



Education Calendar

Spring 2012

Date	Workshop	Location	Registration Deadline
March 8 & 9 (Thursday/Friday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	February 22
March 15 & 16 (Thursday/Friday)	Harassment and Bullying in the Workplace	WINNIPEG Union Centre – Room 103 275 Broadway	February 29
March 23 & 24 (Friday/Saturday)	Steward Learning Series The following 3 modules have been scheduled: <ul style="list-style-type: none"> • Handling Grievances • Disability Issues for Stewards • Creating an Accommodation-Friendly Workplace (Prerequisite: Introduction to Stewarding workshop)	WINNIPEG Union Centre – Room 2C 275 Broadway	March 8
April 4 (Wednesday)	NEW! WCB Basics - A Guide to Working with the Workers Compensation Board (Registration is limited to 2 participants per Local)	WINNIPEG Union Centre – Room 103 275 Broadway	March 20
April 27 & 28 (Friday/Saturday)	Introduction to Stewarding	WINNIPEG Union Centre – Room 103 275 Broadway	April 12
May 10 & 11 (Thursday/Friday)	Financial Officers	WINNIPEG Union Centre – Room 103 275 Broadway	April 25

For further information or to arrange other courses for your Local, contact:

Ann Robins, CUPE Education Representative

703-275 Broadway

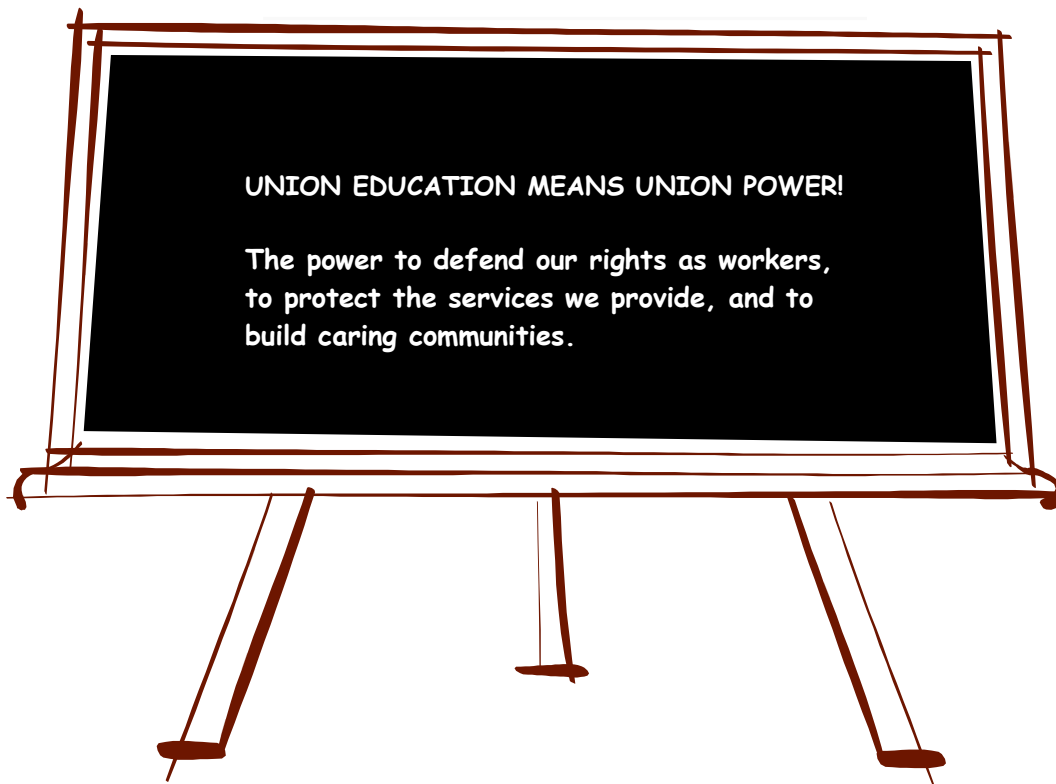
Winnipeg, MB R3C 4M6

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The Education Calendar is also available on CUPE Manitoba's websites: www.cupe.mb.ca and www.manitoba.cupe.ca and on the CUPE National website: www.cupe.ca

Please post this calendar at your worksite(s) for your members' information.

Date	Workshop	Location	Registration Deadline
May 14 (Monday)	NEW! Social Media from a Legal Perspective	BRANDON CUPE Brandon Area Office 1911 Park Avenue	April 27
May 24 (Thursday)	NEW! Social Media from a Legal Perspective	WINNIPEG Union Centre – Room 103 275 Broadway	May 8
May 27 - June 1 (Sunday-Friday)	Weeklong (Summer) School (Workshops and other details to be announced)	RUSSELL The Russell Inn	May 4
June 7 & 8 (Thursday/Friday)	Introduction to Stewarding	BRANDON CUPE Brandon Area Office 1911 Park Avenue	May 23



WORKSHOP DESCRIPTIONS

Stewarding

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! You will learn about:

- the role of the steward;
- investigating workplace problems;
- CUPE's structure;
- filing a grievance;
- meeting with management; and
- dealing with workplace complaints.

Please bring a copy of your collective agreement.

Steward Learning Series

This series recognizes that the steward has an important role to play in a number of areas in the workplace and the union. It provides an opportunity to stay current on stewarding issues. Stewards who have taken the "Introduction to Stewarding" workshop (formerly called "Basic Effective Stewarding") can choose from a list of topics to build on their skills. Following are the Steward Learning Series modules that will be offered this fall/winter:

1. Handling Grievances

A refresher on basic grievance handling, this module highlights the steward's role as educator. Participants teach each other "best practices" and share strategies for dealing with difficult grievances.

2. Disability Issues for Stewards

Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.

3. Creating an Accommodation-Friendly Workplace

Human rights laws require 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.

PREREQUISITES: Previous practical experience and "Introduction to Stewarding" (formerly "Basic Effective Stewarding") workshop. Please bring a copy of your collective agreement, Local bylaws, Steward Learning Passport and Steward Handbook, if you have one.

Union Officer Training

Financial Officers

This workshop will help you understand your role as Secretary-Treasurer or Trustee in your CUPE Local. New Secretary-Treasurers will learn how to keep a set of books, report to the membership, develop budgets, and work with Trustees. New Trustees will learn all the skills needed to audit their Local's books. The course will also help experienced financial officers get up to speed with CUPE's new ledger and associated forms. The on-line ledgers will also be reviewed.

Please bring a copy of your Local bylaws and recent Treasurer's Report to the Membership, as well as a pocket calculator.

Building a Safer Workplace

Harassment and Bullying in the Workplace

Union leaders are increasingly faced with member complaints about harassment and bullying. Through group discussion and video presentations, participants will observe and analyze problem behaviours and learn more about how to prevent and stop harassment in the workplace. There will be a review of the new Manitoba safety and health legislation which includes expanded language dealing with harassment, as well as referencing the protections under the Human Rights Code. This workshop will also focus on preventing workplace harassment and bullying by examining ways to create a respectful workplace.

NEW!

WCB Basics – A Guide to Working with the Workers Compensation Board

The objective of this one-day workshop is to gain an understanding of the basic operations of the Workers Compensation Board in order to be better equipped to navigate the system and support injured workers. Running from 9:00 a.m. to 4:30 p.m., the day will be spent focusing on the key points of interaction between the WCB, workers and employers, including rate setting, reporting injuries, decision-making, benefits, dispute resolution (appeal process), and return-to-work programs. The workshop will be facilitated by Sue Roth, SAFE Work Coordinator with the SAFE Work Services Department of the Workers Compensation Board of Manitoba. Sue is a steward in CUPE Local 1063 at WCB and a member of the CUPE Manitoba Global Justice Committee.

Registration for this workshop will be limited to **2 participants per Local**.

Social Media

NEW!

Social Media from a Legal Perspective

CUPE members in every workplace are using social media - Facebook, Twitter, YouTube, blogging - at home, at work, and in their roles as union activists. Come and hear CUPE's legal counsel talk about where the line is drawn between what is public and what is private communication. Hear about the ways employers are now using social media and online sources to gather information about members. Learn about some of the emerging case law in this area so you will be better prepared to defend and guide CUPE members in your Local.



PLEASE NOTE:

- ***Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the first day, and by 2:00 p.m. or earlier on the second day.***
- *Registration form attached. Registration fee is \$45.00 per person except where otherwise indicated, and for workshops held in the Brandon and Dauphin CUPE offices - registration is FREE for these locations, however, registration forms must be completed.*
- *Some workshops fill up quickly - register early to avoid disappointment!*
- *Registrations must be received by the registration deadline indicated for each workshop. An inadequate number of registrations will result in cancellation of the workshop.*
- *Participants will be notified of workshop confirmations/cancellations following the registration deadline.*
- **All CUPE workshops are SCENT-FREE.**

Please feel free to make copies of this form. Please PRINT the following information.

Workshop Title: _____

Dates: _____ Location: _____

Name: _____ Local Union # _____

Home Address: _____

Town/City: _____ Postal Code: _____

Ph. #: Work: _____ Home: _____ E-mail: _____

\$45.00 Registration Fee Enclosed: _____ (✓) **CHEQUE MUST ACCOMPANY FORM TO SECURE PLACEMENT**
(Fee is waived for workshops held in Brandon and Dauphin CUPE offices.)
Unless otherwise indicated, workshops start at 9:00 a.m. and finish no later than 4:30 p.m. on the 1st day and by 2:00 p.m. or earlier on the 2nd day.

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The registration fee for all workshops is **\$45.00 per person**, except where otherwise indicated, and for those held in the **Brandon and Dauphin CUPE offices** - registration is **FREE** for these locations, however, registration forms must be completed, as usual.

Make cheques payable to **CUPE Manitoba Education** and send with completed registration form(s) to:

ERIKA ILIANT
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