

# Education Calendar

## Spring 2019

### February 2019

**14 & 17** Winter School (see Winter School Brochure)  
**Brandon** Victoria Inn – 4225 Victoria Avenue

**Feb 28 – Mar 1** Introduction to CUPE  
**Winnipeg** Union Centre – Room 103, 275 Broadway

### March 2019

**7 & 8** Health and Safety Learning Series

- Ergonomics
- Law and Orders
- Understanding Mental Injuries at Work

**Brandon** CUPE Area Office – 1911 Park Avenue

**13** Hot Topics – Attendance Management (9:00 am – 12:00 pm)  
**Brandon** CUPE Area Office – 1911 Park Avenue

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

**Wally Skomoroh**

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: [wskomoroh@cupe.ca](mailto:wskomoroh@cupe.ca)

Registration must be completed online on the CUPE National website: [www.cupe.ca](http://www.cupe.ca)

Please see the General Information section of this brochure for instructions on accessing the list of workshops online.

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

**CUPE** **education**  
*where the action is!*

## March 2019

<b>14 &amp; 15</b>	Steward Learning Series <ul style="list-style-type: none"><li>• Conflict Skills for Stewards</li><li>• Disability and Ableism in the Workplace</li><li>• Psychologically Safe Workplaces</li></ul>
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway
<b>14 &amp; 15</b>	Introduction to Pensions
<b>Brandon</b>	CUPE Area Office – 1911 Park Avenue
<b>21</b>	Hot Topics – Attendance Management (9:00 am – 12:00 pm)
<b>Winnipeg</b>	Union Centre -Room 103, 275 Broadway
<b>28</b>	Union Supervisors in the Workplace
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway

## April 2019

<b>11 &amp; 12</b>	Introduction to Stewarding
<b>Brandon</b>	CUPE Area Office – 1911 Park Avenue
<b>25</b>	Union Supervisors in the Workplace
<b>The Pas</b>	Kikiwak Inn – Hwy 10 North Opaskwayak

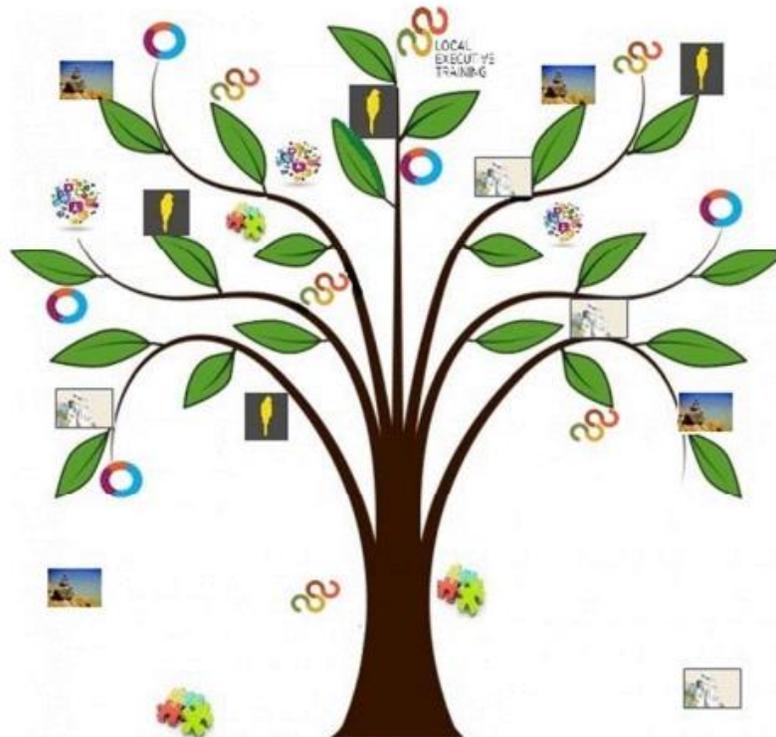
## May 2019

<b>1</b>	Understanding Mental Health (1:00 – 4:00 pm)
<b>Winnipeg</b>	Union Centre -Room 103, 275 Broadway
<b>2 &amp; 3</b>	Introduction to Pensions
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway
<b>2 &amp; 3</b>	Steward Learning Series <ul style="list-style-type: none"><li>• Conflict Skills for Stewards</li><li>• Disability and Ableism in the Workplace</li><li>• Psychologically Safe Workplace</li></ul>
<b>Brandon</b>	CUPE Area Office – 1911 Park Avenue
<b>9 &amp; 10</b>	Financial Essentials and Financial Officers
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway



## June 2019

<b>6 &amp; 7</b>	<b>Health and Safety Learning Series</b> <ul style="list-style-type: none"><li>• Ergonomics</li><li>• Law and Orders</li><li>• Understanding Mental Injuries at Work</li></ul>
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway
<b>6 &amp; 7</b>	<b>Steward Learning Series</b> <ul style="list-style-type: none"><li>• Popular Economics for Stewards</li><li>• Representing Members in Front of Management</li><li>• Taking on Privatization</li></ul>
<b>Brandon</b>	CUPE Area Office – 1911 Park Avenue
<b>13 &amp; 14</b>	<b>Steward Learning Series</b> <ul style="list-style-type: none"><li>• Popular Economics for Stewards</li><li>• Representing Members in Front of Management</li><li>• Taking on Privatization</li></ul>
<b>Winnipeg</b>	Union Centre – Room 103, 275 Broadway



**CUPE** education

## WORKSHOP DESCRIPTIONS

### ***Financial Essentials***

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties within the finances of the union, budgeting, and how to be transparent and accountable to members.

### ***Financial Officers***

Once secretary-treasurers and trustees complete the Financial Essentials 1-day workshop, they will spend a second day learning about bookkeeping and auditing.

Treasurers will learn how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees.

Trustees will learn how to properly perform an audit of the local union's books, accounts, properties, and assets. At the end of this workshop, trustees will be able to make recommendations to the local union to improve the local union's financial health.

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

### ***Introduction to CUPE***

Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, and the bylaws and constitutions that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union.

### ***Introduction to Pensions***

Pensions are deferred wages. That's what makes them a union issue – whether you're trying to get a workplace pension for your members or 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.

### ***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.**

## WORKSHOP DESCRIPTIONS

### ***Union Supervisors in the Workplace***

This workshop will help you build union solidarity in locals where some members of the union supervise other members. It provides tips on how unionized supervisors can carry out their duties and discusses how locals can ensure activities

### **HEALTH AND SAFETY LEARNING SERIES**

#### ***Ergonomics***

This module looks at the musculoskeletal injuries in the workplace, such as strains or carpal tunnel syndrome, the risk factors, and the employers' obligations to prevent these types of injuries.

#### ***Law and Orders***

This module covers the basic origins of health and safety law, how to find, read and interpret relevant section of law and highlights some of the more important aspects of the specific health and safety law that applies to you.

#### ***Understanding Mental Health Injuries 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.

**Please ensure to bring your Health and Safety Learning Series Passport for all workshops in this section.**

### **STEWARD LEARNING SERIES**

#### ***Conflict Skills for Stewards***

Workplace conflict is stressful and weakens the union. Learn about the sources of workplace conflict and how to choose a response that fits the situation. Practice conflict communication skills that will help you resolve conflict at work and in the union.

#### ***Disability and Ableism in the Workplace***

Explore what ableism is, how to recognize it, and ways to address it. Learn about how to make your workplace and union accessible to workers with visible and invisible disabilities.

#### ***Hot Topics – Attendance Management***

This module is an opportunity for stewards to learn more about current issues.

#### ***Popular Economics for Stewards***

We keep hearing that the rich are getting richer and the poor are getting poorer. How do these trends impact our lives as workers and union members? What is needed from us as stewards in these times of growing economic inequality?

## WORKSHOP DESCRIPTIONS

### STEWARD LEARNING SERIES – con't.

#### ***Psychologically Safe Workplaces***

What is psychologically healthy and safe workplace? Learn to identify the psychological hazards in a workplace, and the role of the steward in eliminating psychological hazards.

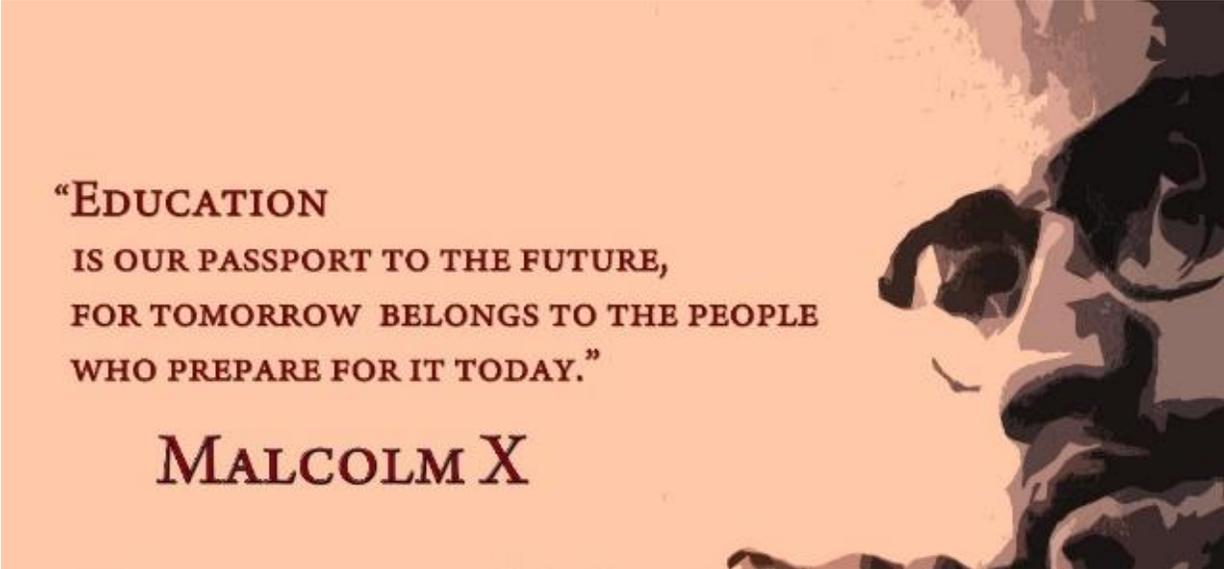
#### ***Representing Members in Front of Management***

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

#### ***Taking on Privatization***

Learn about different types of privatization in CUPE workplaces, how it impacts our members, services, and the public, and what stewards can do about it.

***Please ensure to bring your Steward Learning Series Passport for all workshops in this section***



“EDUCATION  
IS OUR PASSPORT TO THE FUTURE,  
FOR TOMORROW BELONGS TO THE PEOPLE  
WHO PREPARE FOR IT TODAY.”

MALCOLM X

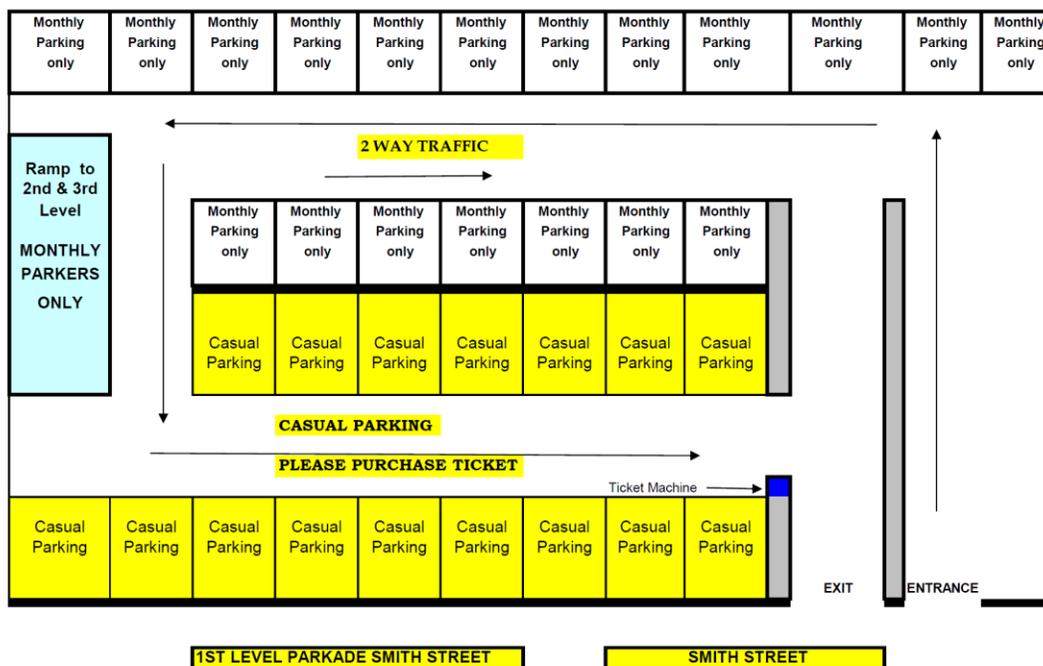
## GENERAL INFORMATION

- **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 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 SLS workshops. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices.**
- **Registration may be completed online on the CUPE National website: [www.cupe.ca](http://www.cupe.ca). Simply click on the **Union Education** tab at the top of the web page 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.

CASUAL PARKING FOR UNION SCHOOL



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.**