Fall/Winter 2017/2018

| Date | Workshop | Location | Registration Deadline |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------|
| September 20 & 21 (Wednesday/Thursday) | Fall North School (for Northern Area Locals) See enclosed flyer and registration form | OPASKWAYAK Kikiwak Inn (Hwy. 10 - North of The Pas) | August 28 |
| September 28 & 29 (Thursday/Friday) | Introduction to Stewarding | WINNIPEG Union Centre – Room 103 275 Broadway | September 6 |
| October 12 & 13 (Thursday/Friday) | CANCELLED Introduction to Health and Safety | WINNIPEG Union Centre – Room 103 275 Broadway | September 19 |
| October 12 & 13 (Thursday/Friday) | CANCELLED Introduction to Stewarding | BRANDON CUPE Brandon Area Office 1911 Park Avenue | September 19 |
| October 19 & 20 (Thursday/Friday) | Retirement Planning | WINNIPEG Union Centre – Room 103 275 Broadway | September 21 |
| October 26 & 27 (Thursday/Friday) (2 full days) | REVISED Financial Essentials and Financial Officers | WINNIPEG Union Centre – Room 103 275 Broadway | October 3 |

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

Annalyn Jimeno
 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: ajimeno@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 6) 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 26 & 27 (Thursday/Friday) | Introduction to Health and Safety | BRANDON CUPE Brandon Area Office 1911 Park Avenue | October 3 |
| November 2-3 (Thursday/Friday) | REVISÉD Financial Essentials and Financial Officers | BRANDON CUPE Brandon Area Office 1911 Park Avenue | October 11 |
| November 3 & 4 (Friday/Saturday) | Steward Learning Series Modules: <ul style="list-style-type: none"> • Understanding Mental Health • Creating Psychologically Healthy and Safe Workplaces Prerequisite: Introduction to Stewarding workshop | WINNIPEG Union Centre – Room 103 275 Broadway | October 12 |
| November 9 & 10 (Thursday/Friday) | Conflict Resolution | WINNIPEG Union Centre – Room 103 275 Broadway | October 18 |
| November 15 (Wednesday Evening) (6:00 pm – 9:00 pm) | Domestic Violence and its Impact in the Workplace | WINNIPEG Union Centre – Room 103 275 Broadway | October 23 |
| November 16 & 17 (Thursday/Friday) | Health and Safety Learning Series Modules: <ul style="list-style-type: none"> • Identifying and Documenting Hazards • Making Committees Work Prerequisite: Introduction to Health and Safety workshop | WINNIPEG Union Centre – Room 103 275 Broadway | October 24 |
| November 24-25 (Friday/Saturday) | Recording Secretaries | WINNIPEG Union Centre – Room 103 275 Broadway | November 2 |
| November 30 – December 1 (Thursday/Friday) | Steward Learning Series Modules: <ul style="list-style-type: none"> • Connecting with Indigenous Workers • Creating Gender Equality • Being an Ally for Equality Prerequisite: Introduction to Stewarding workshop | WINNIPEG Union Centre – Room 103 275 Broadway | November 7 |
| November 30 – December 1 (Thursday/Friday) | Taking on Privatization/P3s | BRANDON CUPE Brandon Area Office 1911 Park Avenue | November 7 |
| December 7 & 8 (Thursday/Friday) | Steward Learning Series Modules: <ul style="list-style-type: none"> • Handling Grievances • Representing Members in Front of Management • Building Your Case Prerequisite: Introduction to Stewarding workshop | WINNIPEG Union Centre – Room 103 275 Broadway | November 15 |
| December 7 & 8 (Thursday/Friday) | Health and Safety Learning Series Modules: <ul style="list-style-type: none"> • Identifying and Documenting Hazards • Making Committees Work Prerequisite: Introduction to Health and Safety workshop | BRANDON CUPE Brandon Area Office 1911 Park Avenue | November 15 |
| January 11 & 12 (Thursday/Friday) | Health and Safety Learning Series Modules: <ul style="list-style-type: none"> • Women and Work Hazards • Preventing Mental Injury at Work Prerequisite: Introduction to Health and Safety workshop | WINNIPEG Union Centre – Room 103 275 Broadway | December 12 |

| Date | Workshop | Location | Registration Deadline |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------|
| January 11 & 12 (Thursday/Friday) | Health and Safety Learning Series Modules: <ul style="list-style-type: none"> • Women and Work Hazards • Preventing Mental Injury at Work Prerequisite: Introduction to Health and Safety workshop | BRANDON CUPE Brandon Area Office 1911 Park Avenue | December 12 |
| January 18 & 19 (Thursday/Friday) | Taking on Privatization/P3s | WINNIPEG Union Centre – Room 103 275 Broadway | December 18 |
| REVISED: January 25 & 26 (Thursday/Friday) | Introduction to Stewarding | BRANDON CUPE Brandon Area Office 1911 Park Avenue | January 3 |
| January 25 & 26 (Thursday/Friday) | Introduction to Stewarding | WINNIPEG Union Centre – Room 103 275 Broadway | January 3 |
| REVISED: February 15-18 (Thursday-Sunday) | Winter School See enclosed flyer and registration form | BRANDON Victoria Inn 3550 Victoria Avenue | January 29 |



WORKSHOP DESCRIPTIONS



Union Officer Training

Secretary-Treasurers

This 2 full-day workshop is for secretary-treasurers. They will learn about bookkeeping, how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees.

Please bring a copy of your Local bylaws and recent Treasurer's Report to the Membership, as well as a pocket calculator.

Recording Secretaries

Recording Secretaries play a vital role in keeping local unions strong. Learn how to take clear and accurate meeting minutes, organize files, process and write correspondence, and communicate effectively with members.

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! 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.

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 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.

- **Being an Ally for Equality**
Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?
- **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.
- **Connecting with Indigenous Workers**
Explore how your local can demonstrate solidarity with Indigenous members, and your role as a steward in promoting justice for Indigenous members in the workplace.
- **Creating Gender Equality**
Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.
- **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.
- **Handling Grievances**
In this module, stewards teach each other “best practices” and share strategies for handling difficult grievances.
- **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.
- **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.

PREREQUISITE: Completion of the 9-hour Introduction to Stewarding Workshop is a prerequisite for the SLS.

Please bring your Steward Learning Passport and Steward Handbook.

NOTE: Stewards may take a module more than once.

Privatization

Taking on Privatization/P3s

This workshop examines the biggest threat to CUPE jobs and public services. Find out how to:

- spot the early warning sign of privatization
- respond to privatization and contracting-out threats
- build a campaign to fight privatization in your local

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; and the basics on the right to refuse.

Health and Safety Learning Series

The Health and Safety Learning Series will give participants a wide range of knowledge and skills related to workplace health and safety. After the Introduction to Health and Safety workshop, participants can choose from a list of topics to build their skills. Following are the Health and Safety Learning Series modules that will be offered this fall/winter:

- ***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.
- ***Making Committees Work***
This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework and within our union.
- ***Preventing Mental Injury at Work***
New forms of work, job insecurity, work intensification, high demands, violence, and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.
- ***Women and Work Hazards***
This module looks at the impact of the physical and social work environment on women's health, and ways to influence research, policy and practice, to reduce the health disparities related to gender.

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

Domestic Violence and its Impact in the Workplace

This is a course that deals with the effects of domestic violence, including how to identify patterns of those affected by domestic violence, the impact it has on these workers in the workplace, and how you can help your co-workers. There will also be suggestions for bargaining language to deal with domestic violence.

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

Retirement Planning

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.

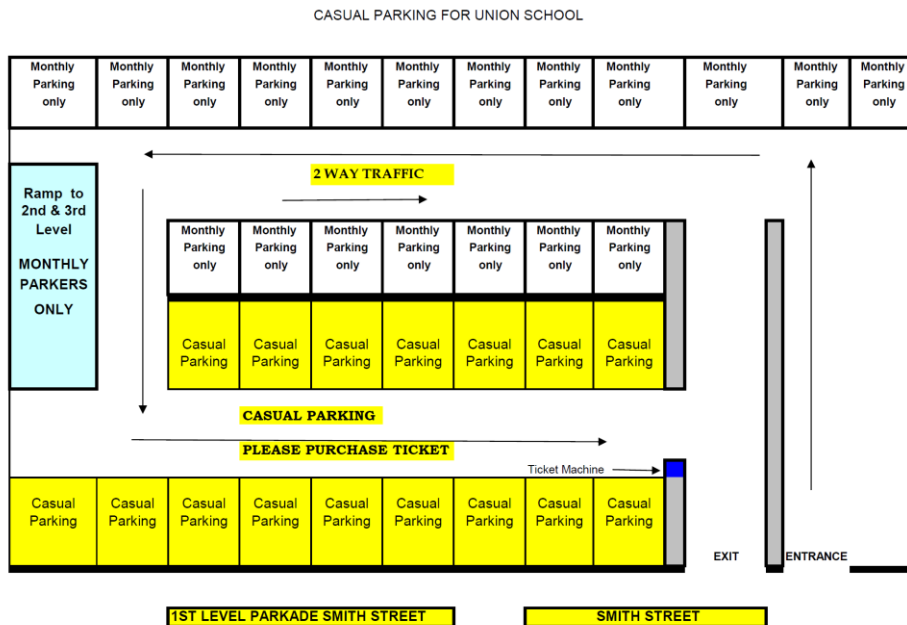
Please bring your Canada Pension Plan Statement; your Workplace Pension Plan Annual Statement and the plan booklet for your Workplace Pension Plan.

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. on the last day. Evening workshops in Winnipeg 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 workshops. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices, 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 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.**

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 (mandatory): _____

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 workshops
CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT **Note: Fee is waived for workshops held in the Brandon & Dauphin CUPE Offices.**
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. on the last day.
Evening workshops in Winnipeg are held from 6:00 p.m. to 9:00 p.m.

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Please make cheques payable to **CUPE** and send with completed registration form(s) to:

Annalyn Jimeno
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703 – 275 Broadway
Winnipeg, MB R3C 4M6

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