



**PRESENTS**

# **FALL 2019 WEEKLONG SCHOOL**

**OCTOBER 20-25, 2019  
COAST BASTION INN – NANAIMO  
VANCOUVER ISLAND CONVENTION CENTRE**

**PLEASE GO TO [www.cupe23.ca](http://www.cupe23.ca) TO REGISTER**

## **Registration Deadline**

**for CUPE 23 Course Application Forms  
to be reviewed by the Education Committee:**

**Monday, August 19, 2019**

**\*PLEASE CHOOSE 1 OF THE OFFERED COURSES AND AN ALTERNATE\***

## **Steward Learning Series:**

### **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! In this workshop, you will learn: • investigating workplace problems; • filing a grievance; • meeting with management; • dealing with workplace complaints. **NOTE:** See more Stewarding courses under the Steward Learning Series.

### **SLS - Ally skills for stewards**

Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

### **SLS - Disability and ableism in the workplace**

Explore what ableism is, how to recognize it, and ways to address it. Learn about how to make your workplace and union accessible to workers with visible and invisible disabilities.

### **SLS - Growing our mobilizing power**

Stewards can play a key role when the union needs to mobilize our members – whether it's to support the bargaining committee, or stop the employer's attempt to contract out our work. Learn basic mobilization theory and explore how stewards can tackle workplace problems in ways that engage more members and build the union's power.

### **SLS - Literacy awareness**

Literacy affects all of us at work. Learning new computer programs, understanding collective agreements, completing forms, or writing reports can all pose barriers for our members. Learn about how stewards can increase literacy awareness, and help make the union inclusive and accessible to members.

### **SLS - What stewards need to know about arbitration**

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

## **Local Executive Training**

### **LET - Parliamentary Procedure**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a chance to put the learning into practice.

### **LET - Recording Secretaries**

Recording Secretaries play a vital role in keeping local unions strong. Learn how to:

- take clear and accurate meeting minutes;
- organize files;
- process and write correspondence;
- Communicate effectively with members.

### **LET Essentials for Inclusive Unions**

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as place where they want to make a difference?

## **Financial Officers**

### **LET - Financial Essentials**

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties regarding the finances of the union, budgeting and how to be transparent and accountable to members.

### **LET - Financial Officers**

Once secretary-treasurers and trustees complete the Financial Essentials 1-day workshop, they will spend Day 2 learning about bookkeeping and auditing. Treasurers will learn how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees. Trustees will learn how to properly perform an audit of the local union's books, accounts, properties, and assets. At the end of this workshop, Trustees will be able to make recommendations to the local union to improve the local union's financial health. **LAPTOP REQUIRED-if possible.**

## **Understanding Humanities**

### **Combating Workplace Bullying**

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about: • what bullying is; • how bullying hurts everyone; • how not to be a bystander; • how the union can make a difference.

### **Conflict at Work**

Conflict is a natural part of our lives. Learning to handle it well improves relationships at work and in other parts of our lives. In this workshop, you will - deepen your understanding of conflict -learn how to identify the issues and find the right solutions -strengthen your conflict communication skills

### **Duty to Accommodate**

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate. In this workshop you will: • explore case law, key concepts and the prohibited grounds of discrimination under human rights law; • learn to make the case for accommodating workers and how to help union representatives and employers come up with appropriate accommodations for members; • Look at how we can break down stereotypes and stigma to support the accommodation process for those who need it.

### **HS - Understanding Mental Injuries at Work**

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 focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.