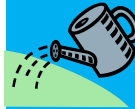




**CUPE** education  
*where the action is!*



# SPRING WEEKEND WORKSHOPS

**CUPE** / Canadian Union  
of Public Employees

*Sponsored by*



CUPE  
Calgary

District Council

*in*

Calgary, Alberta

March 10 & 11, 2012





CUPE  
Calgary District Council  
SPRING SCHOOL

**WORKSHOPS A, B OR C**

**A. Stewarding – 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:

- the role of the steward
- investigating workplace problems
- CUPE's structure
- filing a grievance
- meeting with management
- dealing with workplace complaints

**PLEASE bring your current collective agreement to class**

**B. Financial Officers**

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

**PLEASE bring a calculator to class**

**C. Face-to-Face Communication**

Do you want to improve your communication skills and become more assertive at work and in your local? This workshop will:

- explore verbal and non verbal communication



**DATES:** March 10 & 11, 2012

**PLACE:** CUPE Local 37 Office  
5112 3 Street SE, Calgary

**REGISTRATION FEE:** \$50.00 **includes snacks and lunch on Saturday**

**SCHEDULE**

**Saturday, March 10, 2012**

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, March 11, 2012**

9:00 a.m. to 12:00 noon - Classes

***Please Direct Any Questions Regarding  
Workshop(s) 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)*



- discuss assertive, aggressive, passive and passive-aggressive communication
- provide opportunities to practice

**\*\* Deadline for Registration \*\***  
**Thursday, March 1, 2012**



**REGISTRATION FORM PLEASE INDICATE WORKSHOP A, B or C**

*CUPE Calgary District Council – Spring School*

**March 10 & 11, 2012**

NAME	ADDRESS	LOCAL	WORKSHOP CHOICE:		
			A	B	C
EG: JANE SMITH	1234 ANYWHERE CALGARY, ALBERTA T2Y 6V6	007		B	
<b>PLEASE RETURN THIS PORTION WITH YOUR CHEQUE MADE PAYABLE TO THE:</b> CUPE CALGARY DISTRICT COUNCIL c/o Tina Hansford, CUPE Calgary Area Office SUITE 240N 3015 5 <sup>TH</sup> AVENUE NE, CALGARY, AB T2A 6T8 Telephone: (403) 235-6955 Fax: (403) 569-0032					

cope #491

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