



CANADIAN UNION OF PUBLIC EMPLOYEES

UNION DEVELOPMENT DEPARTMENT PRESENTS

AN EDUCATIONAL WORKSHOP

LOCATION – Headquarters

Holiday Inn
30 Fairway Rd., S
Kitchener, ON N2A 2N2

HOTELS

Holiday Inn
30 Fairway Rd, S., Kitchener
1-877-660-8550

Radisson
2960 King St, E., Kitchener
1-800-395-7046

REGISTRAR

Central Western CUPE Council
C18-223 Pioneer Drive
Kitchener, ON N2P 1L9
Attention: Cindy
cmtspence@sympatico.ca
519-896-9419 (Home)

DATES

Saturday, May 1, 2010 -
Sunday, May 2, 2010

REGISTRATION

Saturday, May 1
8:00 am – 9:00 am

CLASS TIMES

Sat., May 1 - 9:00 am – 5:00 pm
Sun., May 2 – 9:00 am – 12:00pm

1. NEW STEWARDING LEARNING SERIES

Three stewarding modules will be included.

2. RECORDING SECRETARY

This workshop will help new recording secretaries learn about their role and duties. It will also give experienced recording secretaries a chance to learn from others. You will learn how to take minutes at meetings, negotiations and grievance hearings, how to organize paper and electronic files and how to write clear effective information bulletins and reports.

3. CONFLICT RESOLUTION

When people have different points of view, conflict can arise. We offer a series of workshops to deepen your understanding of conflict and develop stronger skills to resolve it. You will learn how to deal with conflict between members, with management, and in other situations where tensions are high.

4. HEALTH & SAFETY 101

Health and Safety 101 is designed for Health and Safety Representatives, members of Joint Health and Safety Committees, Stewards, Union Executives and those who are seeking a basic understanding of the *Occupation Health and Safety Act* of Ontario. The workshop includes an overview of the Internal Responsibility System, the relationship between Health and Safety and the WSIB, rights and responsibilities for workers, supervisors, employers, Joint Health and Safety Committees, Trade Unions, Health and Safety Representatives and the Ministry of Labour Inspectors.

5. RESPONDING TO THE ATTACK ON SICK LEAVE ENTITLEMENT

This workshop will help you develop strategies to counter the attack on members' sick leave entitlements. You will learn how to deal with cut to sick leave plans, and problems with short and long term disability benefits. This workshop will also assist in developing an understanding of Innocent Absenteeism and look at the introduction of Attendance Management Programs.

REGISTRATION DEADLINE: Friday, April 9, 2010

REGISTRATION FEE: \$75.00 - includes course material and lunch on Saturday

Cancellation Policy: Please provide in writing by Friday, April 9, 2010. After this date there will be no refunds. Please ensure you provide your local number, contact name and number on the registration form.

Please include any special need requests on registration form.

SPONSORED BY THE CENTRAL WESTERN DISTRICT CUPE COUNCIL

cope491/cc



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UNION DEVELOPMENT DEPARTMENT

REGISTRATION FORM

Central Western District Council 2010 Spring School

TO BE MAILED TO THE REGISTRAR →

REGISTRAR

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 C18-223 Pioneer Drive
 Kitchener, ON N2P 1L9
 Attention: Cindy
cmtspence@sympatico.ca
 519-896-9419 (home)

REGISTRATION DEADLINE: Friday, April 9, 2010

Local Information		
Local #:	City/Town/Region:	Employer:
Contact Name:	Contact E-mail:	Contact Phone #:
Participant Information		
Registrant's Name	E-mail Address	Course Name

REGISTRATION FEE MUST BE ENCLOSED: \$75.00 – includes lunch on Saturday

PLEASE MAKE CHEQUES PAYABLE TO: CENTRAL WESTERN DISTRICT CUPE COUNCIL