



# Manitoba Education Calendar

## Advanced Steward Learning Series

**October 12-13, 2023 | 9:00 am – 4:00 pm | Brandon Area Office – 1911 Park Avenue**

- Introduction to Stewarding
- Notetaking
- Representing Members in Front of Management

**November 2, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107**

- Creating Accommodation-friendly Workplaces
- Disability and ableism in the Workplace

**November 3, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107**

- Challenging Racism in the Workplace
- Creating Harassment-Free Workplaces

**November 10, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107**

- Duty of Fair Representation
- Grievance Handling

**November 17, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107**

- Notetaking
- Representing Members in Front of Management

**November 28, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107**

- Handling Discipline and Discharge
- Grievance Handling

**December 1, 2023 | 9:00 am – 4:00 pm | Online via Zoom**

- Notetaking
- Representing Members in Front of Management

## BARG - Mobilizing for Bargaining

October 16, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107

## Introduction to Stewarding

October 17, 2023 | 9:00 am – 4:00 pm | Online via Zoom (Part 1 & 2)

November 16, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107

## Health and Safety Learning Series

November 24, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107

- Mobilizing Around Health and Safety
- Workload and Overwork

## LET – Essentials for Inclusive Unions

December 1, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107

## LET - Financial Essentials and Financial Officers

October 12-13, 2023 | 9:00 am – 4:00 pm | Union Centre – 275 Broadway, Room 107

November 9-10, 2023 | 9:00 am – 4:00 pm | Brandon Area Office – 1911 Park Avenue

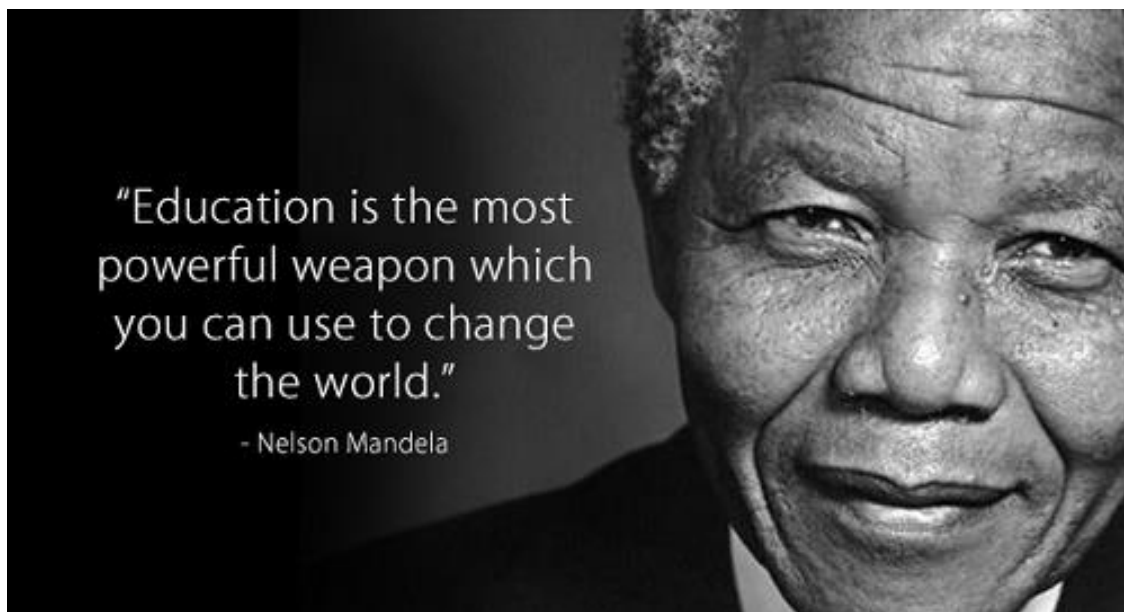
## LET – Trustee Orientation

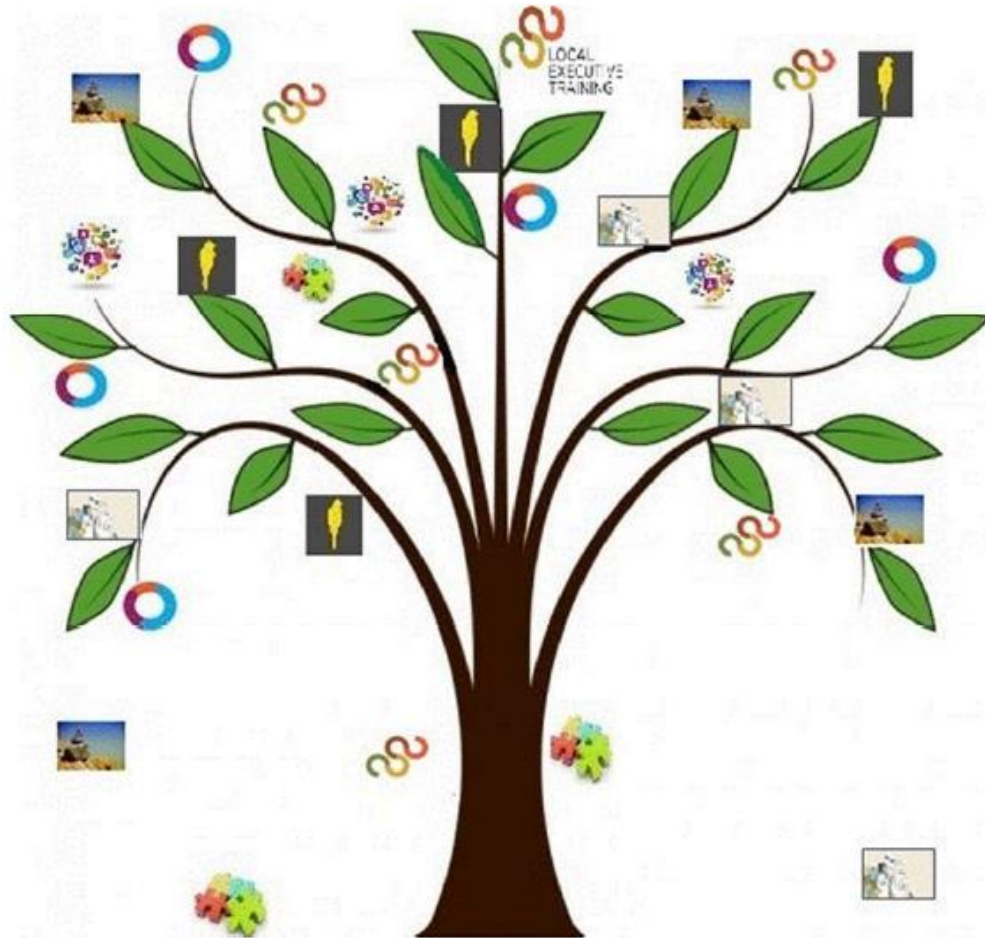
December 2, 2023 | 12:00 noon – 3:00 pm | Online via Zoom

## Local Executive Training

November 24, 2023 | 9:00 am – 4:00 pm | Online via Zoom

- Conflict-ready Executives
- Planning for Member Engagement





**CUPE** education

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

Scott Clark  
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: sclark@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 Members only.** For online workshops, 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

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

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

### **Creating Accommodation-friendly Workplaces**

Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.

### **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.

### **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.

### **Handling Discipline and Discharge**

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

### **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.

### **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.

## **BARG – Mobilizing for Bargaining**

In this workshop, members of local Mobilization Committees look at effective ways to engage members before bargaining begins, and throughout the bargaining process.

## **Health and Safety Learning Series**

Please bring a your binder and Health and Safety Committee Resource Kit

### **Mobilizing Around Health and Safety**

In this workshop, you will learn what mobilizing for health and safety looks like, how to engage members around health and safety in your workplace and how to create a mobilizing plan.

## **Workload and Overwork**

As employers pull back resources, they expect workers to do more with less. This module will examine workload, the cause, and effects of overwork, and strategies to overcome the ever-increasing workload that is damaging not just our health at work, but the relationship we have outside of work.

### **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



#### **Essentials for Inclusive Unions**

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as a place where they want to make a difference?

#### **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.

#### **Financial Officers**

**Please bring a laptop, if possible**

Following the completion of LET – Financial Essentials, this 6-hour workshop allows Secretary-treasurers and Trustees to delve deeper into local finances.

Secretary-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.

## **Planning for Member Engagement**

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

## **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.

## 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

