



CANADIAN UNION OF PUBLIC EMPLOYEES

UNION DEVELOPMENT DEPARTMENT PRESENTS

AN EDUCATIONAL WORKSHOP

LOCATION -Headquarters

Westlane Secondary School
5960 Pitton Road
Niagara Falls, ON

RECOMMENDED HOTELS

Howard Johnson Express
8100 Lundy's Lane, Niagara Falls
(905) 358-9777

Travel Lodge Bonaventure

7737 Lundy's Lane
(905) 374-7171

REGISTRAR

Ms. Susan Schmidt
500 Major St., RR#1
Welland, ON L3B 6J2
Telephone: 905-401-0966
*Please leave message & call
will be returned*
Fax: 905-732-5126

DATES & TIMES

Sat. Apr 10 & Sun. Apr 11, 2010

REGISTRATION

Sat. April 10 @ 8:00 am

CLASS TIMES

Sat. April 10 9:00 am – 4:00 pm
Sun. April 11 – 9:00 am – 4:00 pm

1. INTRODUCTION TO STEWARDING – NEW LEARNING SERIES

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 and dealing with workplace complaints.

2. STEWARDING – NEW LEARNING SERIES

The following three modules will be offered: Grievance handling, discipline and discharge and disability awareness.

3. VIOLENCE IN THE WORKPLACE: FROM AWARENESS TO ACTION

Violence is an occupational health and safety issue in too many of our workplaces. This workshop gives you a chance to talk about the problem with other CUPE members. Together, you will examine the reasons for workplace violence and find ways to prevent it.

4. RECORDING SECRETARY/PARLIAMENTARY PROCEDURE

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. At the same time you will learn the basics of parliamentary procedure.

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 cuts to sick leave plans, the introduction of attendance management plans and problems with short and long term disability benefits.

6. WEBSITE DESIGN

This workshop will show you how to create a web site using CUPE's free and ease-to-use Content Management System. Participants are asked to bring a CD to the workshop with their local's logo, photos and stories. You will also learn how to use CUPE's free webmail service.

7. FINANCIAL OFFICERS

This workshop is for you if you are a secretary-treasurer or a trustee. You will practice

- keeping a monthly ledger,
- filling out a report on the per capita tax,
- preparing a budget
- auditing the books.

8. FACING MANAGEMENT

The goals of this workshop are to help you understand how managers think and act and how to use that knowledge to the union's advantage. Your group will discuss the history of work and the tactics unions have used with management. Solidarity within the union begins here!

9. 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.

REGISTRATION DEADLINE: Friday, March 26, 2010

(Refund issues must be discussed with Susan Schmidt or Pam Ioannoni (905) 401-0966)

REGISTRATION FEE: \$75.00 for affiliated locals \$90.00 for non-affiliated locals. Fee includes morning and afternoon breaks and lunch on Saturday.

SPONSORED BY: NIAGARA DISTRICT CUPE COUNCIL



**CANADIAN UNION OF PUBLIC EMPLOYEES
EDUCATION DEPARTMENT**

Niagara District Council School – April 2010

TO BE MAILED TO THE REGISTRAR →

REGISTRAR
 Ms. Susan Schmidt
 500 Major St., RR#1
 Welland, ON L3B 6J2
 Telephone Number
 905- 401- 0966
 Fax: 905-732-5126

REGISTRATION DEADLINE: Friday, March 26, 2010
NO REFUNDS WILL BE ISSUED AFTER FRIDAY, MARCH 26, 2010

Name	Address	Home Phone No.	Course	Local

PLEASE INCLUDE REGISTRATION FEE: \$75.00 for affiliated locals \$90.00 for non-affiliated locals
 (Includes lunch on Saturday)

MAKE CHEQUES PAYABLE TO: NIAGARA DISTRICT CUPE COUNCIL

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