

## 2015-2016 Workshop Calendar

Date	Workshop	Registration Deadline /
October 2 & 3, 2015	<b>Building Strong Local Unions</b>	September 25, 2015
November 17 & 18, 2015	<b>Introduction to Stewarding</b> <i>(Bring a copy of Collective Agreement)</i>	November 3, 2015
December 1 & 2, 2015 (9 am – 4 pm)	<b>Financial Officers</b> <i>(Bring copy of bylaws and calculator)</i>	November 17, 2015
January 19 & 20, 2016	<b>Women Breaking Barriers</b>	January 5, 2016
February 9 & 10, 2016	<b>NEW - Bargaining:</b> Analyzing your Collective Agreement, Surveying your members <i>(Bring copy of Collective Agreement)</i>	January 29, 2016
March 1 & 2, 2016	<b>NEW - Health &amp; Safety :</b> H&S Committees, Investigations, Psychosocial Hazards	February 16, 2016
March 26 & 27, 2016	<b>NEW - Taking on Privatization</b>	March 11, 2016
April 19 & 20, 2016	<b>Recording Secretary</b>	April 5, 2016
May 10 & 11, 2016	<b>Saying "NO" to Harassment</b>	April 26, 2016
June 28 & 29, 2016	<b>NEW - Steward Learning Series:</b> Challenging Racism in the workplace, Building your case, Conflict resolution skills	June 14, 2016

**PLEASE NOTE:**

- There are no registration fees for these workshops.
- All workshops will be held at the Charlottetown CUPE Office (26 Paramount Drive, Charlottetown, PE).
- All workshops are held from 9:00 am to 4:00 pm on the first day and from 9:00 am to 12:00 noon on the second day unless otherwise indicated.
- Due to limited space, members are encouraged to register early; however, a course can be cancelled due to a lack of participants. Registration will only be official once the participant receives confirmation by email or phone call.
- Please see workshop description on next page

## Workshop Description

<p><b>Bargaining - NEW</b>  <i>9 hours</i>            Getting ready for a round of bargaining? this will start with a critical look at what is already in your CA, and where you can seek improvements, and involving your members</p>	<p><b>Saying “NO” to harassment</b>  <i>9 hours</i>            What is harassment? How do we recognize that a behaviour constitutes harassment? What are the effects of harassment and what can the union do about it?  <b>This workshop will help you understand:</b></p> <ul style="list-style-type: none"> <li>• what harassment is</li> <li>• how to handle complaints</li> <li>• how to use contract language, education, and workplace policy to prevent harassment</li> </ul>
<p><b>Building Strong Local Unions</b>  <i>9 hours</i>            With the right vision, your local can be stronger.  <b>This workshop covers:</b></p> <ul style="list-style-type: none"> <li>• issues, problems and solutions that are relevant to your local</li> <li>• strategies for making your local more inclusive</li> <li>• an action plan to strengthen your local</li> </ul>	<p><b>Stewarding – Introduction to Stewarding</b>  <i>9 hours</i>            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!  <b>In this workshop you will learn:</b></p> <ul style="list-style-type: none"> <li>• the role of the steward</li> <li>• investigating workplace problems</li> <li>• CUPE’s structure</li> <li>• filing a grievance</li> <li>• meeting with management</li> <li>• dealing with workplace complaints</li> </ul>
<p><b>Financial officers</b>  <i>2 days</i>            This workshop is for secretary-treasurers and trustees.  <b>You will practice:</b></p> <ul style="list-style-type: none"> <li>• keeping a monthly ledger</li> <li>• filling out the per capita tax form</li> <li>• preparing a budget</li> <li>• auditing the books</li> </ul>	<p><b>SLS - challenging Racism in the workplace, building your case, conflict resolution skills - NEW</b>  <i>9 hours</i>  <b>Challenging Racism</b>            What racism looks like in the workplace, and your role as a steward in stopping racism.  <b>Building your case</b>            Good grievance handling means keeping well organized files. Learn how to research, and how to separate facts from opinions.  <b>Conflict Resolution</b>            Learn how to handle conflict and communication skills.</p>
<p><b>Health and Safety Modules - NEW</b>  <i>9 hours</i>  <b>Preventing Mental Injuries in the Workplace</b>            New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module will focus on the workplace as the cause of mental health issues, and not the individual HS Committees  <b>Investigations</b>            Explore the structure, role and function of the health and safety committees, their strengths and limitations, and how they can best work within the provided legislative framework, and within our union  <b>Investigations</b>            Learn how to identify root causes of workplace incidents, injuries, and diseases, common routes of entry of toxic substances, and their role in the investigation process</p>	<p><b>Taking on Privatization - NEW</b>  <i>9 hours</i>            This workshop examines the biggest threat to CUPE jobs and public services.  <b>Find out how to:</b></p> <ul style="list-style-type: none"> <li>• spot the early warning sign of privatization</li> <li>• respond to privatization and contracting-out threats</li> <li>• build a campaign to fight privatization in your local</li> </ul>
<p><b>Recording Secretaries</b>  <i>9 hours</i>            This workshop helps recording secretaries learn about their role and duties.  <b>Learn how to:</b></p> <ul style="list-style-type: none"> <li>• take minutes at meetings</li> <li>• organize paper and electronic files</li> <li>• write clear effective information bulletins and reports</li> </ul>	<p><b>Women Breaking Barriers</b>  <i>9 hours</i>            Are you a woman interested in taking on a leadership role in your union? If so, then this workshop is for you! It covers topics relating to women’s oppression, politics and social change – all from a woman’s perspective. Explore the barriers, challenges and opportunities for women in the union. Discover your own personal leadership style and develop a plan to seek more formal recognition of your leadership skills.</p>