

ATLANTIC REGIONAL OFFICE

271 Brownlow Avenue, Dartmouth, Nova Scotia B3B 1W6 - Phone (902) 455-4180 - Fax (902) 455-5915

December 1, 2010

To All Presidents of CUPE Locals in Newfoundland & Labrador

Dear Sisters and Brothers:

Re: Winter/Spring 2011 Union Development Workshop Schedule – Newfoundland & Labrador

I am pleased to enclose the schedule of workshops being offered to you from January to June of 2011. Also enclosed are registration forms for these workshops. You are not limited to these workshops. If you would like to have workshops arranged for your local on weekdays or evenings, please contact me in order for the necessary arrangements to be made.

Again, I wish to draw your attention to the **two-week deadline date** on the workshop notices. Registration forms must be received (by mail or fax) in my office no later than the deadline date specified. Please **do not e-mail registrations**. If a local cancels a member's registration after the registration deadline date, payment for that member must still be sent for the workshop in question. **Your local will be invoiced for these members unless I am notified ahead of time as to why the member will not be attending the workshop.**

We do not contact participants to confirm registration or to confirm that the workshop will take place. We will, however, contact each registered participant should the course be cancelled. This is why we require each registered member's phone number. CUPE area offices will also be advised of course cancellations.

A further letter with the dates and location for the 2011 Weeklong School will be mailed at a later date. This time around, the school will be held in Newfoundland and Labrador. The tentative dates being considered for the school are either the first or second week of June.

As always, please do not hesitate to request assistance in meeting your members' educational needs.

Yours in solidarity,



Larry Power

Union Development Representative - Atlantic Region

Enclosures

c. J. Bramwell; S. Ruffo; CUPE NL Executive; NL Staff; NL Facilitators

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Date	Workshop	Location
January 21-23, 2011	Occupational Health and Safety (Modules 1-5)	St. John's
January 29-30, 2011	Introduction to Stewarding	Corner Brook
February 5-6, 2011	Introduction to Stewarding	St. John's
February 12-13, 2011	Parliamentary Procedures	Corner Brook
February 19-20, 2011	Sisters Asserting Our Rights!	St. John's
February 25-27, 2011	Occupational Health and Safety (Modules 6-11)	St. John's

Date	Workshop	Location
March 5-6, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>What's Our Duty?</i> • <i>Creating Gender Equality</i> • <i>What Stewards Need to Know about Arbitration</i> 	Stephenville
March 12-13, 2011	Introduction to Stewarding	Rocky Harbour
March 19-20, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>What's Our Duty?</i> • <i>Disability Issues for Stewards</i> • <i>Building your Case</i> 	St. John's
March 26-27, 2011	Financial Officers	Grand Falls
April 2-3, 2011	Introduction to Pensions	Corner Brook
April 9-10, 2011	Introduction to Stewarding	Marystown

Date	Workshop	Location
May 14-15, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Handling Grievances</i> • <i>Challenging Racism in the Workplace</i> • <i>What Stewards Need to Know about Arbitration</i> 	Corner Brook
May 28-29, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Being an Ally for Equality</i> • <i>Mediating Member-to-Member Conflict</i> • <i>Mobilizing Workers</i> 	St. John's



Atlantic Region – Presents

Occupational Health and Safety (Modules 1-5)

This workshop makes health and safety a priority in the union. Learn how to:

- Identify occupational hazards
- Enforce our health and safety rights
- Carry out investigations
- Organize members to achieve healthier workplaces

DATE & TIMES:

Friday, January 21, 2011 (6:30 pm – 9:00 pm)
Saturday, January 22, 2011 (9:00 am – 4:00 pm)
Sunday, January 23, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

January 7, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Atlantic Region – Presents

Introduction to Stewarding

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
- Dealing with workplace complaints

DATE & TIMES:

Saturday, January 29, 2011 (9:00 am – 4:00 pm)
Sunday, January 30, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE Corner Brook Area Office (Suite 17 - 50 Main Street, Corner Brook, NL A2H 1C4)

DEADLINE:

January 14, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Atlantic Region – Presents

Introduction to Stewarding

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
- Dealing with workplace complaints

DATE & TIMES:

Saturday, February 5, 2011 (9:00 am – 4:00 pm)
Sunday, February 6, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

January 21, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Atlantic Region – Presents

Parliamentary Procedures

Have you ever sat through formal proceedings at a meeting or convention and wondered what a “point of order” is? Then this workshop is for you! Come and learn how to participate better in union meetings and conventions.

DATE & TIMES:

Saturday, February 12, 2011 (9:00 am – 4:00 pm)
Sunday, February 13, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE Corner Brook Area Office (Suite 17 – 50 Main Street, Corner Brook, NL A2H 1C4)

DEADLINE:

January 28, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
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Atlantic Region – Presents

Sisters Asserting Our Rights!

Come out and learn some very practical and useful skills in a woman friendly space, from a woman's point of view. This workshop covers:

- Why traditional approaches to assertiveness training don't always work
- Effective communication skills
- Differences in how we communicate
- Strategies for practicing assertive communication

DATE & TIMES:

Saturday, February 19, 2011 (9:00 am – 4:00 pm)
Sunday, February 20, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

February 4, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Atlantic Region – Presents

Occupational Health and Safety (Modules 6-11)

This workshop makes health and safety a priority in the union. Learn how to:

- Identify occupational hazards
- Enforce our health and safety rights
- Carry out investigations
- Organize members to achieve healthier workplaces

DATE & TIMES:

Friday, February 25, 2011 (6:30 pm – 9:00 pm)
Saturday, February 26, 2011 (9:00 am – 4:00 pm)
Sunday, February 27, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

February 11, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Registration Form

(TO BE MAILED TO THE REGISTRAR)

Union Development Representative - Atlantic Region
271 Brownlow Avenue, Dartmouth, NS B3B 1W6

Tel: (902) 455-4180 Fax: (902) 455-5915

Occupational Health & Safety - Modules 6 to 11 (St. John's)
February 25-27, 2011

Registration Deadline February 11, 2011

Name	Address	Phone Number	Local

_____ x \$25 Registration Fee Enclosed
REGISTRATION FEES MUST ACCOMPANY REGISTRATION IN ORDER TO RESERVE SPOT
Please make cheques payable to: Canadian Union of Public Employees



Atlantic Region – Presents

Steward Learning Series

This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- What's Our Duty?
- Creating Gender Equality
- What Stewards Need to Know about Arbitration

DATE & TIMES:

Saturday, March 5, 2011 (9:00 am – 4:00 pm)
Sunday, March 6, 2011 (9:00 am – 12:00 pm)

LOCATION:

Holiday Inn (44 Queen Street, Stephenville, NL A2N 2M5)

DEADLINE:

February 18, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Registration Form

(TO BE MAILED TO THE REGISTRAR)

Union Development Representative - Atlantic Region
271 Brownlow Avenue, Dartmouth, NS B3B 1W6

Tel: (902) 455-4180 Fax: (902) 455-5915

Steward Learning Series – March 5-6, 2011 (Stephenville) Registration Deadline February 18, 2011

Name	Address	Phone Number	Local

_____ x \$25 Registration Fee Enclosed
REGISTRATION FEES MUST ACCOMPANY REGISTRATION IN ORDER TO RESERVE SPOT
Please make cheques payable to: Canadian Union of Public Employees

Introduction to Stewarding

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
- Dealing with workplace complaints

DATE & TIMES:

Saturday, March 12, 2011 (9:00 am – 4:00 pm)
Sunday, March 13, 2011 (9:00 am – 12:00 pm)

LOCATION:

Ocean View Hotel (38-42 Main Street, Rocky Harbour, NL A0K 4N0)

DEADLINE:

February 25, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
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Atlantic Region – Presents

Steward Learning Series

This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- What's Our Duty?
- Disability Issues for Stewards
- Building your Case

DATE & TIMES:

Saturday, March 19, 2011 (9:00 am – 4:00 pm)
Sunday, March 20, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

March 4, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
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Atlantic Region – Presents

Financial Officers

This workshop is for secretary-treasurers and trustees. You will practice:

- Keeping a monthly ledger
- Filling out per capita tax form
- Preparing a budget
- Auditing the books

DATE & TIMES:

Saturday, March 26, 2011 (9:00 am – 4:00 pm)
Sunday, March 27, 2011 (9:00 am – 12:00 pm)

LOCATION:

Mount Peyton Hotel (214 Lincoln Road, Grand Falls-Windsor, NL A2A 1P8)

DEADLINE:

March 11, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

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Atlantic Region – Presents

Introduction to Pensions

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you?

Note: If you have a pension plan in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too. This is NOT a retirement planning workshop.

DATE & TIMES:

Saturday, April 2, 2011 (9:00 am – 4:00 pm)
Sunday, April 3, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE Corner Brook Area Office (Suite 17 – 50 Main Street, Corner Brook, NL A2H 1C4)

DEADLINE:

March 18, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

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Atlantic Region – Presents

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- The role of the steward
- Investigating workplace problems
- CUPE's structure
- Filing a grievance
- Meeting with management
- Dealing with workplace complaints

DATE & TIMES:

Saturday, April 9, 2011 (9:00 am – 4:00 pm)
Sunday, April 10, 2011 (9:00 am – 12:00 pm)

LOCATION:

Marystown Hotel and Convention Centre (76 Ville Marie Drive, Marystown, NL A0E 1L0)

DEADLINE:

March 25, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

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Atlantic Region – Presents

Steward Learning Series

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- Handling Grievances
- Challenging Racism in the Workplace
- What Stewards Need to Know about Arbitration

DATE & TIMES:

Saturday, May 14, 2011 (9:00 am – 4:00 pm)
Sunday, May 15, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE Corner Brook Area Office (Suite 17 – 50 Main Street, Corner Brook, NL A2H 1C4)

DEADLINE:

April 29, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Registration Form

(TO BE MAILED TO THE REGISTRAR)
Union Development Representative - Atlantic Region
271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Tel: (902) 455-4180 Fax: (902) 455-5915

Steward Learning Series – May 14-15, 2011 (Corner Brook) Registration Deadline April 29, 2011

Name	Address	Phone Number	Local

_____ x \$25 Registration Fee Enclosed
REGISTRATION FEES MUST ACCOMPANY REGISTRATION IN ORDER TO RESERVE SPOT
Please make cheques payable to: Canadian Union of Public Employees



Atlantic Region – Presents

Steward Learning Series

This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- Being an Ally for Equality
- Mediating Member-to-Member Conflict
- Mobilizing Workers

DATE & TIMES:

Saturday, May 28, 2011 (9:00 am – 4:00 pm)
Sunday, May 29, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE St. John's Area Office (36 Austin Street, St. John's, NL A1B 3T2)

DEADLINE:

May 13, 2011

FEE:

\$25 (Registration fee must accompany registration in order to reserve spot)

REGISTRAR:

Union Development Representative
CUPE Atlantic Regional Office, 271 Brownlow Avenue, Dartmouth, NS B3B 1W6
Phone: (902) 455-4180 Fax: (902) 455-5915



Registration Form

(TO BE MAILED TO THE REGISTRAR)

Union Development Representative - Atlantic Region
271 Brownlow Avenue, Dartmouth, NS B3B 1W6

Tel: (902) 455-4180 Fax: (902) 455-5915

Steward Learning Series - May 28-29, 2011 (St. John's)

Registration Deadline May 13, 2011

Name	Address	Phone Number	Local

_____ x \$25 Registration Fee Enclosed
REGISTRATION FEES MUST ACCOMPANY REGISTRATION IN ORDER TO RESERVE SPOT
Please make cheques payable to: Canadian Union of Public Employees