

# WORKSHOP CATALOGUE

## SPRING 2026 WEEKLONG SCHOOL

### STEWARD LEARNING SERIES: INTRODUCTION

This is for NEW Shop Stewards. Introduction to Stewarding is included in this stream. Please bring your Collective Agreement and Stewards Passport if you have one.

#### 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 grievances; meeting with management; dealing with workplace complaints.

#### SLS - 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.

#### 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 - Duty of Fair Representation

Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

#### SLS - Handling Discipline & 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.

#### SLS - 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.

## **STEWARD LEARNING SERIES: 2**

Introduction to Stewarding MUST be completed prior to the start of school. Please bring your Collective Agreement and Stewards Passport.

### **SLS - Handling Discipline & 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.

### **SLS - Creating Accommodation-Friendly Workplaces**

Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.

### **SLS - 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.

### **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 - 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.

### **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.

### **SLS - Creating Harassment-Free Workplaces**

Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.

### **SLS - Popular Economics for Stewards**

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

### **MENTAL HEALTH FIRST AID**

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 role 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. \*Includes certification "Mental Health First Aid."

### **PARLIAMENTARY PROCEDURE & PUBLIC SPEAKING**

This is a two-part course. Parliamentary Procedure covers how to run a meeting effectively, the duties of a chairperson and secretary, and how the rules of order can provide a democratic and fair process to get the business of the union accomplished. Public Speaking covers how to speak persuasively to various groups and how different formats are used to speak at convention, debates, and impromptu gatherings.

### **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.