



Fall/Winter 2019-2020 Education Calendar

Advanced Health and Safety Learning Series

- Identifying and Documenting Hazards
- Law and Orders
- Recommendations and Notetaking
 - Brandon | October 17 & 18, 2019 | CUPE Brandon Area Office, 1911 Park Avenue
 - Winnipeg | December 5 & 6, 2019 | Union Centre, Room 103-275 Broadway

Advanced Steward Learning Series

- Grievance Handling
- Handling Discipline and Discharge
- Representing Members in Front of Management
 - Winnipeg | November 28 & 29, 2019 | Union Centre, Room 103-275 Broadway
- Ally Skills for Stewards
- Creating Harassment-free Workplaces
- Literacy Awareness
 - Brandon | November 7 & 8, 2019 | CUPE Brandon Area Office, 1911 Park Avenue
 - Winnipeg | January 9 & 10, 2020 | Union Centre, Room 103-275 Broadway
- Disability and Ableism in the Workplace
- Duty of Fair Representation
- What Stewards Need to Know about Arbitration
 - Brandon | January 23 & 24, 2020 | CUPE Brandon Area Office, 1911 Park Avenue

BARG - How Bargaining Works / Strategic Planning for Bargaining

- Winnipeg | October 31 & November 1, 2019 | Union Centre, Room 103-275 Broadway

Financial Essentials and Financial Officers

- Winnipeg | October 17 & 18, 2019 | Union Centre, Room 103-275 Broadway
- Brandon | November 21 & 22, 2019 | CUPE Brandon Area Office, 1911 Park Avenue
- Winnipeg | January 16 & 17, 2020 | Union Centre, Room 103-275 Broadway

Introduction to Health and Safety

- Winnipeg | November 14 & 15, 2019 | Union Centre, Room 103-275 Broadway
- Brandon | January 16 & 17, 2020 | CUPE Brandon Area Office, 1911 Park Avenue

Introduction to Stewarding

- Winnipeg | September 26 & 27, 2019 | Union Centre, Room 103-275 Broadway
- Brandon | October 24 & 25, 2019 | CUPE Brandon Area Office, 1911 Park Avenue

LET – Recording Secretaries

- Winnipeg | November 7 & 8, 2019 | Union Centre, Room 103-275 Broadway
- Brandon | December 5 & 6, 2019 | CUPE Brandon Area Office, 1911 Park Avenue

SLS – Duty of Fair Representation (6:00 – 9:00 pm)

- Winnipeg | November 20, 2019 | Union Centre, Room 104-275 Broadway

SLS – Hot Topics: Current Legal Issues

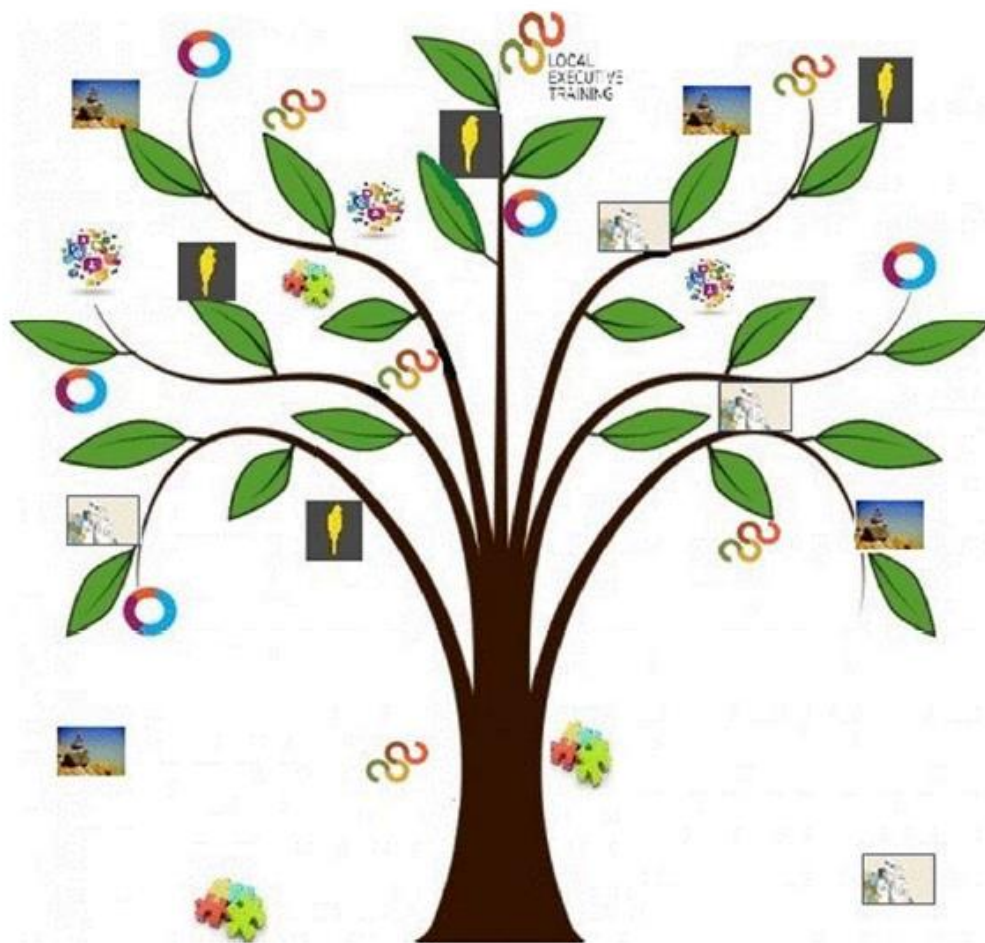
- Brandon | November 28 & 29, 2019 | CUPE Brandon Area Office, 1911 Park Avenue
- Winnipeg | January 23 & 24, 2020 | Union Centre, Room 103-275 Broadway

SLS - Understanding Mental Health (6:00 – 9:00 pm)

- Winnipeg | October 16, 2019 | Union Centre, Room 104-275 Broadway

Steward Learning Series

- Challenging Racism in the Workplace
- Challenging Sexism in the Workplace
- Representing Gender and Sexually Diverse Members
- Winnipeg | October 24 & 25, 2019 | Union Centre, Room 103-275 Broadway



CUPE *education*

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

Wally Skomoroh
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: wskomoroh@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 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.



WORKSHOP DESCRIPTIONS



Bargaining

→ **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.

→ **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 work plan to steer them through the bargaining process.

Note: This workshop is for the local executive

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 (if have one).

Health and Safety Learning Series

Prerequisite: Introduction to Health and Safety

→ **Identifying and Documenting Hazards**

In this module, you will learn techniques for identifying hazards such as body maps, surveys and inspections. You will also develop a methodology for dealing with the hazards you find.

→ **Law and Orders**

This module covers the basic origins of health and safety law, how to find and interpret relevant section of law and highlights some of the more important aspects of the specific health and safety law that applies to you.

→ **Recommendations and Notetaking**

Learn how to take notes at committee meetings and prepare recommendations.

Please bring your Health and Safety Learning Passport.

Introduction to Health and Safety

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.

Introduction to Stewarding

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

Local Executive Training

→ **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.

Please bring a copy of your local union's bylaws, 1 or 2 samples of your membership meeting notices, a sample of your membership meeting minutes and a laptop or tablet (if have one).

Steward Learning Series

Prerequisite: Introduction to Stewarding

→ **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.

→ **Challenging Racism in the Workplace**

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

→ **Challenging Sexism in the Workplace**

Reflect on sexism and its social and economic impact. Learn ways to challenge sexism in the workplace and protect members' rights.

→ **Creating Harassment-free Workplaces**

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

→ **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.
- **Hot Topics: Current Legal Issues**
This module is an opportunity for stewards to learn more about current issues.
- **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.
- **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.
- **What Stewards Need to Know about Arbitration**
Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

Please bring your Steward Learning Passport and Steward Handbook. Stewards may take a module more than once.



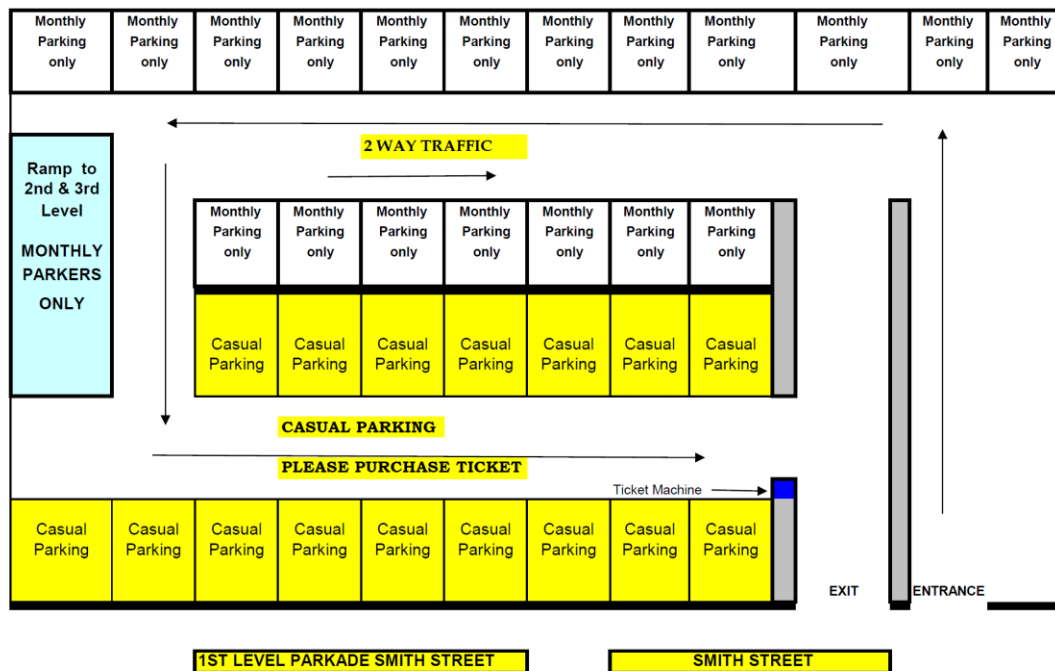
GENERAL INFORMATION

- **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 may end earlier by 1:00 p.m. 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: <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. **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.**



REMINDER

*Cheques for Workshop Registration Fees must be made payable to **CUPE**.*

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DATE _____

PAY TO THE ORDER OF **CUPE** \$ _____

_____ DOLLARS

FOR **Workshop Registrations** _____

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Thank you for your cooperation!