



Winter / Spring 2024 Education Calendar

Bargaining Learning Series

- Mobilizing for Bargaining
- Role-Play

Mar 25, 2024 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 4:00 pm *

BARG - CUPE Local 69 and 737 only

Participants to select one of the following

- Mobilizing for Bargaining (adapted to 3 hours) or
- Picket Captain Training

Mar 21, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 1:00 pm – 4:00 pm

BARG – Preparing for a Successful Strike – CUPE Local 69 and 737 only

Mar 20, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 4:00 pm and

Mar 21, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 12:00 noon

Introduction to Stewarding

Mar 14, 2024 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 4:00 pm *

Mar 18, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 4:00 pm

LET – Bylaws Essentials

Mar 19, 2024 | Union Centre – 275 Broadway, Room 103 | 1:00 pm – 4:00 pm *

LET – Financial Essentials

Apr 4, 2024 | CUPE Manitoba Regional Office, 703-275 Broadway | 9:00 am – 4:00 pm *

Apr 11, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 4:00 pm

LET – Financial Officers

Apr 5, 2024 | CUPE Manitoba Regional Office, 703-275 Broadway | 9:00 am – 4:00 pm *

Apr 12, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 4:00 pm

LET – Recording Secretaries

Mar 18, 2024 | Union Centre – 275 Broadway, Room 103 | 9:00 am – 4:00 pm * and

Mar 19, 2024 | Union Centre – 275 Broadway, Room 103 | 9:00 am – 12:00 noon *

SLS - Duty of Fair Representation

Mar 15, 2024 | Union Centre – 275 Broadway, Room 107 | 1:00 pm – 4:00 pm *

Mar 19, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 1:00 pm – 4:00 pm

SLS - Grievance Handling

Mar 15, 2024 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 12:00 noon *

Mar 19, 2024 | CUPE Brandon Area Office, 1911 Park Avenue | 9:00 am – 12:00 noon

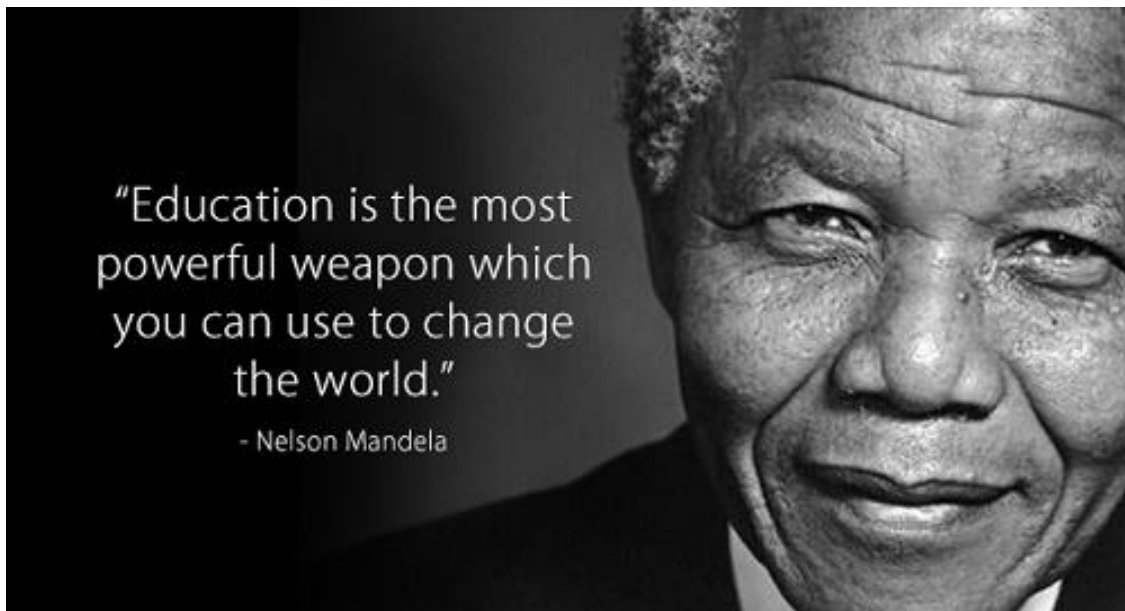
SLS – Handling Discipline and Discharge

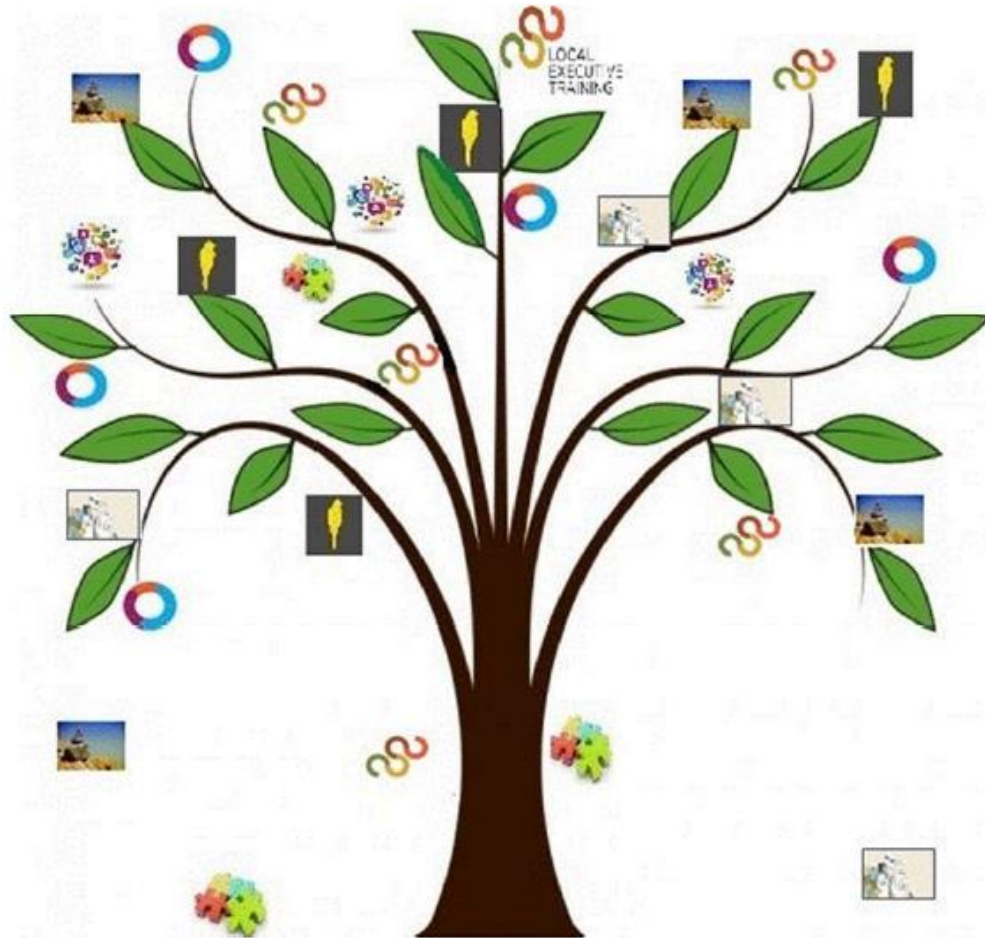
Mar 26, 2024 | Union Centre – 275 Broadway, Room 107 | 1:00 pm – 4:00 pm *

SLS – Representing Members in Front of Management

Mar 26, 2024 | Union Centre – 275 Broadway, Room 107 | 9:00 am – 12:00 noon *

***Please note that the location for the workshop may change, please check cupe.ca for updates.**





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

This Education Calendar is also available on CUPE Manitoba's website: 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



Bargaining Learning Series

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.

Picket Captain Training

In this workshop, picket captains learn about:

- ❖ the issue in dispute;
- ❖ the strike plan;
- ❖ their responsibilities;
- ❖ how to manage situations that might come up on the picket line.

Preparing for a Successful Strike

To be effective, a strike needs to be well organized. This workshop covers the four pillars of a well-run strike: administration, finance/strike pay, communications, and picket schedules.

Role-play

In this workshop, you will role-play bargaining. Your Bargaining Committee will be divided into 2 groups – Employer and Union – and you will role-play the exchange proposals, caucus, and practice bargaining with each other.

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

Bylaws Essentials

Good bylaws are an essential component of a well-functioning local. In this workshop, you will learn principles of good bylaws and how to make sure they are in compliance with CUPE's national constitution. We'll also look at how clear language bylaws help our members get involved in the work of the union.

NOTE: Please bring your local bylaws to the workshop

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

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 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 laptop if possible

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
- ❖ Communicate effectively with members

NOTE: Please bring your local bylaws, sample meeting notices, sample membership meeting minutes, and a laptop or tablet (if you have one) to the workshop

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

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.

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.



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

