

INTRO SHOP STEWARD MODULES

This is for **NEW** Shop Stewards but **MUST** have already taken **Introduction to Stewarding**. Please bring your Collective Agreement and Stewards Passport.

Notetaking

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

Representing members in front of management

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

Grievance Handling

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

What Stewards need to know about bargaining

Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role during bargaining.

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.

Handling discipline and discharge

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

What Stewards need to know about pensions

In this workshop, participants will learn about public pensions and about the different types of workplace pension plans. They will also explore the different roles they, as Stewards, can play to support and accompany members in understanding and protecting their pension.

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.

ADVANCED SHOP STEWARD MODULES

This series is for members who 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

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Popular economics for stewards

We keep hearing that the rich are getting richer and the poor are getting poorer. How do these trends impact our lives as workers and union members? What is needed from us as stewards in these times of growing economic inequality?

Psychologically safe workplaces

What is a psychologically healthy and safe workplace? Learn to identify the psychosocial hazards in a workplace, and the role of the steward in eliminating them.

Solidarity with Indigenous workers

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workplace.

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.

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.

Stewards and health and safety

Stewards need to work with health and safety activists to ensure the workplace is healthy and safe for members. Learn about health and safety rights, and how stewards can support this important area of union work.

Taking on privatization

Learn about different forms of privatization in CUPE workplaces, how it impacts our members, services, and the public, and what stewards can do about it.

MENTAL HEALTH

**** 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.

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.

Participants should bring a copy of their collective agreement.

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.

COLLECTIVE BARGAINING

Participants will leave with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process and provides opportunities for hands-on practice and skills development in preparing for and negotiating parts of a collective agreement. This course is aimed at new bargaining committee members and local union officers. You may want to bring a calculator for this course.

ADVANCED GRIEVANCE HANDLING

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 **

LOCAL EXECUTIVE LEADERSHIP

Leadership Essentials

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power and strengthen solidarity in the union, in the labour movement and in our communities.

Conflict-Ready Executives

In this workshop, participants will explore:

- The value of conflict for effective groups
- How our beliefs about conflict shape how we respond
- The kinds of conflict executives struggle with
- Productive ways to resolve conflict on an executive

**** One day of panel and roundtable discussion ****

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?