



2025 Education Calendar

Winnipeg

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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FEBRUARY						
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30	31					

<p>January 29-30, 2025 9:00 am – 4:00 pm each day</p>	<p>LOCAL EXECUTIVE TRAINING CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> Financial Essentials Financial Officers
<p>February 6-7, 2025 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p>LOCAL EXECUTIVE TRAINING CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> Financial Essentials Financial Officers <p><i>Designed for Secretary-Treasurers and Audit Trustees</i></p>
<p>February 12-13, 2025 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p>NEW STEWARDS PROGRAM CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> Introduction to Stewarding Grievance Handling Representing Members in Front of Management
<p>February 20, 2025 9:00 am – 4:00 pm</p>	<p>Good Meetings CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p>

<p>March 13-14, 2025 9:00 am – 4:00 pm each day</p>	<p>LOCAL EXECUTIVE TRAINING CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> • Recording Secretaries • Literacy Awareness
<p>February 21, 2025 9:00 am – 4:00 pm</p>	<p>Anti-Racism Training CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway <i>More info to follow (session not available for registration at the moment)</i></p>
<p>March 20-21, 2025 9:00 am – 4:00 pm each day</p>	<ul style="list-style-type: none"> • Women Breaking Barriers • Representing Gender and Sexually Diverse Members <p>CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p>
<p>March 27, 2025 9:00 am – 12:00 noon</p>	<p>STEWARD LEARNING SERIES CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> • Representing Members in Front of Management
<p>March 27, 2025 1:00 pm – 4:00 pm</p>	<p>STEWARD LEARNING SERIES CUPE Manitoba Regional Office / Training Centre / 703-275 Broadway</p> <ul style="list-style-type: none"> • Duty of Fair Representation

Brandon

JANUARY						
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<p>January 16-17, 2025 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p>STEWARD LEARNING SERIES CUPE Brandon Area Office, 1911 Park Avenue</p> <p>Day 1</p> <ul style="list-style-type: none"> • Representing Members in Front of Management • Duty of Fair Representation <p>Day 2</p> <ul style="list-style-type: none"> • Handling Discipline and Discharge • Leading Cases • Handling Tough Grievances
<p>February 18-19, 2025 9:00 am – 4:00 pm each day</p> <p>It is recommended that participants register for all sessions.</p>	<p>LOCAL EXECUTIVE TRAINING CUPE Brandon Area Office, 1911 Park Avenue</p> <ul style="list-style-type: none"> • Financial Essentials • Financial Officers <p><i>Designed for Secretary-Treasurers and Audit Trustees</i></p>

Online via Zoom

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30	31					

January 29-30
5:00 pm – 8:00 pm
both days

STEWARD LEARNING SERIES

Online via Zoom

- Introduction to Stewarding – Part 1
- Introduction to Stewarding – Part 2

February 3, 2025
5:00 pm – 8:00 pm

Trustee Orientation

Online via Zoom

February 12-14, 2025
9:00 am – 3:30 pm
each day

Sessions are open to Northern and
Brandon Locals only

Online via Zoom *Pre-requisite for this workshop is Introduction to Stewarding*

Day 1

- Duty of Fair Representation
- Notetaking

Day 2

- Representing Members in Front of Management
- Mediating Member to Member Conflict

Day 3

- Duty to Accommodate
- Handling Discipline and Discharge

March 18, 2025
5:00 pm – 9:00 pm

Conflict Skills for Union Activists

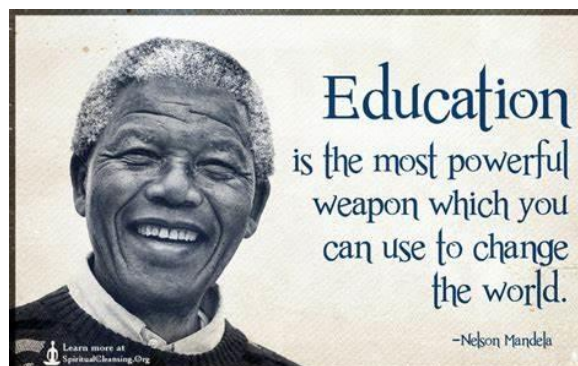
Online via Zoom

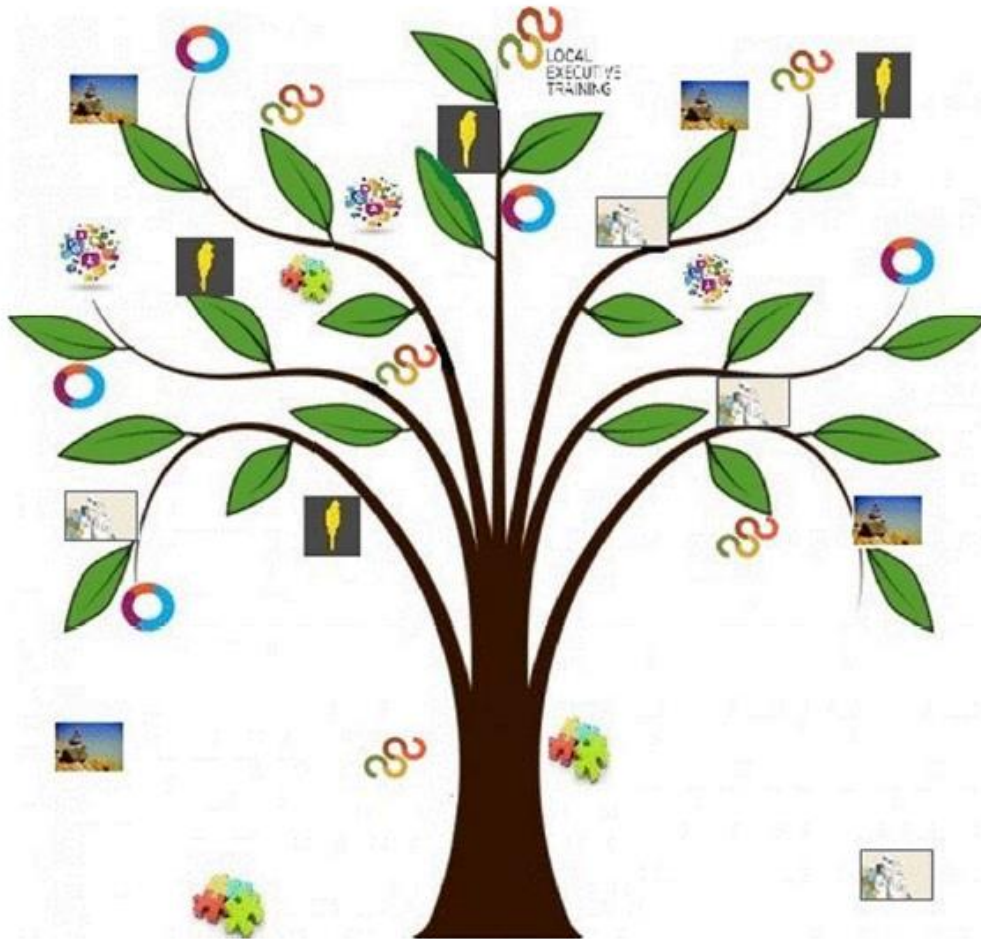
March 19, 2025
5:00 pm – 8:00 pm

Duty of Fair Representation

Online via Zoom

* Please note that workshop location may change, check 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

This calendar is also available on the 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) 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.

NORTHERN & Brandon

Locals

February 12 – 14, 2025

3-day Workshop

Online via Zoom

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

<p>Day 1 9:00 am – 4:00 pm</p>	<ul style="list-style-type: none"> • Duty of Fair Representation • Notetaking
<p>Day 2 9:00 am – 4:00 pm</p>	<ul style="list-style-type: none"> • Representing Members in Front of Management • Mediating Member to Member Conflict
<p>Day 3 9:00 am – 4:00 pm</p>	<ul style="list-style-type: none"> • Duty to Accommodate • Handling Discipline and Discharge



UPCOMING EVENTS

Prairie **Human Rights Conference**

January 21 to 23, 2025

Saskatoon, SK



February 27 to March 2, 2025
Lakeview Gimli Resort



June 16 to June 20, 2025
The Russell Inn



More information to follow

WORKSHOP INFORMATION

Conflict Skills for Union Activists (OLS)

This workshop covers:

- Understanding conflict as a regular part of human interaction
- 5 responses to conflict and choosing the right response
- Tips for preventing bias from getting in the way
- Communication skills for informal conflict resolution

NOTE: This workshop qualifies for a stamp in the SLS Passport for SLS: Conflict Skills for Stewards.

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.

Duty of Fair Representation (OLS)

In this online workshop, you will learn about your local's duty to represent you members, the legal requirements of fair representation and how it applies to your collective agreement and other laws covering your workplace.

NOTE: Stewards who have not completed the Introduction to Stewarding module can receive a stamp in the passport after completing this workshop.

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.

Introduction to Stewarding – Parts 1 & 2 (OLS)

What does CUPE stewards do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory online workshop is for you!

Good Meetings

Have you ever sat through a meeting, either as a participant or a facilitator that you knew could be more focused, efficient, inclusive, or effective? We use Bourinot's rules of parliamentary procedure to make important decisions in a way that is fair. But sometimes a different kind of conversation is needed to be inclusive and build our movement. In this workshop members learn how to find and lead the right process for the work that needs to get done.

Parliamentary procedure is an important part of our democratic process in CUPE. Some conversations are better had using other approaches. How do you decide when parli-pro is needed and when another approach could help? Build your facilitation skills for supporting effective and inclusive discussions, learn and practice some processes that you can use in your day to day work.

Women Breaking Barriers

Learn about women's oppression, politics and social change – all from a woman's perspective. Explore the barriers, challenges, and opportunities for women in the union. Discover your own personal leadership style and develop a plan for your personal next step.

NOTE: This workshop is open to members who identify as women.

LOCAL EXECUTIVE TRAINING

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

NOTE: This workshop is a pre-requisite for Secretary-Treasurers and Trustees wishing to take LET-Financial Officers

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 the workshop, Trustees will be able to make recommendations to the local union to improve the local union's financial health.

NOTE: Please bring a 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; 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.

Trustee Orientation (OLS)

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

STEWARD LEARNING SERIES

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

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.

Literacy Awareness

Literacy affects all of us at work. Learning new computer programs, understanding collective agreements, completing forms, or writing reports can all pose barriers for our members. Learn about how stewards can increase literacy awareness, and help make the union inclusive and accessible to members.

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 (OLS)

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 in this online workshop.

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.



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

