



Education Calendar Spring 2014

Date	Workshop	Location	Registration Deadline
March 1 (Saturday)	Steward Learning Series The following 2 modules have been scheduled: <ul style="list-style-type: none"> • Building Your Case • Resolving Grievances Without Going to Arbitration (Prerequisite: Introduction to Stewarding workshop)	WINNIPEG Union Centre – Room 103 275 Broadway	February 13
March 6 & 7 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	February 26
April 10 & 11 (Thursday/Friday)	Combating Workplace Bullying	WINNIPEG Union Centre – Room 103 275 Broadway	March 26
April 26 (Saturday)	WCB Basics - A Guide to Working with the Workers Compensation Board	WINNIPEG Union Centre – Room 103 275 Broadway	April 9
May 2 & 3 (Friday/Saturday)	Introduction to 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

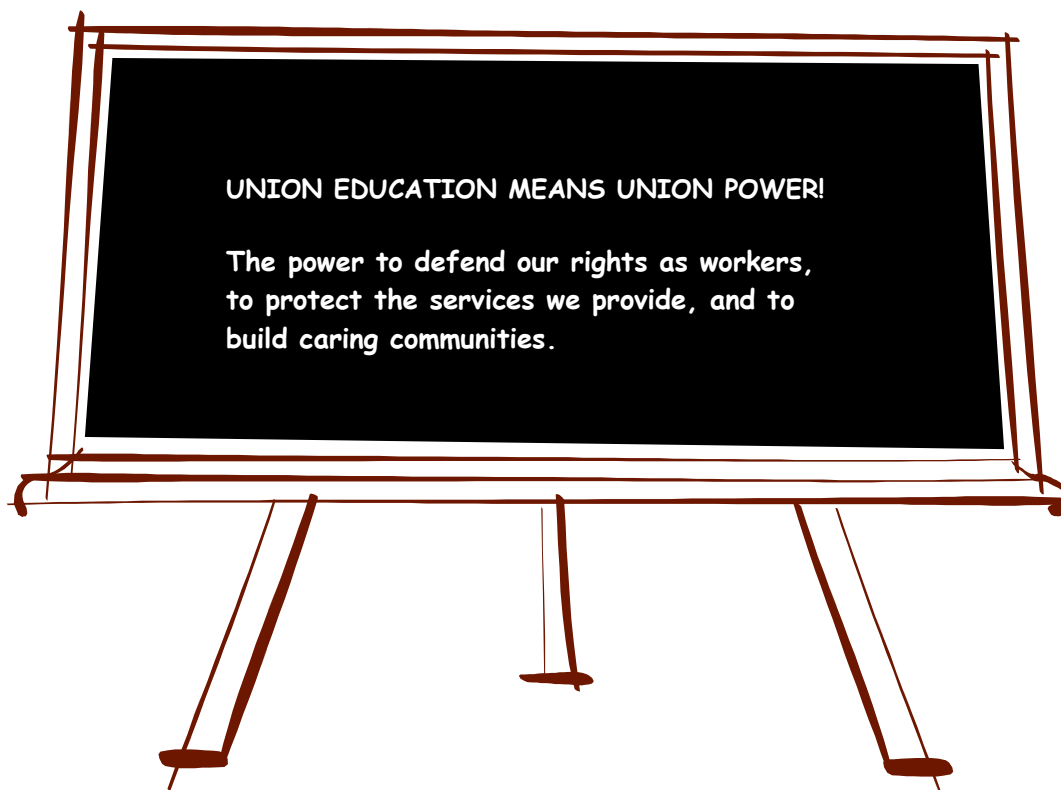
The Education Calendar is also available on CUPE Manitoba's websites: www.cupe.mb.ca and www.manitoba.cupe.ca and on the CUPE National website: www.cupe.ca

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

Date	Workshop	Location	Registration Deadline
May 8 & 9 (Thursday/Friday)	Introduction to Pensions	WINNIPEG Union Centre – Room 103 275 Broadway	April 23
May 25-30 (Sunday-Friday)	Weeklong (Summer) School (Workshops and other details to be announced)	RUSSELL The Russell Inn	May 2
June 12 & 13 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	May 28

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

– Nelson Mandela



WORKSHOP DESCRIPTIONS

Union Officer Training

Financial Officers

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.

Please bring a copy of your Local bylaws and recent Treasurer's Report to the Membership, as well as a pocket calculator.

Stewarding

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! You will learn about:

- the role of the steward;
- investigating workplace problems;
- CUPE's structure;
- filing a grievance;
- meeting with management; and
- dealing with workplace complaints.

Please bring a copy of your collective agreement.

NOTE: The Introduction to Stewarding workshop is a pre-requisite for the Steward Learning Series.

Steward Learning Series

This series recognizes that the steward has an important role to play in a number of areas in the workplace and the union. It provides an opportunity to stay current on stewarding issues. Stewards who have taken the "Introduction to Stewarding" workshop can choose from a list of topics to build on their skills. Following are the Steward Learning Series modules that will be offered this spring:

- **Building Your Case**
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.
- **Resolving Grievances Without Going to Arbitration**
The union wins most grievances without going to arbitration. In this module, stewards discuss the pros and cons of going to arbitration and develop strategies and skills to settle grievances.

PRE-REQUISITES: Previous practical experience and "Introduction to Stewarding" workshop.

Please bring a copy of your collective agreement, Steward Learning Passport and Steward Handbook, if you have one.

Building a Safer Workplace

Combating Workplace Bullying

Union leaders are increasingly faced with member complaints about harassment and bullying. 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. There will be a review of the new Manitoba safety and health legislation which includes expanded language dealing with harassment, as well as referencing the protections under the Human Rights Code. This workshop will also focus on preventing workplace harassment and bullying by examining ways to create a respectful workplace.

WCB Basics – A Guide to Working with the Workers Compensation Board

The objective of this one-day workshop is to gain an understanding of the basic operations of the Workers Compensation Board in order to be better equipped to navigate the system and support injured workers. Running from 9:00 a.m. to 4:30 p.m., the day will be spent focusing on the key points of interaction between the WCB, workers and employers, including rate setting, reporting injuries, decision-making, benefits, dispute resolution (appeal process), and return-to-work programs. The workshop will be facilitated by Sue Roth, SAFE Work Coordinator with the SAFE Work Services Department of the Workers Compensation Board of Manitoba. Sue is a steward in CUPE Local 1063 at WCB and a member of the CUPE Manitoba Global Justice Committee.

Pensions

Introduction to Pensions

Our pensions are 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.

GENERAL INFORMATION:

- **Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the first day, and by 2:00 p.m. or earlier on the second day.**
- **Registration form attached. Registration fee is \$45.00 per person except where otherwise indicated. Registration is FREE for workshops held in the Brandon and Dauphin CUPE offices, however, a registration form must be completed and submitted to the Regional Office in Winnipeg, as usual.**
- **Many workshops fill up quickly - register early to avoid disappointment!**
- **Registrations must be received by the registration deadline indicated for each workshop. An inadequate number of registrations will result in cancellation of the workshop.**
- **Participants will be notified of workshop confirmations/cancellations following the registration deadline.**
- **All CUPE workshops are SCENT-FREE. Thank you for your anticipated cooperation in this regard.**

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

Workshop Title: _____

Dates: _____ Location: _____

Member's Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____ Work Ph.#: _____

Home Ph.#: _____ Cell Ph.#: _____ E-mail: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**
(Fee is waived for workshops held in Brandon and Dauphin CUPE offices.)
Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the 1st day and by 2:00 p.m. or earlier on the 2nd day.

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The registration fee for all workshops is **\$45.00 per person**, except where otherwise indicated, and for those held in the **Brandon and Dauphin CUPE offices** - registration is **FREE** for these locations, 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

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