

Catalogue of BC Workshops

In addition to the wide variety of workshops offered by CUPE National, the following workshops are available to members in BC. If you want to know more about upcoming workshops in BC, please go to the CUPE BC website – www.cupe.bc.ca.

Advanced Collective Bargaining (Weeklong)

Bargaining is more complex and challenging than ever before. We are facing employer and legislative initiatives that threaten existing rights and benefits. This weeklong workshop provides an opportunity for participants with previous bargaining experience to delve more deeply into strategies and tactics for successful negotiations. Group discussion and simulated bargaining will create a lively and provocative learning experience.

(NOTE: Prerequisites: “Preparing for Bargaining”, “Bargaining Skills” and “CUPE Weeklong Bargaining”)

Advanced Leadership (Weeklong)

Through a series of in-depth presentations and activities, participants attending this weeklong workshop will explore some of the important legal, equality, global and local challenges facing CUPE members today. Participants will also learn how to use strategic planning and other mobilizing skills to carry out succession planning so that CUPE locals continue to have strong and effective leaders.

Advanced Occupational Health and Safety – Part 1 (Two-Day)

This two-day workshop will provide health and safety activists or joint Health and Safety Committee members with a deeper and more in-depth understanding of how the overall environment affects CUPE members’ health and safety. Participants will learn more about the role and responsibilities of Health and Safety Committee Members, in particular:

- Occupational and Environmental Diseases.
- How to prevent injuries in your workplace.
- What your rights and responsibilities are under the Legislation.

Advanced Occupational Health & Safety – Part 2 (Two-Day)

This two-day workshop will provide health and safety activists or joint Health and Safety Committee members with a deeper and more in-depth understanding of how the overall environment affects CUPE members’ health and safety. Participants will learn more about the role and responsibilities of Health and Safety Committee Members, in particular:

- Dealing with prevention appeals.
- Accident/incident investigations.
- Chemical and biological exposures.
- How to communicate health and safety to your membership.

Advanced Occupational Health and Safety (Weeklong)

This weeklong workshop will provide any health and safety activist or joint Health and Safety Committee member with a deeper and more indepth understanding of how the overall environment affects CUPE members' health and safety.

Participants will learn more about the role and responsibilities of Health and Safety Committee Members, in particular:

- Occupational and Environmental Diseases.
- How to prevent injuries in the workplace.
- Rights and responsibilities are under the Legislation.
- Dealing with prevention appeals.
- Accident/incident investigations.
- Chemical and biological exposures.
- How to communicate health and safety issues to your membership.

An Introduction to CUPE for Aboriginal Members (Two-Day)

This is an informative and relaxed two-day introductory workshop. It helps Aboriginal members learn more about their union and the labour movement in general. Workshop topics are presented by CUPE aboriginal facilitators in a comfortable and culturally sensitive environment.

Behaviour Strategies for Students With Special Needs (Three-Hour)

Students with special needs often exhibit challenging behaviours. Through brainstorming and group activities, this interactive three-hour workshop will explore proactive and reactive strategies for dealing with these behaviours. Participants will gain insights and skills that they can use immediately. Resource materials for future reference including strategies for specific disabilities will be provided.

Building Skills for Women (Weeklong)

If you are a CUPE woman interested in getting more involved in your union, this weeklong workshop is for you. A key part of this workshop is developing the skills to express yourself effectively in small and large groups, to union members, management and the community. You will have ample time to practice assertive communications, public speaking and chairing meetings of all kinds.

By sharing experiences with other CUPE sisters, you will gain the confidence to develop personal strategies and action plans. There will an opportunity to learn from other women who have held various elected offices both inside and outside the union.

Bullying and Personal Harassment (One-Day)

This one-day workshop will help participants to recognize and identify bullying and harassing behaviour and to learn how to protect themselves from bullying and personal harassment in the workplace. Disciplinary as well as rehabilitative responses to bullying and harassing behaviour will be discussed.

Finally, this workshop will focus on preventing workplace bullying and harassment by examining ways to create a respectful workplace including implementation of a bullying and personal harassment policy and program.

Counting Women In – The Wall (One-Day)

This high energy, interactive one-day workshop addresses the challenges that women face in the workplace and in their personal lives. Participants will have the opportunity to analyze the changes in the economy and society over the past decade and to reflect on what these changes have meant to women in their personal and work lives.

Defending Public Water (Weeklong)

This interactive weeklong workshop will provide participants with the opportunity to learn how to campaign in defense of public water and how to become a part of the movement to protect public water and wastewater in B.C.

Components of the course include: understanding public/private partnerships (P3's); the regulatory framework for water and wastewater systems in B.C.; the role of local government; how to build a successful fight-back campaign; how to use communications to design key messaging; working with CUPE National Staff and CUPE B.C.; coalition building; stories of global water struggles; and alternatives to P3's such as "public/public partnerships." Participants will learn about the successful Island Water Watch Campaign and the province-wide CUPE B.C. Water Watch Campaign.

Discipline and Discharge (One-Day)

This one-day workshop will be of interest to executive officers and shop stewards who represent members on discipline matters. A variety of topics will be discussed including what constitutes just cause for discipline, the rights of probationary employees and performance issues including work performance, lateness, alcohol and drug addiction, extended leaves due to illness and accommodations.

Duty to Accommodate (Two-Day)

This two-day workshop will explore the historical development of the Duty to Accommodate within the context of human rights law. Participants will review the legal obligations of the employer, the union and the person seeking accommodation. In addition, a variety of practical ways that equality seeking groups can be accommodated at the worksite will be examined.

EA Essentials (Three-Hour)

Through interactive discussions, this three-hour workshop will help to clarify the role of education assistants and teachers as part of the education team. The distinct roles and overlapping responsibilities of education partners will also be reviewed as well as legal issues and ethical concerns as they pertain to the classroom. Participants will have the opportunity to share their experiences and concerns and will receive relevant resource materials for future reference.

Executive Officer Training (One or Two Day)

For both experienced and new union officers, stewards and activists, this one or two-day workshop will provide an opportunity to discuss roles and responsibilities of all officers and how to work effectively together. Strategic planning, communications, delegating, working with committees and conducting meetings will also be discussed.

Human Rights from a Steward's Perspective (Weeklong)

This weeklong workshop will help CUPE stewards and officers to understand and feel comfortable dealing with the human rights aspects of workplace problems. Discussions will focus on five key areas:

- A review of human rights laws and principles as they apply to the everyday work of the union.
- Types of prohibited discrimination and remedies available from an arbitrator or Human Rights Tribunal.
- Duty to accommodate including the historical and legal foundations, definition of disability and legal obligations of the union, the employer and the individual seeking accommodation.
- Harassment including the human rights code types of harassment as well as personal or psychological harassment and bullying.
- A review of CUPE's equality program and where we are going in our struggle for equality and human rights.

Lobbying Politicians...Influencing Government (One-Day)

CUPE as an organization and CUPE members across the province have worked hard to elect friendly and progressive politicians in local and provincial government. Whether it's stopping privatization or working to bring contracted services back, our success has been due in large part to our ability to talk to and influence friendly politicians.

This one-day workshop will give participants a solid understanding of lobbying techniques and the confidence to engage politicians in discussions on issues important to CUPE members.

Making It Sing – Advanced Communications (Weeklong)

Tired of being ignored by the media? Looking for better ways to get your message out to local members and the public? Whether you're a rookie union communicator or a seasoned veteran, this weeklong workshop will give you the tools you need to get your message across and "make it sing".

As an activist, you know what the issues are. But if your message is not reaching the membership – or if your campaign is having less of an impact than you'd like – then this workshop, facilitated by CUPE National Communications Representatives, will give you the jumpstart you need.

You'll learn all the tricks of the trade – from clever writing and design, and getting the most from your website or newsletters, to developing a communications strategic plan for campaigns. Along the way, you'll learn how to connect more CUPE members to their union, build solidarity and reach the general public.

Municipal Finances and Law (Weeklong)

The Liberals have changed the rules when it comes to municipal government. This weeklong workshop will help members from municipal locals to understand the impact of the Community Charter and employees and their unions.

Participants will also learn about municipal financial reports, both their uses and limitations. As well, members will become familiar with the Freedom of Information Act and how to use it to dig deeper for information that can benefit their locals.

NOTE: Every participant is required to bring the following information from their municipality:

- Audited financial statements for the two most recent available years.
- The most recent municipal financial plan.
- The most recent municipal report under the Financial Information Act.

Note Taking (One or Two Day)

This one or two-day workshop is aimed at executive members and shop stewards who are required to keep notes and keep a record of meetings with management.

You'll get the chance to improve your listening skills, practise taking notes capturing the important points raised in the meeting, and how to take different styles of notes, whether it's a disciplinary, grievance or bargaining meetings.

In the two-day version, you will practice and work more in depth at what makes good notes; good grammar, spelling, composition, etc. At the end of two days you will feel more comfortable taking notes at your next meeting with management.

Parliamentary Procedure and Public Speaking (Weeklong)

If you have ever wondered what a “point of order” is, this workshop is for you! Understanding the basics of parliamentary procedure will help you to navigate your local meeting, learn how the union’s business is done and have the confidence to play a more active role in union meetings and conventions. Participants will also learn how to become a more effective public speaker whether it’s speaking to motions at a membership meeting, advocating on behalf of a member in a meeting with management or preparing and delivering a keynote speech. There will be ample opportunity for practice because, as we all know, practice makes perfect!

Representing Members at Meetings (One Day)

How often are stewards and officers called into meetings with management without any notice or chance to prepare? This happens a lot and it affects how well we are able to represent our members.

Officers and stewards attending this one-day workshop will learn more about how to effectively represent their members in meetings with management. Their role goes far beyond taking notes or acting as a witness. As the Union’s representative, officers and stewards have rights that assist them in carrying out their responsibilities. Participants will learn more about these rights, how to stop the employer’s fishing expeditions, how to ask the right questions and how to protect their member’s rights.

Respect in the Workplace (Three-Hour)

This three-hour interactive workshop will provide participants with information about harassment and discrimination...what it is and what it isn’t. Workplace policies and contract language will be reviewed and their role in creating respect in the workplace will be examined. Through group discussion and video presentations, participants will observe and analyze problem behaviours and learn more about how to prevent and stop harassment in the workplace. This workshop is suitable for joint training or union education venues.

Resume Writing – Preparing for a New Career (One-Day)

This one-day workshop will guide participants through the process of looking at their skills and interests, writing a resume and preparing for a job interview. Participants will have the opportunity to role-play the interview process in order to alleviate some of the anxiety we all experience when facing a job interview.

Say What You Mean... Effective Communication Skills (Weeklong)

This weeklong workshop is intended to help members speak with confidence in a variety of settings. Whether it's talking one-on-one to a co-worker, speaking to motions at Union meetings or standing up to management, this workshop will help you to communicate assertively and effectively. Participants will explore the reasons why assertive behavior is often very difficult and learn how to overcome these barriers.

The workshop will focus on the elements of effective face-to-face communications and public speaking. With lots of practice time, participants will learn to deal with nervousness while practicing techniques to help them to be assertive communicators at home, in the workplace and in the Union. As they say, “Practice makes perfect!”

School Board Budgets (Weeklong)

This weeklong workshop will help CUPE leaders employed in K-12 workplaces to analyze school district budgets with a view to developing strategies that can protect members' jobs and the services they provide. The workshop will concentrate on gaining effective input into budget decisions through the annual cycle of school district finance. It will also link budget analysis to coalition building and how to deal with the media and the public.

Toxins in Workplace

Take this workshop to understand which chemical usages are of primary concern. Learn about WorkSafeBC and WHMIS as well as regulations on workplace exposures. You'll also learn how to read between the lines of material safety data sheets and how to do internet research on toxic chemicals.

Working Together for Global Justice (Weeklong)

For most working people the issues of climate change, international conflict, global economics and trade agreements can seem far removed from daily life. But CUPE members are affected by global events every day in our workplaces. We feel the impact of the push to privatize and the downward pressure on our working conditions is linked to what happens outside our borders.

As activists, how can we help our members understand the 'big picture'? What kind of actions can we take at a local level to make positive changes? This weeklong workshop will serve to increase your knowledge of the global movement for social justice while helping you develop practical ways to use that knowledge in your community and build solidarity as you work for progressive change.

Worksite Harassment (One-Day)

This one-day workshop will help participants understand and discuss issues surrounding harassment in the workplace. Members will gain the skills they need to deal with harassment if it should take place.

Participants will discuss the roles and responsibilities of the union, the process for dealing with complaints, investigation, filing grievances and complaints under a policy. Co-worker harassment and duty of fair representation will also be discussed.