



Spring School

February 9th to 14th, 2010

Sheraton Centre Hotel, 123 Queen St. W., TORONTO

**WE ARE NOW OFFERING FAST AND EASY ON-LINE
REGISTRATION AND HOTEL BOOKING
PLUS THE ABILITY TO PAY FOR BOTH BY CREDIT CARD**

PLEASE FOLLOW THESE SIMPLE STEPS TO REGISTER ON-LINE:

- Visit the CUPE Ontario website at www.cupe.on.ca/springschool2010
- Click the Spring School Registration banner.
- Click the "Delegates Register Here" button and enter your contact information. It is important that you enter all contact information for each person you register, including their email address. Members are contacted in case of course changes.
- Continue entering all required information to register for Spring School 2010.

IMPORTANT INFORMATION FOR SPRING SCHOOL 2010:

- Class sizes are limited and registration is on a first come, first served basis.
- Attendees can only register for one course.
- All classes end on Sunday, February 14th at 12:30pm, however, start dates and times differ depending on the course chosen.
- If you require hotel accommodation, you can enter your hotel booking information in the on-line form. Hotel reservations require payment by credit card.
- Course payment may be done by either cheque or credit card.
- It is important to write down and save the Access Key you receive once you complete registration. It is used to retrieve the details of your booking.

**See reverse for list of courses and
start dates and times**

OTHER IMPORTANT INFORMATION:

- Classes are only offered in English unless otherwise stated
- A surcharge of \$95 per registrant for non-affiliates applies
- After January 29th a late fee of \$30 per registrant applies
- No refunds after January 29th, except in case of illness
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- If you are requesting a family care subsidy, or have accessibility needs such as mobility issues, French translation, ASL, etc., please submit the appropriate forms, accessible on-line at www.cupe.on.ca/springschool2010

#	Course	Start Date/Time		Fee
1	Privatization	Tue Feb 9	1:00 pm	\$230
2	WSIB Return to Work	Tue Feb 9	1:00 pm	\$230
3	Occupational Health & Safety Level I	Wed Feb 10	1:00 pm	\$180
4	Occupational Health & Safety Level II-Committees	Wed Feb 10	1:00 pm	\$180
5	Effective and Advanced Stewarding	Thu Feb 11	9:00 am	\$170
6	WSIB Level 1 (OFL)	Fri Feb 12	1:00 pm	\$155
7	WSIB Level 2 (OFL)	Fri Feb 12	1:00 pm	\$155
8	Basic Effective Stewarding	Sat Feb 13	9:00 am	\$95
9	Advanced Effective Stewarding	Sat Feb 13	9:00 am	\$95
10	Preparing for Bargaining	Sat Feb 13	9:00 am	\$95
11	Bargaining Skills	Sat Feb 13	9:00 am	\$95
12	Financial Officers	Sat Feb 13	9:00 am	\$95
13	Labour Law – OLRA	Sat Feb 13	9:00 am	\$95
14	Pensions – an Introduction	Sat Feb 13	9:00 am	\$95
15	Women Breaking Barriers	Sat Feb 13	9:00 am	\$95
16	Literacy – Clear Language	Sat Feb 13	9:00 am	\$95
17	Job Evaluation - Introduction	Sat Feb 13	9:00 am	\$95
18	Creating Racial Justice	Sat Feb 13	9:00 am	\$95
19	Involving Young Members	Sat Feb 13	9:00 am	\$95
20	Conflict Resolution	Sat Feb 13	9:00 am	\$95
21	Building a Website for your Local	Sat Feb 13	9:00 am	\$95
22	What if our Workplaces Accommodated all of us?	Sat Feb 13	9:00 am	\$95

COURSE DESCRIPTIONS ARE AVAILABLE ON LINE AT
www.cupe.on.ca/springschool2010

IF YOU ARE UNABLE TO REGISTER ON-LINE
PLEASE CALL CUPE ONTARIO AT 416-299-9739

FOR HOTEL RESERVATIONS, PLEASE CALL
W.E. TRAVEL

613-232-9908 or 1-888-676-7747

\$175.00 plus taxes Club level: \$235 plus taxes

Cut-off is Sunday, January 17th

COURSE DESCRIPTIONS

#1 PRIVATIZATION (5 days starting 1:00 pm Tues, Feb 9)

Register at course commencement

CUPE has several workshops to examine the biggest threat to CUPE jobs and public services in the last 15 years. Find out how to respond to privatization and contracting out by seeing what has worked for other locals and learning about the newest employer strategies. These workshops will give you ideas and energy to take back to your local.

#2 WSIB - RETURN TO WORK (5 days starting 1:00 pm Tues, Feb 9)

Register at course commencement

This course is designed for those activists that desire to become Return to Work Specialists. The material focuses on the process of helping injured workers return to work as quickly and safely as possible, with dignity and job security. The main focus is to change the work, not the worker, and accommodating the pre-accident job. This will build on the knowledge participants have gained from previous Levels, but will train them to be specialists in Early and Safe Return to Work and Labour Market Re-entry. *Levels I & II are pre-requisites*

#3 OCCUPATIONAL HEALTH & SAFETY LEVEL I (30 hrs starting 1:00 pm Wed, Feb 10)

Register at course commencement

This course embraces an entire gamut of health and safety issues by focusing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour key program consists of 10 modules which include seven core modules that identify the respective roles of the workplace parties – management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effects hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources; explains the effectiveness, or lack of, the three basic principles of control – at the source, along the path, and at the worker; and identifies the hazards presented by excessive workplace noise, and tells how to measure workplace noise and how to develop a noise abatement program. Level I is a certificate program and the prerequisite for entering Level II programs and Instructor Training. This training is not for Certification ie. Joint Health and Safety Committees who are mandated under Bill 208. There will also be evening course work which you will be required to attend.

#4 OCC HEALTH & SAFETY LEVEL II – COMMITTEES (30 hrs starting 1:00 pm Wed, Feb 10)

Register at course commencement

This program is an advanced training for worker members of the joint health and safety committees in Ontario. It provides them with the necessary skills to make them more effective, such as communication skills, consensus building, conflict resolution, problem solving, goal setting and presentation skills. Participants learn how to conduct a joint health and safety committee meeting. They acquire skills in how to do an assessment, research a hazard, and evaluate a scientific study. They gain knowledge of accident and disease investigation steps.

Participants must have the Level I Health and Safety in order to do Level II Committees. The training is not for Certification ie. Joint Health and Safety Committees who are mandated under Bill 208. There will also be evening course work which you will be required to attend.

#5 EFFECTIVE & ADVANCED STEWARDING (starting 9:00 am Thurs, Feb 11)

Register at course commencement

This course will be a combination of our beginning and advanced stewarding workshops. It will assist new stewards as well as existing stewards and those who have not having received any formalized training. This course will deal with the many skills required by members holding the steward's position in local unions. It will provide an understanding of the importance of the steward for overall effectiveness and the vitality of the union, and it will give training in specific human relations skills related to stewardship. The course content will include exercises in the writing out of grievances and the analyzing of contract language and the study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation. Please bring your Collective Agreement

#6 WSIB LEVEL I (12 hrs starting 1:00 pm Fri, Feb 12)

Register at course commencement

This first level is designed to provide basic knowledge of the Workers' Compensation system. This level is directed at workers who need or desire a basic understanding of this sometimes, complex system. Participants will be provided a history of Workers' Compensation as well as an understanding of the bureaucracy and some of the benefits and services available. Hands-on experience and completing Board forms is also included, as well as help in finding out how to access an experienced representative.

#7 WSIB LEVEL II (12 hrs starting 1:00 pm Fri, Feb 12)

Register at course commencement

The second level is designed to provide workers with the skills and knowledge to represent injured workers in the initial steps of a worker's claim. This level is designed to build on the knowledge attained in Level I and is directed at workers who will become active as worker representatives. Benefits and services for injured workers will be detailed, including changes as a result of Bill 162, Bill 165 and Bill 99. The course will take an in depth look at services and benefits available under the Act. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. These skills will enable representatives to cut through the "red tape" that traditionally slows the decision-making process. The Board's new "Integrated Appeal System" will be explained as well as the new Mediation Services. WSIB Level I is a prerequisite.

#8 BASIC EFFECTIVE STEWARDING (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

What does a CUPE steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management, and help improve their working conditions. [Please bring your Collective Agreement](#)

#9 ADVANCED EFFECTIVE STEWARDING (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

The course content will include exercises in analyzing contract language and study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation. [Please bring your Collective Agreement](#)

#10 PREPARING FOR BARGAINING (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

In this workshop, participants will learn how to prepare for negotiations in a way that will get them a better deal once bargaining starts. The preparation phase is an important part of the bargaining process - success at the bargaining table often depends on what happens before the parties sit down. The workshop will deal with determining bargaining priorities, sources of information for bargaining, preparing proposals, and setting bargaining goals. A major focus will be on strategies to increase membership support for bargaining - before bargaining starts.

[Please bring your Collective Agreement](#)

#11 BARGAINING SKILLS (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop covers what bargaining committee members can do to get a better deal once bargaining has started. Topics include mobilizing membership and community support, communicating with members during bargaining, analyzing the employer's position, formulating arguments, setting bargaining goals and knowing how and when to change them, and presenting recommendations to the membership. Participants will have the opportunity to practice handling different bargaining situations - at the table and with the membership. This workshop would be most useful for participants from locals who are in bargaining or ready to start bargaining.

[Please bring your Collective Agreement](#)

#12 FINANCIAL OFFICERS (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer. [Please bring a calculator](#)

#13 LABOUR LAW – Overview of the OLRA (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

The focus of this workshop will be an overview of the provisions of the Ontario Labour Relations Act that may be relevant for CUPE members. Amongst the issues to be reviewed and discussed will be the following: who is covered by the Act; certification and decertification; employer unfair labour practices; duty of fair representation and successor rights.

#14 PENSIONS – AN INTRODUCTION (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

You will learn about workplace and public pension plans, pension legislation, socially responsible investment, and CUPE pension policies. You will understand why pensions are important for all workers, causes of pension inequalities and how to bargain a pension plan. You will return to your local able to understand your annual pension statement, with new ideas about how to involve CUPE members in pension issues and amazed by how interesting and fun pensions can be.

#15 WOMEN BREAKING BARRIERS (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop looks at women's inequality and how to change things for the better. You will identify the barriers different women are up against in their homes, communities, workplaces, union, and other social and economic institutions. A key part of this workshop is developing the skills to get at the roots of gender inequality and why it persists. You will also develop strategies and action plans for bringing down barriers, and personal skills to fight sexism, argue a point of view and speak in public.

#16 LITERACY – CLEAR LANGUAGE (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop will help you prepare for your next round of bargaining to make equality gains. It will help you understand current bargaining issues that are important to make yours a "workplace for all". You will get sample bargaining language that has been negotiated by other CUPE locals and bargaining tips on how to achieve it.

#17 JOB EVALUATION - INTRODUCTION (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop will interest you if your local is thinking about a joint job evaluation or pay equity program, or if you have new job evaluation committee members. The workshop provides a basic understanding of CUPE's approach to job evaluation. It covers topics such as job description writing, job analysis, rating jobs and collective agreement language for a joint program.

#18 CREATING RACIAL JUSTICE (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

CUPE is a union of many races and includes many Aboriginal members. You will explore how racism divides workers, and the role it plays in issues such as privatization and contracting out. You will look at ways to create strength through unity. This workshop will give you tools and information to deal with racial conflict in your workplace or local. It will also help you find ways to encourage members from different races to participate in the union. This workshop is for all members.

#19 INVOLVING YOUNG MEMBERS (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

Do you want to get more young members involved in the union? This workshop gives union officers and other activists a chance to explore the issues that matter to young CUPE members. You will examine the barriers young workers face at work and in the union. Before leaving, you will have a strategy for organizing young members in your local.

#20 CONFLICT RESOLUTION (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

When people have different points of view, conflict can arise. We offer a series of workshops to deepen your understanding of conflict and develop stronger skills to resolve it. You will learn how to deal with conflict between members, with management, and in other situations when tensions are high.

#21 BUILDING A WEBSITE FOR YOUR LOCAL (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

This workshop will show you how to create a web site using CUPE's free and easy-to-use Content Management System. Participants are asked to bring a CD to the workshop with their local's logo, photos and stories. You will also learn how to use CUPE's free webmail service.

#22 WHAT IF OUR WORKPLACES ACCOMMODATED ALL OF US? (starting 9:00 am Sat, Feb 13)

Register in Civic Ballroom Foyer Saturday, February 13 between 7:30 and 9:00 am

Be there when we pilot two of the modules in CUPE's new steward learning series:

- Disability Awareness
- Creating Accommodation-Friendly Workplaces

Our employers have a legal duty to accommodate workers with disabilities. What is our role as local union stewards, leaders and activists in creating supportive workplaces for all our members?

In this workshop, participants will learn about disabilities (visible, invisible, permanent, episodic) and develop skills in designing creative accommodation plans, coaching members and building understanding in the workplace.

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Notification/Notice

Le document ci-joint a été posté en anglais dans le but d'être écologique et économique. La traduction française est disponible sur notre site Web à www.cupe.on.ca ou sur demande en appelant notre bureau au 416-299-9739.

The enclosed document has been mailed in English in an effort to be environmentally friendly and cost effective. The French translation is available on our website at www.cupe.on.ca or upon request by calling our office at 416-299-9739.

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