

Spring 2015 Weeklong School

May 31 – June 5, 2015

Workshop Descriptions

1. **ADVANCED OCCUPATIONAL HEALTH AND SAFETY**



This weeklong workshop will provide any health and safety activist, Joint Health and Safety Committee Member or executive member with a better understanding of how the overall environment affects CUPE members' health and safety.

Participants will learn more about the role and responsibilities of being a Health and Safety Committee Member, in particular:

- Occupational and Environmental Diseases.
- How to prevent injuries in the workplace.
- Rights and responsibilities are under the Legislation.
- Dealing with prevention appeals.
- Accident/incident investigations.
- Chemical and biological exposures.
- How to communicate health and safety issues to your membership.

Note: Prerequisite - Must have completed "Basic Health and Safety"

2. **CUPE INTRODUCTION TO HUMAN RIGHTS**



This course provides leadership and activists the opportunity to develop the skills and perspectives we need to build a stronger, more inclusive union. Our union will only benefit from our diversity when we pull from the strengths of all of our members.

Employers use racism, sexism, homophobia, and discrimination against people with disabilities to divide us as workers. We'll focus on the role the union can and does play in advancing equality and challenging employers.

This program is rooted in class struggles – learning how racism, sexism, homo/transphobia, and disability issues operate within the context of capitalism and the economy, and learning how movements for equality have always been tied to workers' rights and struggles.

Through case study, video, and discussion, this course provides practical information for taking on workplace harassment, bargaining collective agreements that promote real equity, and building stronger unions. Part critical thinking, part strategy, part skill development, this program is a must for leadership in our growing, diverse union.

3. FACING MANAGEMENT



This course offers an opportunity to learn new skills, tactics, and strategies for unions to use in joint labour-management committees. This is a perfect course for newer activists that want to learn more about union-management relations, traditional and modern management theories and systems, and the history of work organization. Communication skills, group dynamics training, and conflict resolution skills will be emphasized. The course offers hands-on practice sessions in skill-building techniques so that you will be as comfortable in the boardroom as you are at a union meeting.

4. FINANCIAL OFFICERS

**EXPANDED TO INCLUDE CUPE'S
ELECTRONIC LEDGER**

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

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

You will require a calculator and a copy of your Local's bylaws. **Please bring three months, of each of the following, of your Local's books for the audit activity:**

- Ledger
- Bank statements/bank reconciliation statements
- Expense vouchers and invoices

Please bring your computer – we will be going through the Electronic Ledger in this workshop. Someone from CUPE National Accounting Department will be there to answer your questions.

5. INTRODUCTION TO STEWARDING ***PLUS*** FOUR STEWARD LEARNING SERIES MODULES



This new combined stewarding program will get new stewards up and running after one week. 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 four **Steward Learning Series** modules are:

▪ **Connecting with Aboriginal Workers**

As demographics shift, Aboriginal workers are playing an ever-increasing role in the workplace. In this workshop stewards will explore strategies for making your locals more inclusive to Aboriginal members.

▪ **Creating an Accommodation Friendly Workplace**

Human rights laws require our 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

▪ **Literacy Awareness for Stewards**



Literacy is more than reading and writing. It also affects our workplace every day in different ways. In this workshop you will learn about literacy, how it affects you as a steward and what you can do to support an inclusive union and workplace.

• **What a Steward Needs to Know About Collective Bargaining**



This is one of the new modules in the Steward Learning Series and part of CUPE's new bargaining education program. As the eyes and ears of the local, stewards can play an important role before and during bargaining – sharing information and building solidarity among the members. Come and learn about the bargaining process and about ways you can help your local achieve its goals at the bargaining table.

Note: This module is a pilot – your feedback will help CUPE education shape this module for stewards across the country.
