



Education Calendar

Fall/Winter 2017/2018

Date	Workshop	Location	Registration Deadline
September 26 & 27 (Wednesday/Thursday)	Fall North School (for Northern Area Locals)	FLIN FLON Victoria Inn North	September 1
September 27 & 28 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	September 20
October 10 6:00-9:00 p.m. (Wednesday Evening)	Steward Learning Series: • Understanding Mental Health Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 104 275 Broadway	October 3
October 11 & 12 (Thursday/Friday)	Financial Essentials and Financial Officers	WINNIPEG Union Centre – Room 2B 275 Broadway	October 4
October 11 & 12 (Wednesday/Thursday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	October 4

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

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 Winnipeg, MB R3C 4M6
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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: www.cupe.ca
 Please see the General Information section of this brochure for instructions on accessing the list of courses online.

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

Date	Workshop	Location	Registration Deadline
October 17 & 18 (Wednesday/Thursday)	Labour History and the Class Struggle Today	BRANDON CUPE Brandon Area Office 1911 Park Avenue	October 10
October 18 & 19 (Thursday/Friday)	Learning at Work – It’s Our Right	WINNIPEG Union Centre – Room 103 275 Broadway	October 11
October 25 (Thursday)	Union Supervisors in the Workplace	THE PAS Kikiwak Inn Hwy 10 North, Opaskwayak	October 18
October 25 & 26 (Thursday/Friday)	How Bargaining Works and Strategic Planning for Bargaining	WINNIPEG Union Centre – Room 103 275 Broadway	October 18
November 1 & 2 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Creating Gender Equality • Creating Harassment-Free Workplaces • Creating Psychologically, Healthy and Safe Workplaces Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	October 25
November 1 & 2 (Thursday/Friday)	Financial Essentials and Financial Officers	BRANDON CUPE Brandon Area Office 1911 Park Avenue	October 25
November 8 & 9 (Thursday/Friday)	Recording Secretaries	WINNIPEG Union Centre – Room 103 275 Broadway	November 1
November 15 & 16 (Thursday/Friday)	Introduction to Health & Safety	WINNIPEG Union Centre – Room 103 275 Broadway	November 8
November 21 6:00 – 9:00 p.m. (Wednesday Evening)	Stewarding Learning Series <ul style="list-style-type: none"> • Conflict Resolution Skills for Stewards Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 2A 275 Broadway	November 14
November 29 & 30 (Thursday/Friday)	Taking on Privatization/P3s	WINNIPEG Union Centre – Room 103 275 Broadway	November 22
November 29 & 30 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Understanding Mental Health • Conflict Resolution Skills for Stewards • Creating Psychologically, Healthy and Safe Workplaces Prerequisite: Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 22

Date	Workshop	Location	Registration Deadline
December 6 & 7 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Handling Discipline and Discharge • Building Your Case • What's Our Duty? Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	November 29
December 6 & 7 (Thursday/Friday)	Recording Secretaries	BRANDON CUPE Brandon Area Office 1911 Park Avenue	November 29
January 10 & 11 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Challenging Homophobia in the Workplace • Challenging Racism in the Workplace • Connecting with Aboriginal Workers Prerequisite: Introduction to Stewarding workshop	WINNIPEG Union Centre – Room 103 275 Broadway	January 3
January 10 & 11 (Thursday/Friday)	Introduction to Health & Safety	BRANDON CUPE Brandon Area Office 1911 Park Avenue	January 3
January 17 & 18 (Thursday/Friday)	Financial Essentials and Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	January 10
January 24 & 25 (Thursday/Friday)	Labour History and the Class Struggle Today	WINNIPEG Union Centre – Room 103 275 Broadway	January 17
January 24 & 25 (Thursday/Friday)	Steward Learning Series Modules: <ul style="list-style-type: none"> • Handling Discipline and Discharge • Building Your Case • What's Our Duty? Prerequisite: Introduction to Stewarding workshop	BRANDON CUPE Brandon Area Office 1911 Park Avenue	January 17





WORKSHOP DESCRIPTIONS



Financial Essentials and Financial Officers

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 within the finances of the union, budgeting, and how to be transparent and accountable to members.

Financial Officers

Once secretary-treasurers and trustees complete the Financial Essentials workshop, they will spend time learning about bookkeeping and auditing.

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.

Please bring a copy of your Local bylaws and recent Treasurer's Report to the Membership, as well as a pocket calculator and a laptop.

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

How Bargaining Works

This module can be added to other parts of the Bargaining Education Program. It covers the legal framework for collective bargaining and where we get our power as a union.

Labour History and the Class Struggle Today

Unions have led the charge for shorter work weeks, health and safety legislation, collective bargaining rights, benefit and pension programs, and much more. Now unions are under attack. In this workshop, we will explore:

- ❖ the history of unions in Canada and key moments in CUPE's 50-year history
- ❖ why unions are under attack
- ❖ who benefits when workers' rights are weakened
- ❖ what we can learn from our history to help us move forward and build our power at the bargaining table and in the political arena

Learning at Work – It's Our Right!

Literacy and essential skills are union issues. Workplace learning programs help our members upgrade these skills. In our ever-changing workplaces, it's important for all to know what these programs can offer CUPE members.

You will leave this workshop with the tools needed to set up a workplace learning program for your members.

Please bring a copy of your collective agreement

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.

Please bring a copy of your Local bylaws, as well as 3 samples of meeting notices and minutes.

Stewarding: An Introduction

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 about:

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

Please bring a copy of your collective agreement.

Steward Learning Series

This series recognizes that the steward has an important role to play in a number of areas in the workplace and the union. It provides an opportunity to stay current on stewarding issues. Stewards who have taken the Introduction to Stewarding workshop can choose from a list of topics to build on their skills. Following are the Steward Learning Series modules that will be offered this fall/winter.

- **Building Your Case**
Good grievance handling means keeping well organized files. Learn how to research a case thoroughly, how to separate facts from opinions, and tips for taking good notes.
- **Challenging Homophobia in the Workplace**
What is homophobia and transphobia, and how do they play out in our workplaces, locals, and communities? Learn how a steward can challenge this kind of discrimination and represent members that experience homophobia in the workplace.
- **Challenging Racism in the Workplace**
This workshop covers what racism looks like in the workplace and your role as a steward in challenging it.
- **Conflict Resolution Skills for Stewards**
Knowing how to handle conflict well will improve your relationships with members and the employer. Learn about the different responses to conflict and practise communication skills that will help in situation of conflict.
- **Connecting with Aboriginal Workers**
Explore how your local can demonstrate solidarity with Aboriginal members. Stewards discuss strategies for making your local more inclusive to Aboriginal members.
- **Creating Gender Equality**
How do you know if gender inequality is happening in your workplace? Learn about gender inequality and ideas for how stewards can challenge sexism in the workplace.
- **Creating Harassment-Free Workplaces**
Learn how to recognize harassment, educate the members about harassment, and represent member who are involved in harassment complaints.
- **Creating Psychologically, Healthy and Safe Workplaces**
What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces and the role of the steward in eliminating psychological hazards.

➤ **Handling Discipline and Discharge**

Learn about key legal concepts and terms, the role of the stewards during the employer's investigation, when discipline is given, and during grievance meeting, and how to develop effective arguments.

➤ **Understanding Mental Health**

Explore the steward's role in supporting and representing members around mental health and mental illness. Learn about health and safety rights and how stewards can support this important area of union work.

➤ **What's Our Duty?**

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

PREREQUISITE: *Completion of the 9-hour Introduction to Stewarding Workshop is a prerequisite for the SLS.*

Please bring your Steward Learning Passport and Steward Handbook.

NOTE: Stewards may take a module more than once.

Strategic Planning for Bargaining

In this workshop, the local executive:

- ❖ analyzes the internal and external factors that impact bargaining
- ❖ sets goals for bargaining
- ❖ prepares a workplan to steer them through the bargaining process

Taking on Privatization/P3s

This workshop examines the biggest threat to CUPE jobs and public services. Find out how to:

- ❖ spot the early warning signs of privatization
- ❖ respond to privatization and contracting-out threats
- ❖ build a campaign to fight privatization in your local

Union Supervisors in the Workplace

This workshop will help you build union solidarity in locals where some members of the union supervise other members. It provides tips on how unionized supervisors can carry out their duties and discusses how locals can ensure that tensions between supervisors and those supervised don't get in the way of the local union's activities.



**Education is the most powerful
weapon which you can use to
change the world.**

Nelson Mandela

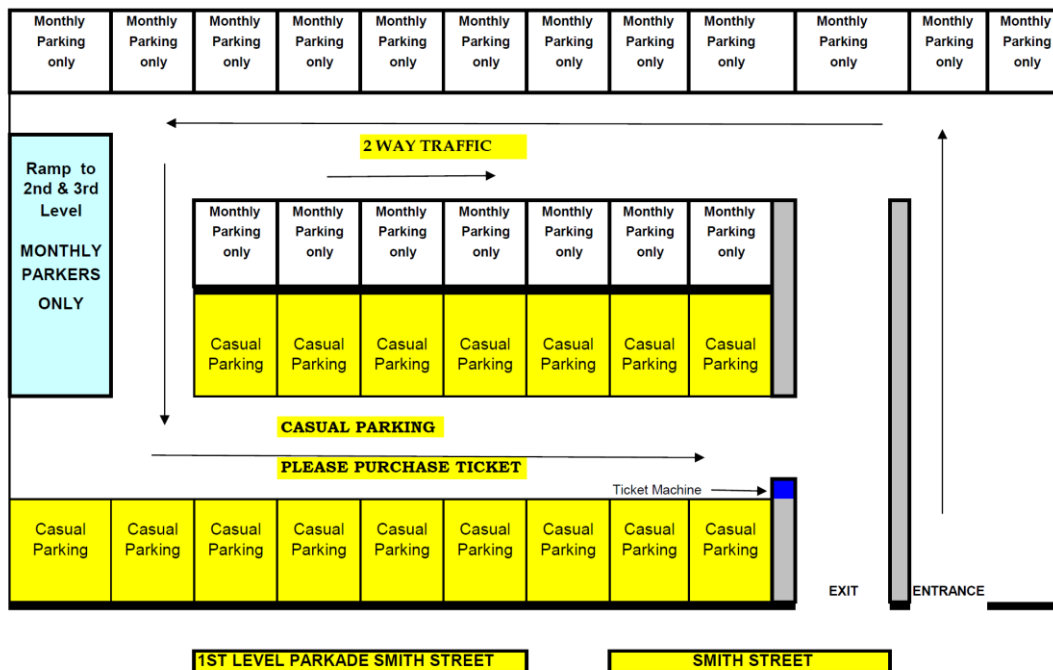
GENERAL INFORMATION

- **Unless otherwise indicated, daytime workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the first day, and by 1:00 p.m. or earlier on the last day. Evening Steward Learning Series workshops in Winnipeg are held from 6:00 p.m. to 9:00 p.m.**
- **Registration fee is \$45.00 per person for 1 and 2-day workshops, \$65.00 per person for 3-day workshops and \$20.00 per person for the 3-hour evening SLS workshops. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices.**
- **Registration must be completed online on the CUPE National website: www.cupe.ca. 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. Please note that your online registration will not be finalized until applicable payment is received. Please make cheque payable to “CUPE” and mail to the attention of Annalyn Jimeno at the Manitoba Regional Office.**
- **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 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



Parking is also available on the Impark Public Parking Lots across the street (between Donald and Smith), and at the corner of Donald at Broadway. **Please note that participants are responsible for paying for their parking at all locations, including at the Union Centre Parkade.**