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REGISTRATION

NANAIMO FALL 2022 WEEKLONG SCHOOL



OCTOBER 30TH – NOVEMBER 04TH, 2022

COAST BASTION HOTEL

**VANCOUVER ISLAND CONFERENCE
CENTRE**

WORKSHOPS

STEWARD LEARNING SERIES

In order to register for the SLS workshop series members **must** have completed the introduction to Stewarding workshop and have some practical experience as a Steward. Please bring your Collective Agreement and your Stewards Passport

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.

Challenging Sexism in the Workplace

Reflect on sexism and its social and economic impact. Learn ways to challenge sexism in the workplace and protect members rights.

Grievance Handling

Share tips and successful practices with other stewards and learn strategies for handling difficult grievances.

Mediating Member to Member Conflict

Practice coaching members who are in conflict with other members and work with a four-step approach to basic mediation.

Stewards and Health and Safety

Stewards need to work with health & safety activist to ensure the workplace is health & safe for members. Learn about health & safety rights and how stewards can support this important are of union work.

What Stewards need to know about Pensions

Learn about public pensions and about the different types of workplace pension plans. We will also explore the different roles Stewards can play to support and accompany members in understanding and protecting their pension.

Conflict Skills for Stewards

Unresolved workplace conflict is stressful and weakens the union. Learn about the sources of workplace conflict and how to choose a response that fits the situation. Practice conflict communication skills that will help you resolve conflict at work and in the union.

Challenging Racism in the workplace

This workshop covers what racism looks like in the workplace and your role as a steward in challenging it.

MENTAL HEALTH SERIES

**** Additional charge of \$275.00 ****

In our current environment, mental health has become a predominant issue facing our members in and out of work. This workshop will provide

Mental Health First Aid

Mental Health First Aid is designed to give you skills to assist who is experiencing a Mental Health crisis.

Mental Health in the Workplace: A Union Perspective

More than half the population will experience a mental health problem over their lifetime. At least 20% of us are dealing with mental illness on any given day. Mental health issues touch every one of us directly or indirectly. What does this mean for us as workers? What about in our roles as union activists? What are our duties and responsibilities? How can we support members who may be dealing with mental illness? This workshop will help answer these questions and more.

LEGAL WORKSHOP

Advanced Grievance Handling: Building the best case from Grievance to Arbitration.

Here is a little-known fact about grievance arbitrations: they are sometimes won or lost even before any hearing dates are set. How a grievance is investigated, processed, and organized can have a huge impact. This workshop will teach participants about how to best prepare grievances to increase their locals' chances of success at arbitration.

Topics include: grievance investigation and witness interviews, with a focus on issues that arise in allegations of member-on-member harassment; advanced note-taking; duty of fair representation; grievance file management and what a file should include; the grievance procedure, timelines and corresponding with the employer; basic evidence and select advanced evidence topics, including surveillance and medical information; and an overview of the arbitration procedure including preliminary objections and hearings.

This advanced workshop is geared to experienced stewards, Lead Shop Stewards and Local Executive members. (Note: Participants will not learn how to present arbitrations).

**** PLEASE BRING YOUR COLLECTIVE AGREEMENT ****

HEALTH AND SAFETY

Please bring your workplace health safety policies.

Basics of Incident Investigations

Learn how to identify root causes of workplace incidents, injuries and diseases, common routes of entry of toxic substances and your role in the investigation process.

Ergonomics

This module looks at the musculoskeletal injuries in the workplace, such as strains or carpal tunnel syndrome, the risk factors, and the employers' obligations to prevent these types of injuries.

Woman and Work Hazards

This module looks at the impact of the physical and social work environment on woman's health and ways to influence research, policy and practices to reduce the health disparities related to gender.

Identifying and Documenting Hazards

In this module, you will learn techniques for identifying hazards such as body maps, surveys and inspections. You will also develop a methodology for dealing with the hazards you find.

Equality in Health and Safety

Championing equality in the workplace and the union is a vital role of health and safety activists. But what does it really mean to act as a good ally? We will explore what oppression looks like in a health and safety context, and look at ways to reduce personal bias, challenge oppression and act in solidarity with members from marginalized and equity-seeking groups.

Mobilizing around Health and Safety

In this workshop you will learn what mobilizing for health and safety looks like, how to engage members around health and safety in your workplace and how to create a mobilizing plan.

Improving Return to Work Outcomes

As disability-related costs increase, workplaces struggle with re-integrating workers with disabilities. Return to work (RTW) education simplifies this process by focusing on RTW as a Health & Safety issue that must respect the fundamental principles of human rights. This workshop utilizes research based RTW practices to equip participants with effective tools and strategies to facilitate successful work reintegration outcomes. In this course participants will:

- Identify how the duty to accommodate does not guarantee an outcome but requires a process.
- Develop a process that performs an individual investigation of a worker with disabilities' needs and

characteristics.

- Practice the development of creative solutions that lead to reasonable accommodation.
- Learn the legal responsibilities of the employer, unions, and workers in the accommodation process so that a collaborative approach can be adopted.
- Explore the paradigm shift from managing disability to preventing work disability that integrates health & safety practices with RTW solutions to produce a new proactive approach to RTW that will result in lower human and financial costs.

LOCAL EXECUTIVE TRAINING

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 unions' 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.

Financial Officers

Once secretary-treasurers and trustees complete the Financial Essentials part of the workshop, they will then learn 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 book, 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.

Along with the Financial Essentials and Financial Officers, participants will also learn about how to set a budget and present it to the membership for approval, and deal with the new reality of Electronic Banking.

LAPTOP REQUIRED – If possible

REGISTRATION AND INFORMATION

Fall School Registrar

Vanessa Wolff, Education Representative
Canadian Union of Public Employees
BC Regional Office
6222 Willingdon Avenue, Burnaby, BC, V5H 0G3
Phone : 604-291-1940 / Fax : 604-291-1194
E-mail : Vwolff@cupe.ca

Cost

This year all accommodation will be booked as **single occupancy only**.
The cost per participant will include the following: weeklong workshop, single accommodation, and all meals (Sunday evening to Friday afternoon).

We will also be offering a minimum number of spots to **Local members who do not require a hotel stay but** would like to join a workshop. Sunday evening dinner and plenary along with daily lunches & snacks will be provided.

Full Participant cost - \$1,900.00 (workshops, accommodation & meals)

Local Participant cost - \$500.00 (workshops, lunch & snacks only)

Mental Health Series – will be an additional \$275.00.

Participants wishing to bring a spouse/partner and or child will have to pay an additional amount on top of the \$1,900.00 for them to partake in the meal option. This cost will be for the full week meal plan.

Spouse/Partner and/or Children

Spouse/Partner or child 14 years+ - additional \$700.00 for the week.

Child 3 to 13 years old – additional \$300.00 for the week.

After registration is completed, please email names of additional occupants & if childcare is required to rnaidu@cupe.ca

Registration Link

[Click here to register for the CUPE 2022 FALL Weeklong School – Oct 30 to Nov 04.](#)

**Registration Deadline
Sep 16, 2022**

Registration fees must be paid within seven days of registration. **Please make the cheque payable to “Canadian Union of Public Employees” or “CUPE” (NOT CUPE BC).**

Register Early – Limited Space Available

Registrations will be processed on a first come, first serve basis. Some classes fill up weeks before the Registration deadline. *Class size is limited.*

We reserve the right to limit the number of participants from the same local in any workshop.

Should there be an inadequate number of registrations for a workshop, it may be subject to cancellation at the registrar’s discretion.

Arrival Time

Hotel check-in registration & registration table will commence on Sunday Oct 30th at 3:00 pm to 5:30 pm.

Dinner will be served at 6:00 pm. The opening session plenary will commence at 7:00 pm.

Location

Accommodation

Coast Bastion Hotel
11 Bastion Street
Nanaimo, BC, V9R 6E4

Workshops

Vancouver Island Conference Centre
101 Gordon Street
Nanaimo, BC, V9R 5J8

For Your Information

- **Useful items to bring:** Your collective agreement, local bylaws, and a calculator. If you have a musical instrument, please bring it with you as we will have a non-alcohol social room available for gatherings.
- **All participants are expected to attend the opening and closing sessions as well as the daily workshops and the mid-week general evening session.**
- Smoking is not permitted except in designated areas.
- No pets allowed.

Facilities for socializing are available and activities will be organized by CUPE’s Social Convenors and your class reps. We will be asking for \$20.00 cash from each participant for the organized social events.

We will be having a Halloween Party, **please bring a costume for the Festivities!**

Participants Behaviour

All delegates to the Fall 2022 Weeklong School are advised that a high standard of behaviour is expected of them. The key word is RESPECT...respect for all participants, staff and other people at the school and at the hotel. At CUPE's Weeklong Schools, all forms of harassment are unacceptable and will not be tolerated. See CUPE's Code of Conduct [HERE](#).

The CUPE Weeklong School Registrar will deal with incidents in a fair and quick fashion and reserves the right to send participants home for inappropriate behaviour without a refund.

Privacy Statement

To run our online services, such as web-based e-mail, web hosting, and online campaigns, we need to be able to check to see that our users are who they say they are. That means collecting personal information like names, postal codes and phone numbers.

We acknowledge that this is important, personal information and we acknowledge the responsibility that comes with it. We take your privacy seriously. We will never sell, trade, rent or donate any information you provide us. We honour all unsubscribe requests, whether automatically or by e-mail to webmaster@cupe.ca. None of our interactive services display your e-mail address publicly. When you participate in our online actions, we will collect your e-mail address and store it securely. We will contact you by e-mail about CUPE initiatives, as well as social justice and political action campaigns.

Refund Policy

There will be NO REFUNDS for registration cancellations as of Oct 07, 2022. Please notify us prior to Oct 07, 2022 if a participant cannot attend. After this date registration cost is 100% non-refundable. If a participant will be coming late on Sunday evening please contact Vanessa Wolff, Education Representative at 604-292-0283.
