



LOCAL EXECUTIVE TRAINING

CUPE LET workshops can help your executive and members:

- Build skills
- Understand roles
- Make good decisions
- Plan
- Work as a team
- Deal with conflict
- Engage and include all members
- Prepare for the future

New Locals

Orientation for New Locals	variable
Introduction to CUPE	9 hours/1.5 days

Leadership

Leadership Basics for executive members	9 hours/1.5 days
Leading as a Team	3 hours/.5 day
Financial Essentials	6 hours/1 day
Parliamentary Procedures	9 hours/1.5 days
Conflict Resolution	3 hours/.5 day

Executive Position Skills

Recording Secretaries	9 hours/1.5 days
Secretary-Treasurers	12 hours/2 days
Trustees	12 hours/2 days

Bargaining

How Bargaining Works	3 hours/.5 day
Analyzing Your Collective Agreement	3 and 6 hours/ .5 and 1 day

Representing Members

Introduction to Ally Skills	3 hours/.5 day
Duty of Fair Representation	3 hours/.5 day
Duty to Accommodate	9 hours/1.5 days

LET PLANNING TOOLS

Strategic Planning for Bargaining • Surveying the Members • Strategic Planning for your Local

FREQUENTLY ASKED QUESTIONS

Who will take CUPE's Local Executive Training (LET)?

LET is for members who are elected to, or want to run for local executive positions.

You can choose LET workshops for:

- your local executive
- a group of members in your area, who hold the same position, for example secretary-treasurers, or recording secretaries.

LET workshops are also offered at CUPE Division and regional schools.

Can I take LET workshops if I am not on my local executive?

Yes, the workshops are also for members who want to learn more about being on the executive.

Is there a passport for LET?

There is no passport for the LET program. You will receive a certificate when you complete each workshop.

How can I sign up for LET workshops?

- Contact your national servicing representative or education representative to:
 - ✓ schedule or attend workshops in your region
 - ✓ arrange a strategic planning session
- You can find the list of LET workshops at cupe.ca/union-education.

Visit cupe.ca/union-education