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ATLANTIC REGIONAL OFFICE

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

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March 30, 2015

**TO: ALL CUPE ATLANTIC REGION LOCAL PRESIDENTS**

Dear Sisters and Brothers:

**RE: ATLANTIC REGION'S 30<sup>TH</sup> ANNUAL WEEKLONG SCHOOL  
MAY 24<sup>TH</sup> – MAY 29<sup>TH</sup>, 2015**

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I am pleased to inform you the 30<sup>th</sup> Atlantic Region's Annual Weeklong School will take place May 24<sup>th</sup> – May 29<sup>th</sup>, 2015 inclusive, at Terra Nova Resort & Golf Community which is located in Port Blandford, Newfoundland. Please note the registration fee has changed from last year to accommodate double or single room occupancy. ***The cost for this year's weeklong school (including registration fee, accommodation and meals) is \$750.00 per participant – double room occupancy; and \$1,350.00 per person - single room occupancy.***

Enclosed you will find our Brochure, which includes the National President's message, descriptions of courses being offered, the registration form and other information.

As in previous years, there are scholarships available to members in both provinces and you are encouraged to apply as-per the information contained within the brochure.

The four (4) workshops being offered at this year's school are:

- Course #1 - **OCCUPATIONAL HEALTH & SAFETY – Workplace Inspection & Incident Investigation**
- Course #2 – **BUILDING STRONG LOCAL UNIONS**
- Course #3 – **CONFLICT RESOLUTION** and
- Course #4 – **INTRODUCTION TO STEWARDING plus six (6) STEWARD LEARNING SERIES MODULES:**
  1. **Handling Grievances**
  2. **Being an Ally for Equality**
  3. **Handling Discipline and Discharge**
  4. **Conflict Resolution**
  5. **Creating an Accommodation-Friendly Workplace**
  6. **Representing Members in Front of Management.**

Registration for the workshops will be on a first-come, first-serve basis. I encourage each Local to make your selection as early as possible and return your registration form along with your post-dated cheque to avoid disappointment. Once a maximum of **20 participants** for each workshop have been registered, no further registrations will be accepted. The deadline to register is **May 2, 2015**.

Please **post-date your registration cheques for May 31, 2015**, which will reduce the chance of your cheque becoming stale dated. Registration cheques are not processed until after the weeklong school has concluded.

When selecting participants for the school, please consider those who are prepared to take an active role in this learning experience and who will abide by the rules and guidelines for conduct and attendance. Please consider members who:

- 1) actively participate in your Local
- 2) are willing to be active but could benefit from additional training
- 3) are willing to share this knowledge with the Local membership and Executive when he/she returns.

Should there be any questions or concerns, please do not hesitate to contact me at the Atlantic Regional Office (902) 455-4180.

In solidarity,



**M. Lynn McDougall**  
Education Representative

Enclosure

MLM/js  
cope491

- c. B. Robb, Managing Director of Union Development  
J. Bramwell, Atlantic Regional Director  
D. Cavanagh, President, CUPE Nova Scotia  
W. Lucas, President, CUPE Newfoundland  
Atlantic Regional Staff  
Member Facilitators, Atlantic Region

# THE ATLANTIC REGION'S 30<sup>TH</sup> ANNUAL WEEKLONG SCHOOL

**CUPE** *education*  
*where the action is!*



**Sunday, May 24 – 29, 2015**  
**TERRA NOVA RESORT & GOLF COMMUNITY**  
**Port Blandford, NL**

CUPE Union Development Department  
Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6

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## MESSAGE FROM THE NATIONAL PRESIDENT

March 2015

Sisters and Brothers:

Union education is a powerful tool that informs and provides skills necessary for activists to deal with government and employers alike.

I would encourage all locals in the Atlantic Region to send as many members as possible to the 2015 Weeklong School, to be held May 24 - 29, at the Terra Nova Resort and Golf Community, Port Blandford, Newfoundland.

Increased attacks by government on working people supported by corporations looking for more profits leave public sector workers vulnerable to cuts and rollbacks. Understanding the environment we represent workers in is the key to a successful fightback.

As there will be both federal and provincial elections in the near future, this year's school will include a workshop *Building Strong Local Unions* on strengthening locals through mobilizing members within the context of the political environment and effecting change through the elections process.

You will learn the political action skills necessary to assist in changing government and have a real opportunity to have the party that CUPE Convention mandates we support, the NDP, form as the next federal government.

We are hopeful that the education you participate in will give you these skills to succeed. You will have the opportunity to network and build relationships that will last a lifetime.

In solidarity,



PAUL MOIST  
National President



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**WELCOME TO THE 30<sup>TH</sup> ATLANTIC REGIONAL'S ANNUAL  
WEEKLONG SCHOOL  
ITINERARY**

**SUNDAY, MAY 24, 2015**

4:00 - 5:00 pm	Registration
5:00 - 6:30 pm	Dinner
7:00 pm	Meet & Greet

**MONDAY, MAY 25, 2015**

7:00 - 8:30 am	Breakfast
9:00 am	Workshops
10:30 am	Lifestyle Break
12:00 pm	Lunch
1:00 pm	Resume Workshops
2:30 pm	Lifestyle Break
5:30 - 7:00 pm	Dinner

**TUESDAY, MAY 26, 2015**

7:00 - 8:30 am	Breakfast
9:00 am	Workshops
10:30 am	Lifestyle Break
12:00 pm	Lunch
1:00 pm	Resume Workshops
2:30 pm	Lifestyle Break
5:30 - 7:00 pm	Dinner

**WEDNESDAY, MAY 27, 2015**

7:00 - 8:30 am	Breakfast
9:00 am	Workshops
10:30 am	Lifestyle Break
12:00 pm	Lunch
1:00 pm	Resume Workshops
2:30 pm	Lifestyle Break
5:30 - 7:00 pm	Dinner

**THURSDAY, MAY 28, 2015**

7:00 - 8:30 am	Breakfast
9:00 am	Workshops
10:30 am	Lifestyle Break
12:00 pm	Lunch
1:00 pm	Resume Workshops
2:30 pm	Lifestyle Break
6:00 pm	BBQ

**FRIDAY, MAY 29, 2015**

7:00 - 8:30 am	Breakfast
9:00 am - 12:00 pm	Workshops
12:00 pm	Boxed Lunch

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# WELCOME TO THE 30<sup>TH</sup> ATLANTIC REGIONAL'S ANNUAL WEEKLONG SCHOOL

## GENERAL INFORMATION

This is the 30<sup>th</sup> Atlantic Regional's Annual Weeklong School. The Weeklong School provides a community atmosphere where learning, relaxation and fun are combined. The objective is to give CUPE members the opportunity to develop specialized skills in programs that are interesting and challenging.

### WHO CAN ATTEND?

The School is open to all CUPE members.

Class size will be limited to approximately twenty (20) participants. Participants will be registered on a first-come, first-served basis. It is very important to signify a second choice. Should there be an inadequate number of registrations for a workshop, it will be subject to cancellation.

In the event of a course cancellation, participants will be placed in another workshop. Every effort will be made to place participants in their alternate choice of workshops.

We reserve the right to limit the number of members any one local may send to any workshop and to assign participants to a second choice workshop.

### LOCATION

The weeklong school is being held at the Terra Nova Resort & Golf Community located in the town of Port Blandford, on the east coast of Newfoundland and Labrador, and on the eastern edge of Terra Nova National Park. The Resort is just a 2-hour drive from St. John's and just over an hour from Gander.

### SCENT FREE ZONE

For the comfort and health of our members and staff, CUPE has implemented a Scent-Free Policy at all of our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Please refrain from using scented products. Help us keep the air we share healthy and fragrance-free.

### ACCOMMODATIONS

Accommodations will be assigned on a first come basis. You have a choice of single or double occupancy accommodation. If you wish to have double occupancy accommodation, but do not indicate with whom you wish to share a room, we will assign accordingly.

## COSTS

The fee covers room, meals and registration from Sunday afternoon to Friday at noon. **Cost is \$750.00 per person for double occupancy and \$1,350 per person for single occupancy.** The registration fees must be prepaid, and a post-dated cheque should accompany the registration form. **Please post-date your registration cheques for May 31, 2015.** Registration cheques are not processed until after the weeklong school has concluded. Please make cheque payable to the **Canadian Union of Public Employees** and forward to the Registrar at the Atlantic Regional Office before the **deadline of May 2, 2015 to:**

Lynn McDougall  
Union Development Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6

### REFUND POLICY

- up to May 2: full refund
- after May 2: 1/2 refund
- after May 15: no refund

## ARRIVAL TIME

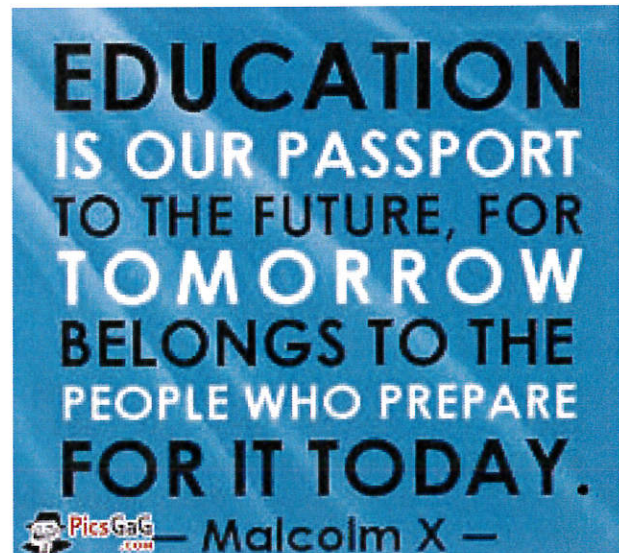
Registration and check-in will take place on Sunday, May 24, 2015 between 4:00 pm and 5:00 pm. Dinner will be served from 5:00 pm to 6:30 pm followed by a meet & greet and welcome to all the participants, and introduction of the facilitators at 7:00 pm.

## RESPECTFUL BEHAVIOUR

All participants are advised that a high standard of trade union behavior is expected. RESPECT is the keyword. All forms of harassment are unacceptable. The CUPE Education Representative has the right to send participants home without refund for inappropriate behavior.

## WHAT TO BRING

- Your Collective Agreement;
- If you have a musical instrument, bring it along!
- don't forget your camera, personal toiletries;
- dress comfortably and casually;
- check the course outline for other requirements.



# WELCOME TO THE 30<sup>TH</sup> ATLANTIC REGIONAL'S ANNUAL WEEKLONG SCHOOL

## COURSE DESCRIPTIONS

Choose one course from the following four courses and please remember to make a second choice, too.

### COURSE #1

**NEW**

#### OCCUPATIONAL HEALTH & SAFETY - WORKPLACE Inspection and Incident Investigation

Inspections are an opportunity to identify and address hazards before they can cause harm to your members. Investigation of incidents allows us to find root causes and identify corrective actions. Brother John Brookfield (Health & Safety Representative – ARO) has developed this workshop to enable your members to implement and participate in these best practices in Health & Safety. This workshop is ideal for members on health and safety committees, members of local executives and those with an interest in improving health and safety conditions in the workplace. *If available, participants should bring their digital camera and laptop computer.*



### COURSE #2

#### BUILDING STRONG LOCAL UNIONS

**[REVISED]**

Strengthen your local; engage and mobilize your members in the context of our political environment. With the right vision, your local can be stronger and more effective for your members and your community.

#### This workshop covers:

- Internal politics: Issues, problems and solutions that are relevant to your local
- Strategies for making your local more inclusive
- External politics: A political action plan to increase your effectiveness in your community, provincially and federally.



## COURSE #3

### 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 workshop will:

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



## COURSE #4

### INTRODUCTION TO STEWARDING plus SIX (6) STEWARD LEARNING SERIES MODULES

This new combined stewarding program will get new stewards up and running after one week. 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!

The **Introduction to Stewarding** portion covers:

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

**The Steward Learning Series** provides an opportunity for Stewards to explore a number of topics – all from a Steward's point of view. This program also acknowledges the important role Stewards play in the union.

This Weeklong School presents the following modules from the Steward Learning Series:

At this Weeklong School, we will offer:

1. **Handling Grievances** - 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;
2. **Being an Ally for Equality** - 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;
3. **Handling Discipline and Discharge** – 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.

*Please bring your Collective Agreement and Steward Handbook & Steward Learning Passport if you have one.*

4. **Conflict Resolution Skills for Stewards** – 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.
5. **Creating an Accommodation Friendly Workplace** – 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.

6. **Representing Members in front of Management** - 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.





# WELCOME TO THE 30<sup>TH</sup> ATLANTIC REGIONAL'S ANNUAL WEEKLONG SCHOOL

## SCHOLARSHIPS



### CUPE NOVA SCOTIA

The **CUPE Nova Scotia Atlantic Weeklong School Scholarships** are awarded by CUPE Nova Scotia. Two Scholarship of \$750.00 are available annually.

**Individuals** planning enrollment in the 2015 Atlantic Weeklong School may make application for this scholarship.

**Eligibility:** Union members in good standing with a local union affiliated to CUPE Nova Scotia. A local may only receive (1) one scholarship for the weeklong school. Preference will be given to a local who has not previously received a scholarship for the weeklong school.

An application form is attached and must be completed and received by CUPE Nova Scotia Scholarship Committee **no later than May 1<sup>st</sup>, 2015** in order for the application to be considered. Please forward to the address noted below.

### **ALL INQUIRIES REGARDING THE SCHOLARSHIP SHOULD BE DIRECTED TO:**

Dianne Frittenburg  
CUPE Nova Scotia Secretary-Treasurer and  
Scholarship Committee Chair  
62 Greenwood Street  
Bridgewater, NS  
B4V 2M9

Email: [fritt@bellaliant.net](mailto:fritt@bellaliant.net)

Phone: (902) 543-1667

Cell: (902) 521-7782

# CUPE NOVA SCOTIA ATLANTIC REGION'S WEEKLONG SCHOOL SCHOLARSHIP APPLICATION

## APPLICATION FORM

1. Name of Submitting Local:

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2. Name of Member Registered to attend the Weeklong School:

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Last Name	First Name	Middle Initial
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3. Address:

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Street and Number	City/Town	Province	Postal Code
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4. Telephone Number:

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Home	Work	Other
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5. Has your local attended the Atlantic Region Weeklong School in the Past?

YES       NO

6. Have you or your local received the Atlantic Region Weeklong School scholarship in the past?

YES       NO

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7. Why would you like to participate in the Atlantic Region Weeklong School?

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8. What is the financial position of the local? Please note you may be required to submit supporting financial documents.

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I certify that the foregoing statements and information is complete to the best of my knowledge and hereby give authorization to CUPE Nova Scotia to verify any information given on this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**THE 30<sup>TH</sup> ATLANTIC REGIONAL'S ANNUAL WEEKLONG SCHOOL**  
TERRA NOVA RESORT & GOLF COMMUNITY, PORT BLANFORD, NL  
May 24 – 29, 2015

**REGISTRATION FORM**

[Please print]

LOCAL # \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**WORKSHOP SELECTION:**

Workshop enrollment is limited to 20 delegates per workshop and registration will be on a first-come, first-served basis.

	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
#1 – Occupational Health and Safety Workplace Inspection & Incident Investigation	<input type="checkbox"/>	<input type="checkbox"/>
#2 – Building Strong Local Unions	<input type="checkbox"/>	<input type="checkbox"/>
#3 – Conflict Resolution	<input type="checkbox"/>	<input type="checkbox"/>
#4 – Introduction to Stewarding plus 6 Steward Learning Series	<input type="checkbox"/>	<input type="checkbox"/>

Single occupancy - \$1,350.00

Double Occupancy - \$750.00 Please choose:  1 Queen **or**  2 Double beds

Sharing a Room with: \_\_\_\_\_ Please assign a roommate

Any special dietary needs/allergies/mobility issues: \_\_\_\_\_

For the Thursday night BBQ on May 28<sup>th</sup>, choose one (1) of the following:

Both Lobster & Steak     Lobster Only     Steak Only

Registration fee of **\$750.00 or \$1,350.00** must accompany this registration form and make cheque payable to: **CANADIAN UNION OF PUBLIC EMPLOYEES** or **CUPE** (post-dated for May 31, 2015).

Please mail completed registration form and post-dated cheque by **May 2<sup>nd</sup>, 2015** to:

**Lynn McDougall**  
**CUPE Atlantic Regional Office**  
**271 Brownlow Avenue, Dartmouth, NS B3B 1W6**

