

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 Nova Scotia

Dear Sisters and Brothers:

Re: Winter/Spring 2011 Union Development Workshop Schedule – Nova Scotia

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.

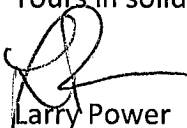
Again, I wish to draw your attention to the **two-week deadline date** on the workshop notices. Registration forms must be received (by mail or fax) in my office no later than the deadline date specified. Please **do not e-mail registrations**. If a local cancels a member's registration after the registration 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 NS Executive; NS Staff; NS Facilitators

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Date	Workshop	Location
January 15-16, 2011	Introduction to Stewarding	Dartmouth
January 15-16, 2011	Parliamentary Procedures	Truro
January 22-23, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>What Stewards Need to Know about Health and Safety</i> • <i>Winning Without Going to Arbitration</i> • <i>Creating an Accommodation-Friendly Workplace</i> 	Sydney
January 29-30, 2011	Preparing for Bargaining	Bridgewater
January 29-30, 2011	Financial Officers	New Glasgow

Date	Workshop	Location
February 5-6, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Handling Grievances</i> • <i>Representing Members in Front of Management</i> • <i>Conflict Resolution</i> 	Truro
February 12-13, 2011	Face-to-Face Communication	Yarmouth
February 12-13, 2011	Parliamentary Procedures	Kentville
February 19-20, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Challenging Racism in the Workplace</i> • <i>What's Our Duty?</i> • <i>Handling Discipline and Discharge</i> 	Dartmouth
February 26-27, 2011	Introduction to Stewarding	Sydney
February 25-27, 2011	Occupational Health and Safety (Modules 6-11)	Truro

Date	Workshop	Location
March 5-6, 2011	Conflict Resolution	Amherst
March 5-6, 2011	Introduction to Stewarding	Bridgewater
March 12-13, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Handling Grievances</i> • <i>What's Our Duty?</i> • <i>Creating Gender Equality</i> 	Sydney
March 19-20, 2011	Financial Officers	Dartmouth
March 26-27, 2011	Parliamentary Procedures	Truro
March 26-27, 2011	Public Speaking	New Glasgow

Date	Workshop	Location
April 2-3, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Being an Ally for Equality</i> • <i>What's Our Duty?</i> • <i>Creating a Harassment-Free Workplace</i> 	Dartmouth
April 9-10, 2011	Steward Learning Series <u>Modules:</u> <ul style="list-style-type: none"> • <i>Creating an Accommodation-Friendly Workplace</i> • <i>Disability Issues for Stewards</i> • <i>Mediating Member-to-Member Conflict</i> 	Yarmouth
May 14-15, 2011	Retirement Planning	Dartmouth
May 14-15, 2011	Stop Workplace Bullying	Truro
May 28-29, 2011	Clear Language	Amherst
May 28-29, 2011	Parliamentary Procedures	Sydney



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 15, 2011 (9:00 am – 4:00 pm)
Sunday, January 16, 2011 (9:00 am – 12:00 pm)

LOCATION:

CUPE Atlantic Regional Office (271 Brownlow Avenue, Dartmouth, NS B3B 1W6)

DEADLINE:

December 31, 2010

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, January 15, 2011 (9:00 am – 4:00 pm)
Sunday, February 16, 2011 (9:00 am – 12:00 pm)

LOCATION:

Holiday Inn (437 Prince Street, Truro, NS B2N 1E6)

DEADLINE:

December 31, 2010

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 Stewards Need to Know about Health and Safety
- Winning Without Going to Arbitration
- Creating an Accommodation-Friendly Workplace

DATE & TIMES:	Saturday, January 22, 2011 (9:00 am – 4:00 pm)
	Sunday, January 23, 2011 (9:00 am – 12:00 pm)
LOCATION:	Delta Sydney Hotel (300 Esplanade, Sydney, NS B1P 1A7)
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

Preparing for Bargaining

What can your CUPE local do to get ready for bargaining? How do you choose a committee, prepare proposals and build membership support for bargaining? This workshop will help you answer these questions and prepare your local for bargaining.

DATE & TIMES:

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

LOCATION:

Best Western Plus Bridgewater (527 Highway 10, Cookville, NS B4V 7P4)

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

Financial Officers

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

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

DATE & TIMES:

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

LOCATION:

Holiday Inn Express (86 Lawrence Boulevard, Exit 24 TCH, Stellarton, NS B0K 1S0)

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
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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:

- Handling Grievances
- Representing Members in Front of Management
- Conflict Resolution

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

LOCATION: Holiday Inn (437 Prince Street, Truro, NS B2N 1E6)

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

Face-to-Face Communication

Do you want to improve your communication skills and become more assertive at work and in your local?
This workshop will:

- Explore verbal and non-verbal communication
- Discuss assertive, aggressive, passive and passive-aggressive communication
- Provide opportunities to practice

DATE & TIMES:

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

LOCATION:

Rodd Colony Harbour Inn (6 Forest Street, Yarmouth, NS B5A 3K8)

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
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:

Pine View Inn (7270 Highway 1, Coldbrook, NS B4R 1B9)

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
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

Parliamentary Procedures – February 12-13, 2011 (Kentville) Registration Deadline January 28, 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:

- Challenging Racism in the Workplace
- What's Our Duty?
- Handling Discipline and Discharge

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

LOCATION: CUPE Atlantic Regional Office (271 Brownlow Avenue, Dartmouth, NS B3B 1W6)

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

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

LOCATION: Delta Sydney Hotel (300 Esplanade, Sydney, NS B1P 1A7)

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
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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:

Holiday Inn (437 Prince Street, Truro, NS B2N 1E6)

DEADLINE:

February 11, 2011

FEE:

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

REGISTRAR:

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Atlantic Region – Presents

Conflict Resolution

Conflict is a natural part of our lives. Learning to handle it well will improve your relationships with other members, co-workers and the employer. This module will:

- Deepen your understanding of conflict
- Strengthen your communication skills
- Provide opportunities to practice responding to conflict

DATE & TIMES:

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

LOCATION:

Super 8 (40 Lord Amherst Drive, Amherst, NS B4H 4W6)

DEADLINE:

February 18, 2011

FEE:

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

REGISTRAR:

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



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

LOCATION: Best Western Plus Bridgewater (527 Highway 10, Cookville, NS B4V 7P4)

DEADLINE: February 18, 2011

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

REGISTRAR: Union Development Representative
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- Handling Grievances
- What's Our Duty?
- Creating Gender Equality

DATE & TIMES:

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

LOCATION:

Delta Sydney Hotel (300 Esplanade, Sydney, NS B1P 1A7)

DEADLINE:

February 25, 2011

FEE:

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

REGISTRAR:

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Atlantic Region – Presents

Financial Officers

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

DATE & TIMES:	Saturday, March 19, 2011 (9:00 am – 4:00 pm) Sunday, March 20, 2011 (9:00 am – 12:00 pm)
LOCATION:	CUPE Atlantic Regional Office (271 Brownlow Avenue, Dartmouth, NS B3B 1W6)
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 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, March 26, 2011 (9:00 am – 4:00 pm)
Sunday, March 27, 2011 (9:00 am – 12:00 pm)

LOCATION:

Holiday Inn (437 Prince Street, Truro, NS B2N 1E6)

DEADLINE:

March 11, 2011

FEE:

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

REGISTRAR:

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Atlantic Region – Presents

Public Speaking

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

DATE & TIMES:

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

LOCATION:

Holiday Inn Express (86 Lawrence Street, Stellarton, NS B0K 1S0)

DEADLINE:

March 11, 2011

FEE:

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

REGISTRAR:

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- Being an Ally for Equality
- What's Our Duty?
- Creating a Harassment-Free Workplace

DATE & TIMES:

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

LOCATION:

CUPE Atlantic Regional Office (271 Brownlow Avenue, Dartmouth, NS B3B 1W6)

DEADLINE:

March 18, 2011

FEE:

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

REGISTRAR:

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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:

- Creating an Accommodation-Friendly Workplace
- Disability Issues for Stewards
- Mediating Member-to-Member Conflict

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

LOCATION: Rodd Colony Harbour Inn (6 Forest Street, Yarmouth, NS B5A 3K8)

DEADLINE: March 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
Phone: (902) 455-4180 Fax: (902) 455-5915



Atlantic Region – Presents

Retirement Planning

It's never too early to start planning for your retirement. Learn about government and workplace pensions and leave with some good tools to help you prepare financially and psychologically.

NOTE: this workshop does not provide specific or personal financial advice.

DATE & TIMES:

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

LOCATION:

CUPE Atlantic Regional Office (271 Brownlow Avenue, Dartmouth, NS B3B 1W6)

DEADLINE:

April 29, 2011

FEE:

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

REGISTRAR:

Union Development Representative
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Atlantic Region – Presents

Stop Workplace Bullying

Bullying doesn't just happen in the school yard. It happens at work too. This workshop will:

- Identify what bullying looks like in your workplace
- Recognize the impact of bullying on everyone
- Help you develop a concrete action plan to stop bullying

DATE & TIMES:	Saturday, May 14, 2011 (9:00 am – 4:00 pm) Sunday, May 15, 2011 (9:00 am – 12:00 pm)
LOCATION:	Holiday Inn (437 Prince Street, Truro, NS B2N 1E6)
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



Atlantic Region – Presents

Clear Language

Unions rely heavily on the written word to inform members of their rights and to encourage them to participate in the workplace, the union and the community. But our communications aren't always as effective as we would like. Is the language you use in your newsletter, website, and other materials clear to everyone? Do your members understand their Collective Agreement?

Clear language is an inclusive approach to communication. It helps to make information accessible to everyone. This workshop will help you develop clear writing and design skills to reach more members and make your local stronger. Clear writing works for workers!

DATE & TIMES:	Saturday, May 28, 2011 (9:00 am – 4:00 pm) Sunday, May 29, 2011 (9:00 am – 12:00 pm)
LOCATION:	Super 8 (40 Lord Amherst Drive, Amherst, NS B4H 4W6)
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



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

LOCATION:

Delta Sydney Hotel (300 Esplanade, Sydney, NS B1P 1A7)

DEADLINE:

May 13, 2011

FEE:

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

REGISTRAR:

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