



# ATLANTIC REGION'S NEWFOUNDLAND WORKSHOP SCHEDULE for FEBRUARY – DECEMBER 2017

To register for workshops please visit:

[www.cupe.ca/unioneducation](http://www.cupe.ca/unioneducation)

or

For more information contact:

Jessica Scott @ 902-455-4180

Lynn McDougall  
UDD Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
902-455-4180





# **CUPE** *education*

*where the action is!*

**DATE:** January 4, 2017

**TO:** All Presidents of CUPE Locals in Newfoundland Labrador

**RE:** **2017 Atlantic Region's Workshop Schedule for Newfoundland Labrador**

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Dear Sisters and Brothers:

I am pleased to enclose the schedule of workshops being offered to you from February to December of 2017. As always you are not limited to those listed. If you would like to have other workshops arranged for your local, or scheduled on weekdays or evenings, please contact your National Representative and we will make arrangements to meet your locals' needs. In addition to the online registration form, copies are also provided in the schedule.

Please note for your convenience we now offer **on-line registration** which is available at [www.cupe.ca/unioneducation](http://www.cupe.ca/unioneducation). Under '**Find a workshop**' choose your province to view a list of available workshops in your region. I also wish to draw your attention to the **two-week deadline date** on the workshop notices. To confirm your registration, **registration forms and payment** must be received (by mail) in my office no later than the deadline date specified to secure a spot. That being said, feel free to check with my office even after the deadline and we will accommodate your local when possible. If a local cancels a member's registration after the registration deadline date and **unless we are contacted ahead of time**, payment for the workshop **is required**.

We do not contact participants to confirm registration or to confirm that the workshop will take place. We do, however, contact each registered participant should the workshop be cancelled. This is why we require each registered member's contact information. Additionally, CUPE area offices will also be advised of workshop cancellations.

As always, please do not hesitate to request assistance in meeting your members' educational needs.

Always in solidarity,



**M. Lynn McDougall**  
Union Development Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
MLM/jjs  
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Encl.

c. J. Bramwell; B. Robb; CUPE Newfoundland Executive; Newfoundland Staff; Newfoundland Facilitators



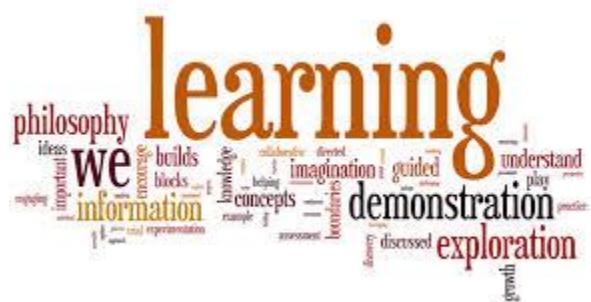
## 2017 NEWFOUNDLAND LABRADOR WORKSHOP SCHEDULE

DATE	WORKSHOP	LOCATION	EXTRAS
February 11 - 12, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ Representing members in front of management</li> <li>▪ Building your case</li> <li>▪ Creating gender equality</li> </ul>	Corner Brook	<b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b>
February 11 - 12, 2017	Stewarding: an introduction	St. John's	
March 4 - 5, 2017	Health & Safety: an introduction	Corner Brook	
March 25 -26, 2017	Financial Officers	St. John's	<b>SUGGESTED:</b> Bring a laptop <i>if</i> you have one & a pencil
April 8 – 9, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ What stewards need to know about bargaining</li> <li>▪ What stewards need to know about arbitration</li> <li>▪ Being an ally for equality</li> </ul>	Corner Brook	<b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b>
April 8 – 9, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ Handling grievances</li> <li>▪ Green action for stewards</li> <li>▪ Challenging homophobia in the workplace</li> </ul>	St. John's	<b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b>
May 27 – 28, 2017	Health & Safety Series: <ul style="list-style-type: none"> <li>▪ Identifying and documenting hazards</li> <li>▪ Making committees work</li> <li>▪ Basics of incident investigation</li> </ul>	Corner Brook	<b>PREREQUISITE</b> Members must have previously taken - <b>Health and Safety: an introduction</b>

May 27 – 28, 2017	<p>Health &amp; Safety Series:</p> <ul style="list-style-type: none"> <li>▪ Women and work hazards</li> <li>▪ Solidarity beyond borders</li> <li>▪ Using our mobilization power to advance health &amp; safety</li> </ul>	St. John's	<p><b>PREREQUISITE</b> Members must have previously taken - <b>Health &amp; Safety Series: an introduction</b></p>
June 10 – 11, 2017	Stewarding: an introduction	St. Anthony	
June 10 – 11, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> <li>▪ What stewards need to know about bargaining</li> <li>▪ What stewards need to know about arbitration</li> <li>▪ Being an ally for equality</li> </ul>	St. John's	<p><b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b></p>
September 16 – 17, 2017	<p>Health &amp; Safety Series:</p> <ul style="list-style-type: none"> <li>▪ Women and work hazards</li> <li>▪ Solidarity beyond borders</li> <li>▪ Using our mobilization power to advance health &amp; safety</li> </ul>	Corner Brook	<p><b>PREREQUISITE</b> Members must have previously taken - <b>Health &amp; Safety Series: an introduction</b></p>
September 16 –17, 2017	Parliamentary procedures	St. John's	
October 21 - 22, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> <li>▪ Handling grievances</li> <li>▪ Green action for stewards</li> <li>▪ Challenging homophobia in the workplace</li> </ul>	Corner Brook	<p><b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b></p>
October 21 - 22, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> <li>▪ Handling discipline and discharge</li> <li>▪ Resolving grievances w/o going to arbitration</li> <li>▪ Challenging racism in the workplace</li> </ul>	St. John's	<p><b>PREREQUISITE</b> Members must have previously taken - <b>Stewarding: an introduction</b></p>
November 18 -19, 2017	Public speaking	Corner Brook	

November 18 -19, 2017	<p>Health &amp; Safety Series:</p> <ul style="list-style-type: none"> <li>▪ Preventing violence in the workplace</li> <li>▪ Law and Order(s)</li> <li>▪ Ergonomics</li> </ul>	St. John's	<p><b>PREREQUISITE</b></p> <p>Members must have previously taken -</p> <p><b>Health &amp; Safety Series: an introduction</b></p>
December 2 – 3, 2017	<p>Health &amp; Safety Series:</p> <ul style="list-style-type: none"> <li>▪ Preventing violence in the workplace</li> <li>▪ Law and Order(s)</li> <li>▪ Ergonomics</li> </ul>	Corner Brook	<p><b>PREREQUISITE</b></p> <p>Members must have previously taken -</p> <p><b>Health &amp; Safety Series: an introduction</b></p>
December 2 – 3, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> <li>▪ Understanding mental health</li> <li>▪ Creating psychologically healthy and safe workplaces</li> </ul>	St. John's	<p><b>PREREQUISITE</b></p> <p>Members must have previously taken -</p> <p><b>Stewarding: an introduction</b></p>

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## WORKSHOP DESCRIPTIONS

### Financial Officers

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

### Health and Safety: An Introduction

This course serves as an introduction into the world of health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of health and safety committees
- Basics on the right to refuse

## HEALTH AND SAFETY SERIES

### H&S Series: Basics of Incident Investigation

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.

### H&S Series: 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.

### H&S Series: 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.

### **H&S Series: Law and Order(s)**

This module covers the basic origins of health and safety law, how to find, read and interpret relevant sections of law and highlights some of the more important aspects of the specific health and safety law that applies to you.

### **H&S Series: Making Committees Work**

This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework, and within our union.

### **H&S Series: Preventing violence in the workplace**

This module examines the risk factors that lead to violence in the workplace, and the employers' obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

### **H&S Series: Solidarity Beyond Borders**

Health and safety standards are starkly different around the world. Trade deals signed by our government not only keep workers in other countries down, but can also hurt Canadian workers. This module examines a few of the socioeconomic and political realities of the global workforce to illustrate how poor health and safety laws around the world make it harder for us to bring positive change to workers in Canada.

### **H&S Series: Using Our Mobilization power to advance health and safety**

This module will introduce participants to techniques to mobilize their membership on specific issues and the basics of how a message can be taken public through campaigns or other venues.

### **H&S Series: Women and Work Hazards**

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

## **Parliamentary Procedures**

Have you ever sat through formal proceedings at a meeting or convention and wondered what a "point of order is"? If so, this workshop is for you! Come and learn how to participate better in union meetings and conventions.

## **Public Speaking**

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

## **Stewarding – An Introduction**

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

## **STEWARD LEARNING SERIES**

### **SLS: Being an Ally for Equality**

Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?

### **SLS: Building Your Case**

Good grievance handling means keeping well organized files. Learn how to research a case thoroughly, now to separate fact from opinions, and tips for taking good notes.

### **SLS: Challenging Homophobia in the Workplace**

What is homophobia and transphobia, and how do they play out in our workplaces, locals, and communities? Learn how a steward can challenge this kind of discrimination, and represent members that experience homophobia in the workplace.

### **SLS: Challenging Racism in the Workplace**

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

### **SLS: Creating Gender Equality**

How do you know if gender inequality is happening in your workplace? Learn about gender inequality and ideas for how stewards can challenge sexism in the workplace.

### **SLS: Creating Psychologically, Healthy and Safe Workplaces**

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

## **SLS: Green Action for Stewards**

How will greening our workplaces impact workers? What does a green workplace look like? What action can we take to address environmental issues? Explore answers to these questions and more, from a steward's perspective.

## **SLS: Handling Discipline and Discharge**

Learn about key legal concepts and terms, the role of the steward during the employer's investigation, when discipline is given, and during the grievance meetings, and how to develop effective arguments.

## **SLS: Handling Grievances**

In this module stewards teach each other "best practices" and share strategies for handling difficult grievances.

## **SLS: Representing your 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.

## **SLS: Resolving grievances without going to Arbitration**

The union wins most grievances without going to arbitration. In this module, stewards discuss the pros and cons of going to arbitration, and develop strategies and skills to settle grievances.

## **SLS: Understanding Mental Health**

Explore the steward's role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.

## **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: What a Steward Needs to Know about Bargaining**

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





# **UNION DEVELOPMENT – ATLANTIC REGION**

## **PAYMENT & CONFIRMATION OF WORKSHOP**

### **REGISTRATION FORM**

Please **PRINT** all information & if necessary feel free to make copies of this form. Thank-you!

**Workshop title:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**WORKSHOP FEE:** \$25.00 per member (**Cheque must accompany form to secure placement**)

**REGISTRATION DEADLINE:** **Friday @ 4 pm – two weeks prior to the scheduled workshop**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

Cheques are to be made out to Canadian Union of Public Employees and post-dated to the date the workshop takes place. **When providing payment for members participating in multiple workshops – please provide a separate cheque per workshop.** Only registrations received with payment (prior to the workshop) are guaranteed a place in the workshop.

**Please pre-register at [www.cupe.ca/unioneducation](http://www.cupe.ca/unioneducation) and forward registration form and payment to:**

Canadian Union of Public Employees  
Atlantic Regional Office - Union Development  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
(902) 455-4180 (o)

#### **For Office Use Only:**

Amount paid: \$ \_\_\_\_\_

Cheque #: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## **PLEASE NOTE:**

### **WORKSHOP TIMES:**

Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

Many workshops fill up quickly – register early to avoid disappointment.

### **CANCELLATION:**

Workshops may be cancelled due to low registrations or other factors. If this does occur, every effort is made to contact you and/or your Local by phone and/or email. The area offices are also notified.

## **CUPE - SCENT-FREE POLICY**

In response to the health concerns of our members and staff, CUPE has implemented a **Scent-Free Policy** at all our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings. Thank you for your co-operation.

## **ONLINE REGISTRATION INFORMATION**

We now have online registration at:

[www.cupe.ca](http://www.cupe.ca) →union education →choose your province →select workshop.

At the bottom of the workshop description is the register button (red). Locals must **first** register online before forwarding their form and payment to the regional office. You can only register one member at a time and will need an email address for each member. If the registration button (bottom of page) isn't there then the workshop is full or the deadline has passed. But keep checking – there are cancellations. Please remember - members must go through their locals first before registering individually.

You can register anytime until the deadline date but after that date you can call the office and if there are spots available, I can manually register your member(s). Also, if you registered a member online but for some reason they can't go – again, call me and I can cancel their registration.

In solidarity,

*Jessica Scott*

902-455-4180

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