



Education Calendar Spring 2010

| Date | Workshop | Location | Registration Deadline |
|--|---|--|--|
| March 5 & 6 (Friday/Saturday) | Overwork: Taking Action on Workload (Maximum of 3 participants per Local) | WINNIPEG Union Centre – Room 103 275 Broadway | February 17 (Workshop is nearly full) |
| March 19 & 20 (Friday/Saturday) | Taking Back Committees & Health and Safety Regulations | WINNIPEG Union Centre – Room 2B 275 Broadway | March 4 |
| March 26 & 27 (Friday/Saturday) | Preparing for Bargaining (Collective Bargaining Part 1) | WINNIPEG Union Centre – Room 103 275 Broadway | March 11 |
| April 15 & 16 (Thursday/Friday) | Financial Officers – Treasurers & Trustees | WINNIPEG Union Centre – Room 103 275 Broadway | March 31 |
| April 22 & 23 (Thursday/Friday) | Financial Officers – Treasurers & Trustees | BRANDON CUPE Office 1911 Park Avenue | April 7 |
| April 30 & May 1 (Friday/Saturday) | Basic Effective Stewarding | WINNIPEG Union Centre – Room 103 275 Broadway | April 15 |

For further information or to arrange other courses for your Local, contact:

Ann Robins, CUPE Education Representative

703-275 Broadway

Winnipeg, MB R3C 4M6

Ph. (204) 942-0343 Toll-free: 1-800-552-CUPE(2873) Fax: (204) 956-7071 E-mail: arobins@cupe.ca

The Education Calendar is available online at www.manitoba.cupe.ca
and also on the CUPE Manitoba website: www.cupe.mb.ca and CUPE National website: www.cupe.ca

Please post this calendar at your worksite(s) for your members' information.

| Date | Workshop | Location | Registration Deadline |
|------------------------------------|--|---|-----------------------|
| May 14 & 15 (Friday/Saturday) | Financial Officers – Treasurers & Trustees | DAUPHIN CUPE Office 121 – 1 st Street South West | April 29 |
| May 20 (Thursday) | The Manitoba Labour Relations Act – What you don't know <u>can</u> hurt you! | WINNIPEG Union Centre – Room 2C 275 Broadway | May 5 |
| May 30 - June 4 (Sunday-Friday) | Weeklong School (Workshops and other details to be announced) | RUSSELL The Russell Inn | May 7 |
| June 11 & 12 (Friday/Saturday) | Recording Secretaries | WINNIPEG Union Centre – Room 2C 275 Broadway | May 27 |
| June 17 & 18 (Thursday/Friday) | Basic Effective Stewarding | WINNIPEG Union Centre – Room 103 275 Broadway | June 2 |

- **Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.**
- **Registration form attached.**
- **Registration fee is \$45.00 per person for all workshops, except those held in the Brandon and Dauphin CUPE offices - registration is FREE for these workshops, however, registration forms must be completed.**

WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers – Treasurers & Trustees

This workshop will help you understand your role as Secretary-Treasurer or Trustee in your CUPE Local. New Secretary-Treasurers will learn how to keep a set of books, report to the membership, develop budgets, and work with Trustees. New Trustees will learn all the skills needed to audit their Local's books. The course will also help experienced financial officers get up to speed with CUPE's new ledger and associated forms. The on-line ledgers will also be reviewed. *(Participants are requested to bring along a copy of their Local Bylaws and recent Treasurer's Report, as well as a pocket calculator.)*

Recording Secretaries

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. *(Participants are requested to bring along a copy of their Local Bylaws, as well as 3 samples of meeting notices and minutes.)*

Basic Effective Stewarding

What does a CUPE Steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management and help members improve their working conditions. *(Participants are requested to bring along a copy of their Collective Agreement.)*

WORKSHOP DESCRIPTIONS (continued)

Building Legal Skills

The Manitoba Labour Relations Act – What you don't know can hurt you!

This one-day workshop is designed for union executive members, stewards, and activists who want to learn more about the Labour Relations Act. What are unfair labour practices by the Employer and the Union? What powers do you have in bargaining under the Act? What are your rights related to going on strike? What are deemed rights in the LRA and how does this affect you? There will be special emphasis on the Duty of Fair Representation and how to protect yourself and the Local. This workshop will be taught by Legal Representative, Bill Sumerlus.

Collective Bargaining

Preparing for Bargaining (Collective Bargaining Part 1)

How does collective bargaining work? What can your CUPE Local do to get ready for bargaining? How do you choose a committee and build membership support for bargaining? This workshop will help you answer these questions and prepare your Local for bargaining. (*Participants are requested to bring along a copy of their Collective Agreement.*)

Health & Safety

Overwork: Taking Action on Workload

This workshop addresses the growing problem of work-overload and the impact it is having on our lives. Participants identify the causes and hazards of over-work and effective ways to deal with it. Workshop objectives are:

- to gain a better understanding of overwork and issues around workload;
- to better understand its causes;
- to discuss workload as a product of the workplace, not an individual problem;
- to realize the power of committees to carry out workplace investigations into overwork and the impact on workers' health; and
- to make recommendations for developing workload health and safety guidelines.

Taking Back Committees & Health and Safety Regulations

This workshop is designed for all Health and Safety Committee members and others interested in Health and Safety. The course will focus on all aspects of the role of the Health and Safety Committee under the *Workplace Safety and Health Act*, including carrying out inspections and investigations into safety issues. New Regulations came into effect February 2007. Regulations identify how to meet the responsibilities and duties as laid out in the *Act*. The workshop will discuss the impact of the new Regulations, including harassment, violence in the workplace, working alone or in isolation, and more.

Note: Under Section 44(1) of the *Workplace Safety and Health Act*, all *Workplace Safety and Health Committee* members are allowed two (2) educational leave days paid by the employer. All CUPE Health & Safety workshops qualify for such leave. Please request leave from your employer.

“Education is the most powerful weapon which you can use to change the world.”

– Nelson Mandela

Please feel free to make copies of this form. Please PRINT the following information.

Workshop Title: _____

Dates: _____

Location: _____

Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____

Telephone #: Work: _____ Home: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**
(Fee is waived for workshops held in Brandon and Dauphin CUPE offices)

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Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m.

The registration fee for all workshops is **\$45.00 per person**, except for those held in the **Brandon and Dauphin CUPE offices** - registration is **FREE** for these workshops, however, registration forms must be completed, as usual.

Make cheques payable to **CUPE Manitoba Education** and send with completed registration form(s) to:

ERIKA ILIANT
CUPE Manitoba Regional Office
703 – 275 Broadway
Winnipeg, MB R3C 4M6

Ph. (204) 942-0343 Fax: (204) 956-7071 E-mail: eiliant@cupe.ca