



# Winter / Spring 2023 Education Calendar

## Advanced Steward Learning Series

- **Grievance Handling**
- **What Stewards Need to Know About Arbitration**
  - Feb 24, 2023 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 4:00 pm
- **Grievance Handling**
- **Challenging Racism in the Workplace**
  - Mar 4, 2023 | RBC Convention Centre – 375 York Avenue, Millennium Suite | 9:00 am – 4:00 pm
- **Notetaking**
- **Representing Members in Front of Management**
  - Mar 20, 2023 | Online via Zoom | 9:00 am to 4:00 pm
- **Grievance Handling**
- **Duty of Fair Representation**
  - Apr 27, 2023 | Online via Zoom | 9:00 am – 4:00 pm

## Ally Skills for Stewards

- Mar 23, 2023 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 12:00 noon

## Conflict Skills

- **Mediating Member-to-Member Conflict**
- **Conflict-Ready Executive**
  - Mar 17, 2023 | Union Centre – 275 Broadway, Room 103 | 9:00 am – 4:00 pm

## Introduction to Health and Safety

- Apr 20 – 21, 2023 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 4:00 pm

## Introduction to Stewarding

- Feb 23, 2023 | Union Centre -275 Broadway, Room 107 | 9:00 am – 4:00 pm
- Mar 3, 2023 | RBC Convention Centre - 375 York Avenue, Millennium Suite | 9:00 am – 4:00 pm

## Local Executive Training

- **Financial Essentials**
- **Secretary-Treasurer Orientation**
  - Feb 16 & 17, 2023 | Fort Garry Hotel - 222 Broadway, Salon A | 9:00 am – 4:00 pm
- **Parliamentary Procedure**
- **Notetaking**
  - Apr 21 – 22, 2023 | Union Centre – 275 Broadway, Room 103 | 9:00 am – 4:00 pm
- **Planning for Member Engagement**
  - Feb 24, 2023 | Online via Zoom | 9:00 am – 12:00 noon

## Popular Economics

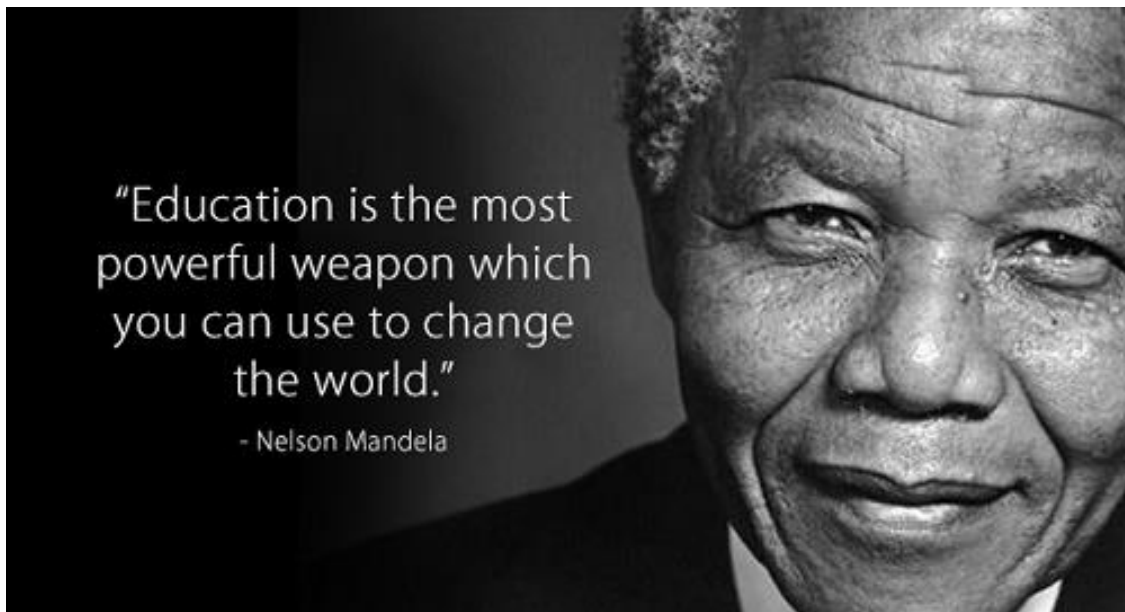
- Apr 13, 2023 | Union Centre – 275 Broadway, Room 103 | 5:00 pm – 8:00 pm

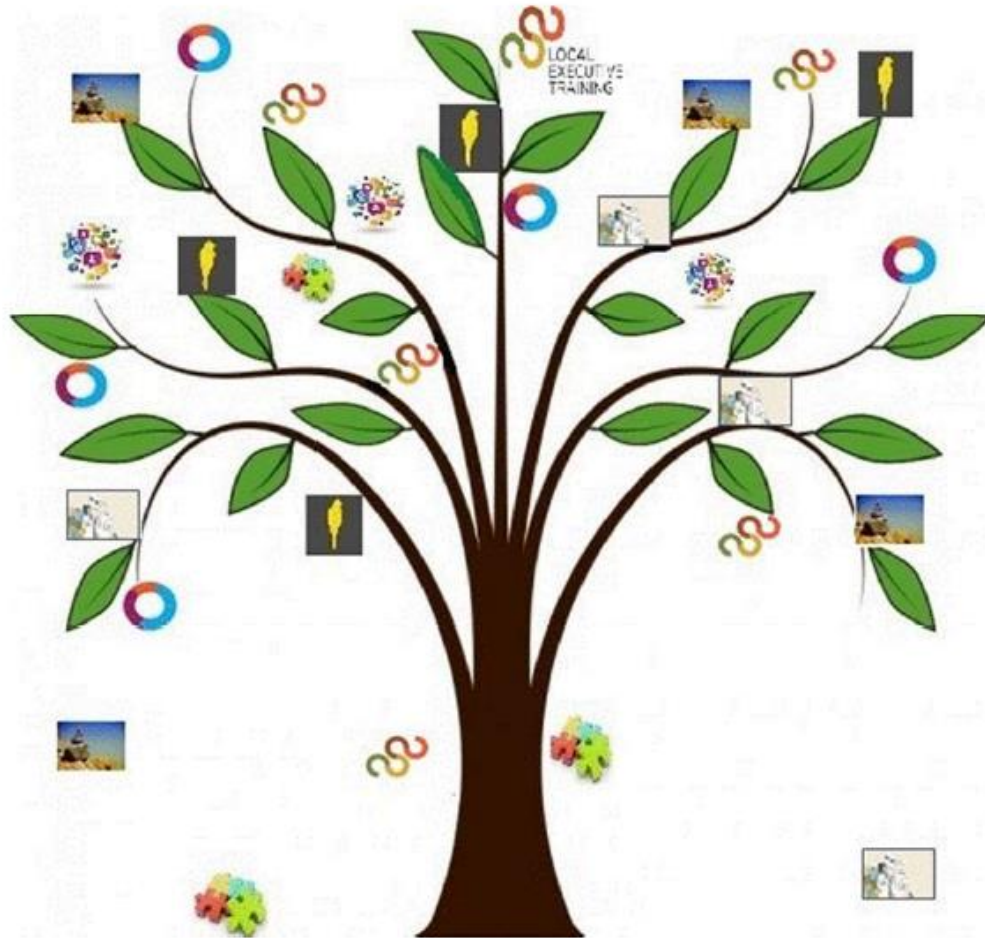
## Trustee Orientation

- Feb 28, 2023 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 12:00 noon
- Mar 16, 2023 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 12:00 noon

## Using Our Power at Election Time

- Apr 21, 2023 | Online via Zoom | 9:00 am – 12:00 noon





**CUPE** education

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

Liz Carlyle  
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: [ecarlyle@cupe.ca](mailto:ecarlyle@cupe.ca)

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

Registration must be completed online on the CUPE National website: <https://cupe.ca/unioneducation>

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

**FREE** workshops for CUPE Manitoba Members only. Participants must have access to a computer, internet, and Zoom capability. Please ensure that members provide an e-mail address as the Zoom meeting ID will be provided to members via e-mail.



# WORKSHOP DESCRIPTIONS



## ***Advance Steward Learning Series***

Prerequisite: Introduction to Stewarding – can be taken a day prior to any Advanced Steward Learning Series workshop. Please bring your Steward Learning Passport, Steward Handbook, and Collective Agreement. Stewards may take a module more than once

### **Ally Skills for Stewards**

Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

### **Challenging Racism in the Workplace**

This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

### **Duty of Fair Representation**

Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

### **Grievance Handling**

Share tips and successful practices with other stewards and learn strategies for handling difficult grievances.

### **Mediating Member-to-Member Conflict**

Practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation.

### **Notetaking**

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these and practice notetaking.

### **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?

### **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.

### **What Stewards Need to Know About Arbitration**

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

## ***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.

## ***Introduction to Stewarding***

**Please bring a copy of your Collective Agreement**

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:

- ❖ investigating workplace problems;
- ❖ filing a grievance;
- ❖ meeting with management;
- ❖ dealing with workplace complaints.

## ***Local Executive Training***

### **Conflict-Ready Executives**

In this workshop, participants will explore:

- ❖ The value of conflict for effective groups
- ❖ How our beliefs about conflict shape how we respond
- ❖ The kinds of conflict executives struggle with
- ❖ Productive ways to resolve conflict on an executive



### **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 regarding the finances of the union, budgeting and how to be transparent and accountable to members

### **Parliamentary Procedure**

**Please bring a copy of your local bylaws**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a chance to put up the learning into practice.

### **Planning for Member Engagement**

Learn principles and processes to plan member engagement in your local.

### **Secretary-Treasurer Orientation**

This workshop will help newly elected treasurers learn about the basics of the local union's finances. You will learn about your duties regarding the finances of the union, keeping the books, and how to be transparent and accountable to members.

### **Trustee Orientation**

This workshop will help new trustees understand their role and responsibilities. You will leave the workshop with a better understanding of union finances, financial controls, financial terms, and the basics of the trustees' audit.

## ***Using our Power at Election Time***

There is an important election coming up! The outcome of every election will have an impact on workers, public services, and equality rights. Learn more about how elections work, explore current issues and how to get involved...a little or a lot! We can make a difference!

## GENERAL INFORMATION

- **Registration is FREE for all workshops.**
- **Registration must be completed online on the CUPE National website:** <https://cupe.ca/unioneducation>. 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.
- **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 registering for any workshops, it is understood that you agree to comply with the protocols we establish to prevent the spread of COVID.** CUPE reserves the right to deny admittance to or remove, any attendee who does not follow CUPE pandemic protocols that may be in place.
- **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

