

CUPE Water Action Workshop Hosting Guide

Why?

- To pique the interest of members in water issues;
- Connect and encourage members to become involved in water action;
- Provide information and resources for action.

Who can host?

- Any CUPE member, activist, leader, staff or committee member can host this simple workshop.

How?

- Walk through and read the slides in the PowerPoint presentation out loud;
- Follow the notes below the slides for other instructions. (see "What will I need?")

Who should participate?

- CUPE members, other non - CUPE staff, community members and allies who want to learn more about water issues and how they can become involved. It can be presented to small and larger groups.

Where and when?

- The workshop can be provided as a lunch and learn at a worksite, before or after regular membership meetings, during a conference or convention, even outside of regular work or union activities;
- Talk to your education representative or your staff representative if you would like help to set it up;
- You will need at least an hour;
- If you can add more time, extend the discussions about issues and next steps. Even an extra half-hour will allow you to go further and be less rushed.

What will I need?

Workshop materials:

This hosting guide, a PowerPoint presentation and many other tools and background resources are available online at www.CUPE.ca/water.

- **Print the handout version of slides for participants;**

The screenshot shows the PowerPoint Print settings window. The 'Printer' is set to 'ARNationalService on cupefile'. Under 'Settings', 'Print All Slides' is selected. The 'Slides' dropdown is set to '3 Slides Handouts (3 slides per page)'. The 'Print Layout' section shows 'Handouts' selected, with '3 Slides' chosen. The preview on the right shows three slides: 'WATERACTION WORKSHOP', 'Welcome to a conversation about water', and 'Why did you come?' with a sign-up form.

- **Print the presentation with notes version for the host(s);**

The screenshot shows the PowerPoint Print settings window. The 'Printer' is set to 'ARNationalService on cupefile'. Under 'Settings', 'Print All Slides' is selected. The 'Slides' dropdown is set to 'Notes Pages Print slides with notes'. The 'Print Layout' section shows 'Notes Pages' selected. The preview on the right shows a single slide titled 'WATER ACTION WORKSHOP' with a water splash graphic.

- **Prepare a sign-up sheet for your new Water Watch Committee.**
- **Optional:**
 - ✓ **Project PowerPoint workshop, computer, projector and screen**
 - ✓ **Flip chart paper**
 - ✓ **Markers for each table**
 - ✓ **8x11 sheets of paper and tape or large post-it notes**

Workshop at a glance (60 minutes +)

Time	Steps	Host role
5 minutes	Introductions and welcome	<ul style="list-style-type: none"> ✓ Welcome members ✓ Keep it brief
15 minutes	Presentation: what are the issues?	<ul style="list-style-type: none"> ✓ Review information on slides ✓ Read through slowly
10 minutes	Discussion with questions provided	<ul style="list-style-type: none"> ✓ Form small groups of 3 or 4, if more than 6 people ✓ Keep time ✓ Post the questions if you don't have a projector
15 minutes	Presentation: action ideas and next steps	<ul style="list-style-type: none"> ✓ Invite participants to read the slides
5 minutes	Discuss next steps in pairs	<ul style="list-style-type: none"> ✓ Post instructions if you don't have a projector ✓ Circulate sign-up sheet
10 minutes	Go around: next steps	<ul style="list-style-type: none"> ✓ Fill out the report form http://cupe.ca/water-workshop-feedback

Thank you for hosting!