

**CUPE·SCFP** / *Canadian Union of Public Employees*  
*Syndicat canadien de la fonction publique*



# Sault Ste. Marie and District CUPE Council Weeklong Spring School

April 16<sup>th</sup> – 20<sup>th</sup>, 2012

Delta Waterfront

Hotel & Conference Centre

208 St. Mary's Drive

Sault Ste. Marie, ON

And

SSM CUPE Area Office Training Centre

421 Bay Street, Suite 606

Sault Ste. Marie, ON

## **FOR HOTEL RESERVATIONS, Call:**

- **Delta Sault Ste. Marie Waterfront Hotel  
Conference and Convention Centre**
  - **Mention “CUPE” when making Reservations**
- **705-949-0611 or 1-888-713-8482**

## **IMPORTANT INFORMATION FOR WEEKLONG SCHOOL 2012:**

- All classes end on Friday, April 20<sup>th</sup> at 5:00p.m.  
However, start dates and times differ depending on the course chosen
- Plenary Session for **all registrants** will be held on Monday, April 16, 2012 from 8:30 am until 9:00 am at the **Delta**— important information will be provided regarding details and location of workshops.
- Class sizes are limited to **20** and registration is on a first come, first served basis  
Please note: In order to be fair to all members, registration fee must accompany registration form in order to reserve your spot
- Course payment may be done by cheque (payable Sault Ste. Marie District CUPE Council)
- After March 26, 2012 a late fee of \$50 per registrant applies
- No refunds after March 26, 2012.

**REGISTER BEFORE MARCH 26, 2012 TO AVOID  
THE LATE FEE**

## **COURSE DESCRIPTIONS**

### **#1 OCCUPATIONAL HEALTH & SAFETY LEVEL I (30 hrs)**

This course embraces an entire gamut of health and safety issues by focusing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour key program consists of 10 modules which include seven core modules that identify the respective roles of the workplace parties– management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effects hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources; explains the effectiveness, or lack of, the three basic principles of control – at the source, along the path, and at the worker; and identifies the hazards presented by excessive workplace noise, and tells how to measure workplace noise and how to develop a noise abatement program. **Level I is a certificate program and the prerequisite for entering Level II programs and Instructor Training. THIS TRAINING IS NOT FOR CERTIFICATION IE. JOINT HEALTH AND SAFETY COMMITTEES WHO ARE MANDATED UNDER BILL 208. There may also be evening coursework which you will be required to attend.**

### **#2 WSIB - LEVEL I (12 hrs)**

This first level is designed to provide basic knowledge of the Workers' Compensation system. This level is directed at workers who need or desire a basic understanding of this sometimes, complex system. Participants will be provided a history of Workers' Compensation as well as an understanding of the bureaucracy and some of the benefits and services available. Hands-on experience and completing Board forms is also included, as well as help in finding out how to access an experienced representative.

### **#3 WSIB - LEVEL II (12 hrs)**

The second level is designed to provide workers with the skills and knowledge to represent injured workers in the initial steps of a worker's claim. This level is designed to build on the knowledge attained in Level I and is directed at workers who will become active as worker representatives. Benefits and services for injured workers will be detailed, including changes as a result of Bill 162, Bill 165 and Bill 99. The course will take an in depth look at services and benefits available under the *Act*. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. These skills will enable representatives to cut through the "red tape" that traditionally slows the decision-making process. The Board's new "Integrated Appeal System" will be explained as well as the new Mediation Services. **WSIB Level I is a prerequisite.**

### **#4 STEWARD LEARNING SERIES #1**

#### **Introduction to Stewarding (9 hrs)**

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. After completing Introduction to Stewarding, stewards can complete other workshop modules from the Steward Learning Series. **Please bring your Collective Agreement.**

## **#5 STEWARD LEARNING SERIES #2**

### **Handling Grievances (3 hrs)**

A refresher on basic grievance handling. This module highlights the steward's role as educator. Participants teach each other "best practices" and share strategies for dealing with difficult grievances.

### **What's our Duty? (3 hrs)**

Stewards' roles and responsibilities are covered by various labour laws. Where do stewards get their authority in the workplace? What is the Duty of Fair Representation? What other legislation covers the workplace?

## **#6 STEWARD LEARNING SERIES #3**

### **Being an Ally for Equality (3 hrs)**

Championing human rights in the workplace and the union is an important role for stewards. But what does it really mean to be a good ally?

### **Creating an Accommodation-friendly Workplace (3 hrs)**

Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the Duty to Accommodate
- what a good accommodation process and plan look like
- what to do if the employer is not willing to provide reasonable accommodation

## **#7 STEWARD LEARNING SERIES #4**

### **Handling Discipline and Discharge (3 hrs)**

For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about:

- key legal concepts and terms
- the role of a steward during the employer's investigation; when discipline is given; and during grievance meetings
- how to develop effective arguments

### **Representing Members in Front of Management (3 hrs)**

Stewards and supervisors are equals when they meet about labour relations. This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations.

## **#8 STEWARD LEARNING SERIES #5**

### **Building your Case (3 hrs)**

Good grievance handling means keeping well organized files. Learn how to research a case thoroughly, how to separate facts from opinions and tips for taking good notes.

### **Conflict Resolution Skills for Stewards (3 hrs)**

Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

## **#9 INTRODUCTION TO SOCIAL MEDIA**

Facebook, Twitter, YouTube and Blogs – these forms of “social media”, or “social networking” are not just passing fads that are used by our kids. They have changed the way we communicate with each other and they are here to stay. Unions are beginning to understand and harness the power of social media to engage with members. Locals beginning to explore these forms of communication need to understand their power, how they can be used to our advantage and also what some of the potential dangers might be. Come and be introduced to the future of union communication in an interactive and fun environment!

**NOTE: *Familiarity with basic computer applications like the internet, email programs, will be helpful.***

## **Course Schedules and Fee**

### **#1 Occupational Health & Safety Level I**

- Location: Delta Waterfront Hotel
- Monday, April 16, 2012 – Friday April 20, 2012 – 9 a.m. to 5 p.m.
- \$125.00

### **#2 WSIB Level 1 (OFL)**

- Location: Sault Ste. Marie CUPE Area Office
- Monday, April 16, 2012 and Tuesday, April 17, 2012 – 9 a.m. to 5 p.m.
- \$75.00

### **#3 WSIB Level 2 (OFL)**

- Location: Sault Ste. Marie CUPE Area Office
- Thursday, April 19, 2012 and Friday, April 20, 2012 – 9 a.m. to 5 p.m.
- \$75.00

### **#4 Steward Learning Series 1**

- Location: Delta Waterfront Hotel
- Monday, April 16, 2012 - 9 a.m. to 5 p.m.
- \$55.00

### **#5 Steward Learning Series 2**

- Location: Delta Waterfront Hotel
- Tuesday, April 17, 2012 – 9 a.m. to 5 p.m.
- \$55.00

### **#6 Steward Learning Series 3**

- Location: Delta Waterfront Hotel
- Wednesday, April 18, 2012 – 9 a.m. to 5 p.m.
- \$55.00

### **#7 Steward Learning Series 4**

- Location: Delta Waterfront Hotel
- Thursday, April 19, 2012 – 9 a.m. to 5 p.m.
- \$55.00

### **#8 Steward Learning Series 5**

- Location: Delta Waterfront Hotel
- Friday, April 20, 2012 – 9 a.m. to 5 p.m.
- \$55.00

### **#9 Introduction to Social Media**

- Location: Delta Waterfront Hotel
- Wednesday, April 18, 2012 – 9 a.m. to 5 p.m.
- \$35.00



**REGISTRATION FORM**  
TO BE MAILED TO THE REGISTRAR

April 16 - 20, 2012

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Name	Workshop Attending	Phone No.	E-mail	Local

Registration fee made payable to the Sault Ste. Marie and District CUPE Council

Registration deadline March 26, 2012

**Registration fee must accompany registration form in order to reserve your spot**