



# Fall – Winter 2024 Workshop Calendar

Winnipeg	
<p>September 18-20, 2024 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p><b>NEW STEWARDS PROGRAM</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p> <ul style="list-style-type: none"> <li>• Introduction to Stewarding</li> <li>• Grievance Handling</li> <li>• Representing Members in Front of Management</li> <li>• Understanding Mental Health</li> <li>• Creating Harassment-Free Workplaces</li> </ul>
<p>September 26, 2024 9:00 am – 12:00 noon</p>	<p><b>SLS: Ally Skills for Stewards</b> Union Centre, Room 2B – 275 Broadway</p>
<p>September 26, 2024 1:00 pm – 4:00 pm</p>	<p><b>SLS: Mediating Member to Member Conflict</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p>
<p>October 3-4, 2024 9:00 am – 12:00 noon</p>	<p><b>LET: Recording Secretaries</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p>
<p>October 4, 2024 1:00 pm – 4:00 pm</p>	<p><b>LET: Bylaw Essentials</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p>
<p>October 21, 2024 9:00 am – 12:00 noon</p>	<p><b>SLS: Representing Members in Front of Management</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p>
<p>October 21, 2024 1:00 pm – 4:00 pm</p>	<p><b>SLS: Representing Gender and Sexually Diverse Members</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p>
<p>November 7-8, 2024 9:00 am – 4:00 pm each day</p>	<p><b>HEALTH AND SAFETY with SAFE Work Manitoba</b> CUPE Manitoba Regional Office – Training Centre, 703 – 275 Broadway</p> <ul style="list-style-type: none"> <li>• Making Committees Work</li> <li>• SAFE Work Manitoba content</li> </ul>

## Brandon

<p>October 29-30, 2024 9:00 am – 4:00 pm each day</p>	<p><b>STEWARDS LEARNING SERIES and LOCAL EXECUTIVE TRAINING</b> CUPE Brandon Area Office, 1911 Park Avenue</p> <ul style="list-style-type: none"><li>• Handling Discipline and Discharge</li><li>• Understanding Mental Health</li><li>• Leading as a Team</li><li>• Conflict-Ready Executives</li></ul>
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<p>November 5-6, 2024 9:00 am – 4:00 pm each day</p>	<p><b>HEALTH AND SAFETY LEARNING SERIES</b> CUPE Brandon Area Office, 1911 Park Avenue</p> <ul style="list-style-type: none"><li>• Health and Safety: An Introduction</li><li>• Making Committees Work</li></ul>
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<p>November 19, 2024 9:00 am – 4:00 pm</p>	<p><b>STEWARDS LEARNING SERIES</b> CUPE Brandon Area Office, 1911 Park Avenue</p> <ul style="list-style-type: none"><li>• Grievance Handling</li><li>• Duty of Fair Representation</li></ul>
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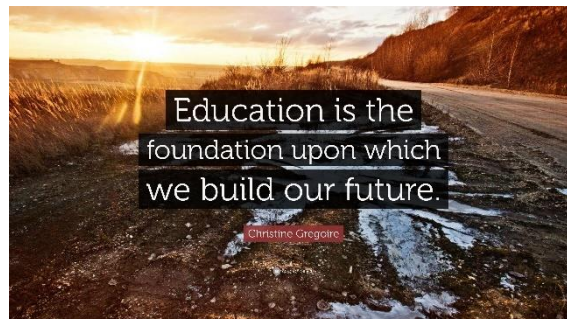
## Portage la Prairie

<p>November 14-15, 2024 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p><b>NEW STEWARDS PROGRAM</b> Portage la Prairie – Stride Place, 245 Royal Road South November 14 – Rotary Multipurpose Room – Side A November 15 – Daily Graphic Room</p> <ul style="list-style-type: none"><li>• Introduction to Stewarding</li><li>• Representing Members in Front of Management</li><li>• Representing Gender and Sexually Diverse Members</li></ul>
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<p>December 9-10, 2024 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p><b>HEALTH AND SAFETY LEARNING SERIES</b> Portage la Prairie - Stride Place, 245 Royal Road South Rotary Multipurpose Room – Side A</p> <ul style="list-style-type: none"><li>• Health and Safety – An Introduction</li><li>• Making Committees Work</li></ul>
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## Dauphin

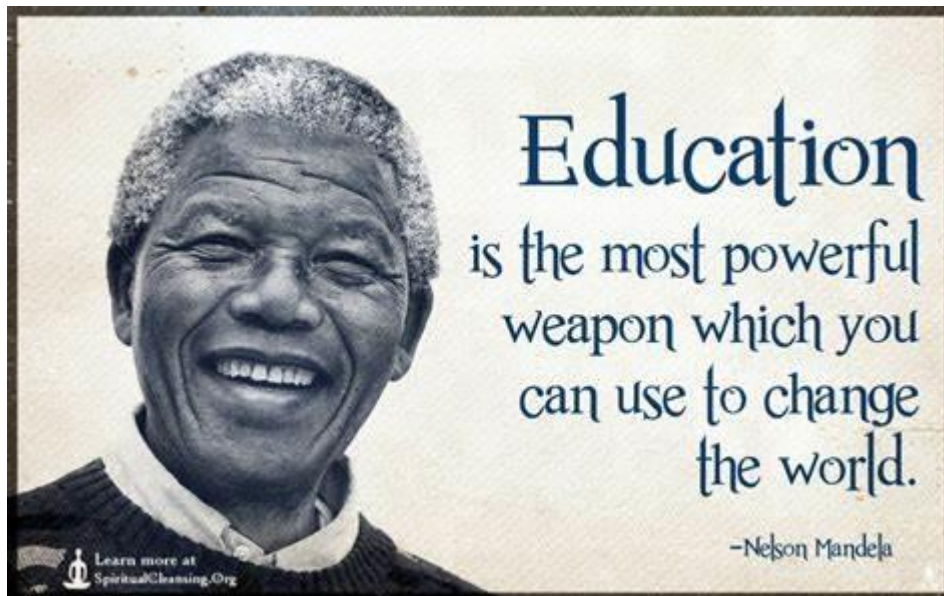
<p>October 28-30, 2024 9:00 am – 4:00 pm each day</p>	<p><b>NORTHERN SCHOOL</b> CUPE Dauphin Area Office, 512 Main Street North <a href="#">Information available on Page 5</a></p>
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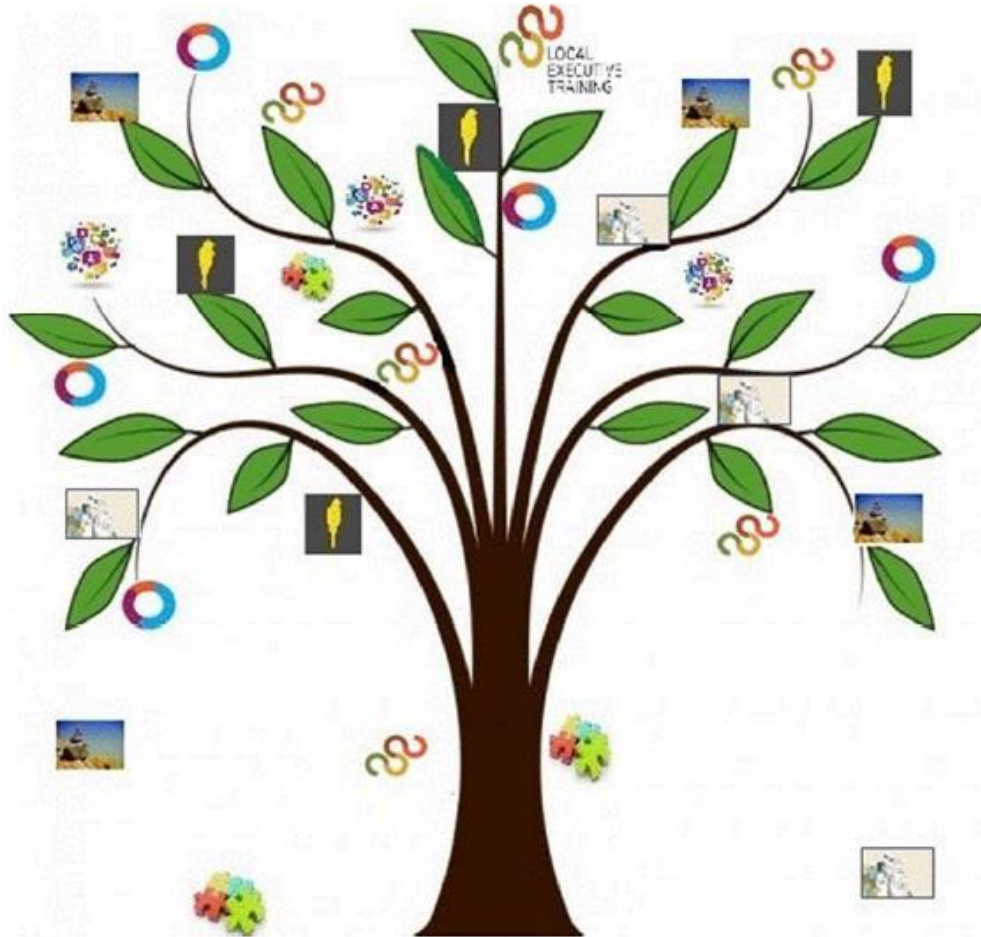


## Online via Zoom

<p><b>October 16-17, 2024</b>  <b>5:00 pm – 8:00 pm</b>  <b>each day</b>          It is recommended that participants register for all sessions.</p>	<p><b>Introduction to Stewarding: Parts 1 &amp; 2</b>          Online via Zoom</p> <ul style="list-style-type: none"> <li>• Part 1 – October 16, 2024</li> <li>• Part 2 – October 17, 2024</li> </ul>
<p><b>October 18, 2024</b>  <b>9:00 am – 12:00 noon</b></p>	<p><b>LET: Bylaw Essentials</b>          Online via Zoom</p>
<p><b>October 18, 2024</b>  <b>1:00 pm – 4:00 pm</b></p>	<p><b>LET: Conflict-Ready Executives</b>          Online via Zoom</p>
<p><b>November 13, 2024</b>  <b>5:00 pm – 8:00 pm</b></p>	<p><b>LET: Leading as a Team</b>          Online via Zoom</p>
<p><b>November 14, 2024</b>  <b>5:00 pm – 8:00 pm</b></p>	<p><b>LET: Conflict-Ready Executives</b>          Online via Zoom</p>
<p><b>December 14-15, 2024</b>  <b>10:00 am – 1:00 pm</b>  <b>each day</b>          It is recommended that participants register for all sessions.</p>	<p><b>Health and Safety: An Introduction – Parts 1 &amp; 2</b>          Online via Zoom</p> <ul style="list-style-type: none"> <li>• Part 1 – December 14, 2024</li> <li>• Part 2 – December 15, 2024</li> </ul>

\* Please note that workshop location may change, check [www.cupe.ca](http://www.cupe.ca) for updates.





## **CUPE** education

For further information 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 Email: [ecarlyle@cupe.ca](mailto:ecarlyle@cupe.ca)

This calendar is also available on the 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) and share this information with your members.***

**FREE** online workshops for CUPE Manitoba members. Participants must have access to a computer, internet, and Zoom capability. Please ensure that members provide an email address as the Zoom Meeting ID will be provided via email.





School

# October 28-30, 2024

CUPE Dauphin Area Office  
512 Main Street North  
Dauphin, MB

\* Introduction to Stewarding is a pre-requisite for all participants

<b>Day 1</b> 9:00 am – 4:00 pm	<ul style="list-style-type: none"> <li>• Duty to Accommodate</li> <li>• Representing Members in Attendance Management</li> </ul>
<b>Day 2</b> 9:00 am – 4:00 pm	<ul style="list-style-type: none"> <li>• Ally Skills for Stewards</li> <li>• Creating Psychologically Safe Workplaces</li> <li>• Mediating Member-to-Member Conflict</li> </ul>
<b>Day 3</b> 9:00 am – 4:00 pm	<ul style="list-style-type: none"> <li>• Handling Discipline and Discharge</li> <li>• Leading Cases</li> <li>• Handling Tough Grievances</li> </ul>



# UPCOMING EVENTS

## WINTER SCHOOL

February 27 to March 2, 2025  
Lakeview Gimli Resort



## SUMMER SCHOOL

June 16 to June 20, 2025  
The Russell Inn



**More information to follow**

# WORKSHOP INFORMATION

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## **Duty to Accommodate**

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate. In this workshop, you will:

- explore case law, key concepts and the prohibited grounds of discrimination under human rights law;
- learn to make the case for accommodating workers and how to help union representatives and employers come up with appropriate accommodations for members;
- look at how we can break down stereotypes and stigma to support the accommodation process for those who need it.

NOTE: Please bring a copy of your Collective Agreement to the workshop.

## **Health and Safety – An Introduction**

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.

NOTE: See more Health and Safety courses in the Health and Safety Learning Series.

## **Introduction to Stewarding**

What does 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.

NOTE: Please bring a copy of your Collective Agreement to the workshop.

## **HEALTH AND SAFETY LEARNING SERIES**

### **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.

NOTE: Please bring your Health and Safety Committee Resource Kit.

## **LOCAL EXECUTIVE TRAINING**

### **Bylaw Essentials**

Good bylaws are an essential component of a well-functioning local. In this workshop, you will learn the 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.

## **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.

## **Leading as a Team**

In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

## **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.

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.

## **STEWARDS LEARNING SERIES**

NOTE: Please bring your Steward Handbook and Steward Passport to all SLS workshops.

### **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.

### **Creating Harassment-Free Workplaces**

Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.

### **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.

NOTE: Please bring your Collective Agreement.

### **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.

NOTE: Please bring your Collective Agreement.

### **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.

### **Representing Gender and Sexually Diverse Members**

Homophobia, biphobia, and transphobia play out in our workplaces, locals, and communities. Learn how to challenge these kinds of discrimination, and respectfully represent gender and sexually diverse members in your workplace.



## **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 dealing with mental health issues. Learn how to challenge stigma, and how to approach a conversation with a member about a possible mental health issue.



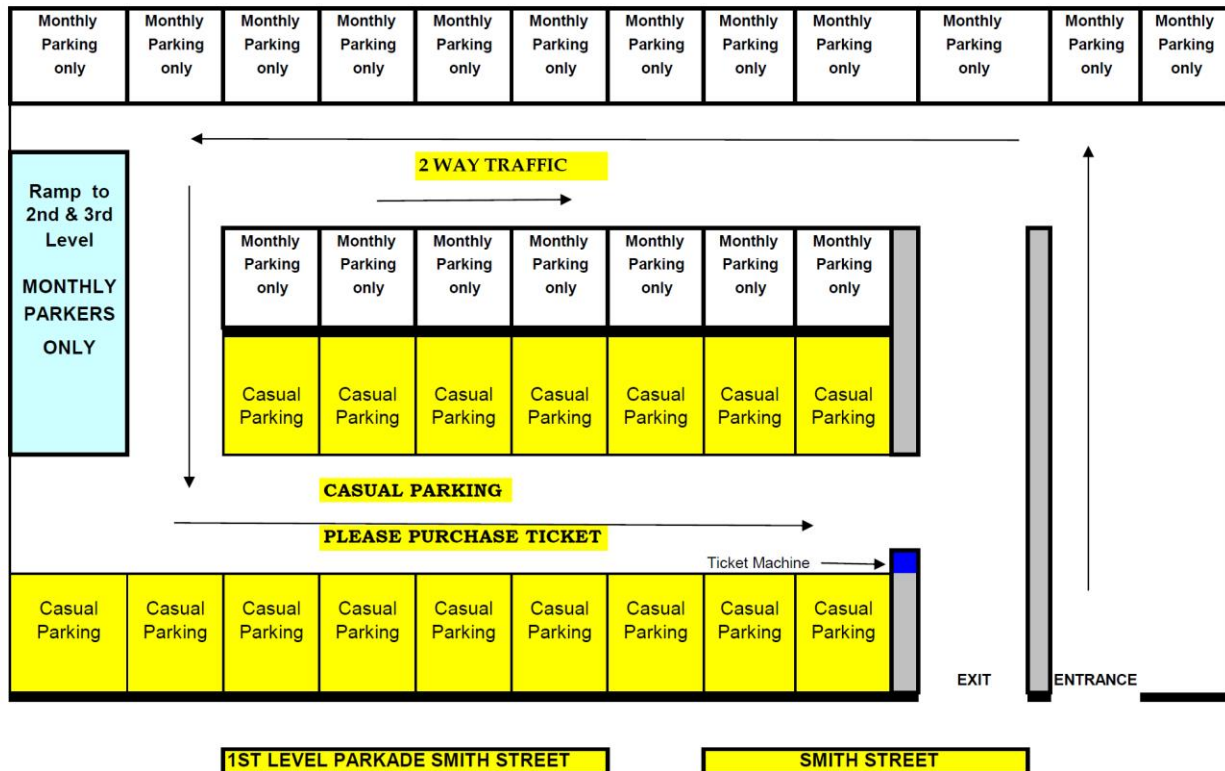
# GENERAL INFORMATION

- **Registration is FREE for all workshop, unless otherwise specified.**
- **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 our events.** 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



EC:aj/cope491