



# **CUPE Calgary District Council**

*is proud to sponsor*

## **A Fall School**

**SEPTEMBER 21 & 22, 2013**

**IN**

**CALGARY, ALBERTA**

# Fall Workshops for CUPE Calgary District Council

**PLEASE choose ONE workshop for the weekend A, B or C**

## **WORKSHOP A – STEWARD LEARNING SERIES (SLS) – (day and ½)**

These three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. Some of these modules are mandatory for the Steward Learning Series Certificate, and some are optional. Members must have taken the Introduction to Stewarding workshop prior to taking the SLS.

### **Handling Discipline and Discharge**

For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about:

- key legal concepts and terms
- the role of a steward during the employer's investigation; when discipline is given; and during grievance meetings
- how to develop effective arguments

### **What's Our Duty?**

Stewards' roles and responsibilities are covered by various labour laws. Where do stewards get their authority in the workplace? What is the Duty of Fair Representation? What other legislation covers the workplace?

### **What Stewards Need to Know about Arbitration**

Although most grievances get settled, some do go to arbitration. In this module, stewards become familiar with the arbitration process, arbitration terms, mediated settlements, and the steward's role before and during arbitration.

## **WORKSHOP B - PREPARING FOR BARGAINING (day and ½)**

### **Collective Bargaining – Preparing for Bargaining**

What can your CUPE local do to get ready for bargaining? How do you choose a committee, prepare proposals and build membership support for bargaining? This workshop will help you answer these questions and prepare your local for bargaining.

## **WORKSHOP C – FINANCIAL OFFICERS (two full days)**

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

**Good idea to bring your current collective agreement AND a calculator to class.**

# INFORMATION

**DATE:** September 21 & 22, 2013

**LOCATION:** CUPE Local 37 Office, 5112 3 Street SE in Calgary, Alberta

**REGISTRATION FEE:** \$50.00 – includes lunch on Saturday and Snacks on Sunday  
**\*\*Lunch will be provided for those members registered in the Financial Officers workshop on Sunday\*\***



## SCHEDULE

### SATURDAY, SEPTEMBER 21

8:30 a.m.	to	9:00 a.m.	- REGISTRATION
9:00 a.m.	to	12:00 noon	- CLASSES
12:00 noon	to	1:00 p.m.	- LUNCH
1:00 p.m.	to	4:00 p.m.	- CLASSES

### SUNDAY, SEPTEMBER 22

9:00 a.m. to 1:00 p.m. - CLASSES/SNACKS  
Financial Officers will continue until 4:30 p.m. and Lunch will be provided for members registered in the Financial Officers workshop

**Please Direct Any Questions/Concerns Regarding Workshops to:**



*Ed Hanson, Education Representative  
CUPE Calgary Area Office  
240N 3015 5 Avenue NE  
CALGARY AB T2A 6T8  
403-235-6955 or [ehanson@cupe.ca](mailto:ehanson@cupe.ca)*

**CUPE** *education*  
where the *action* is!

**DEADLINE FOR REGISTRATION IS SEPTEMBER 12, 2013**





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# REGISTRATION FORM

## CUPE CALGARY DISTRICT COUNCIL – FALL WORKSHOPS CALGARY – SEPTEMBER 21 & 22, 2013

**\$50.00 per member cheque payable to  
CUPE CALGARY DISTRICT COUNCIL**

**DEADLINE FOR REGISTRATION IS THURSDAY- SEPTEMBER 12, 2013**

NAME	ADDRESS WITH CONTACT PHONE NUMBER	LOCAL	WORKSHOP CHOICE A, B OR C	
			FIRST Choice A	SECOND Choice C
Example: John Smith	7899 Road to Paradise, Millet, AB T2B 0K9 780-999-5566	0909		

**\*PLEASE register for only ONE workshop – It is important to indicate A, B or C for your workshop choice and to indicate a second choice as workshops fill up fast\***

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- WORKSHOP A:** SLS Series or  
**WORKSHOP B:** Preparing for Bargaining or  
**WORKSHOP C:** Financial Officers (FULL DAY)

Please Direct Any Questions Regarding Workshop(s) To:  
403-235-6955 or [ehanson@cupe.ca](mailto:ehanson@cupe.ca)

**PLEASE RETURN THIS FORM WITH YOUR CHEQUE MADE PAYABLE TO:**

CUPE Calgary District Council  
c/o Tina Hansford, CUPE Calgary Area Office  
Suite 240N 3015 5 Avenue NE, Calgary, Alberta T2A 6T8  
Phone: (403) 235-6955 Fax: (403) 569-0032 e-mail: [chansford@cupe.ca](mailto:chansford@cupe.ca)