



Fall School

November 23 to 28, 2010

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

**WE ARE OFFERING FAST AND EASY ON-LINE
REGISTRATION AND HOTEL BOOKING
STARTING JULY 1ST
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
- Click the Fall 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 Fall School 2010.

IMPORTANT INFORMATION FOR FALL 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, November 28th 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 \$100 per registrant for non-affiliates applies
- After November 12th a late fee of \$50 per registrant applies
- No refunds after November 12th 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/fallschool2010

#	Course	Start Date/Time	Fee
1	WSIB Return to Work	Tue Nov 23 1:00 pm	\$235
2	Occupational Health & Safety Level I	Wed Nov 24 1:00 pm	\$185
3	Occupational Health & Safety Level II-Law	Wed Nov 24 1:00 pm	\$185
4	WSIB Level 1 (OFL)	Fri Nov 26 1:00 pm	\$160
5	WSIB Level 2 (OFL)	Fri Nov 26 1:00 pm	\$160
6	Introduction to Stewarding – Part 1	Sat Nov 27 9:00 am	\$100
7	New Stewarding Learning Series – 3 Modules	Sat Nov 27 9:00 am	\$100
8	Preparing for Bargaining	Sat Nov 27 9:00 am	\$100
9	Bargaining Skills	Sat Nov 27 9:00 am	\$100
10	Financial Officers	Sat Nov 27 9:00 am	\$100
11	Labour Law – Duty to Accommodate	Sat Nov 27 9:00 am	\$100
12	Pensions – an Introduction	Sat Nov 27 9:00 am	\$100
13	Learning about First Peoples	Sat Nov 27 9:00 am	\$100
14	Job Evaluation - Advanced	Sat Nov 27 9:00 am	\$100
15	Assertiveness Training for Women	Sat Nov 27 9:00 am	\$100
16	Taking on Privatization	Sat Nov 27 9:00 am	\$100
17	Conflict Resolution	Sat Nov 27 9:00 am	\$100
18	Building a Website for your Local	Sat Nov 27 9:00 am	\$100
19	What if our Workplaces Accommodated Us All	Sat Nov 27 9:00 am	\$100

**COURSE DESCRIPTIONS ARE AVAILABLE ON LINE AT
WWW.CUPE.ON.CA/FALLSCHOOL2010**

**IF YOU ARE UNABLE TO REGISTER ON-LINE
OR REQUIRE MORE INFORMATION
PLEASE CALL CUPE ONTARIO AT 416-299-9739**

**FOR HOTEL RESERVATIONS, PLEASE CALL
W.E. TRAVEL
613-232-9908 or 1-888-676-7747
\$185.00 plus taxes Club level: \$245 plus taxes
Cut-off is Monday, November 1st**

COURSE DESCRIPTIONS

#1 WSIB – RETURN TO WORK (5 days starting 1:00 pm Tues, Nov 23)

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*

#2 OCCUPATIONAL HEALTH & SAFETY LEVEL I (30 hrs starting 1:00 pm Wed, Nov 24)

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.

#3 OCC. HEALTH & SAFETY LEVEL II – LAW (30 hrs starting 1:00 pm Wed, Nov 24)

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 Law. 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.

#4 WSIB LEVEL I (12 hrs starting 1:00 pm Fri, Nov 26)

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.

#5 WSIB LEVEL II - (12 hrs starting 1:00 pm Fri, Nov 26)

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.

#6 INTRODUCTION TO STEWARDING – Part 1 (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

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 the role of the steward, investigating workplace problems, CUPE's structure, filing a grievance, meeting with management, and dealing with workplace complaints. Please bring your Collective Agreement

#7 NEW STEWARDING LEARNING SERIES – 3 Modules (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

COURSE DESCRIPTION TO FOLLOW

Please bring your Collective Agreement

#8 PREPARING FOR BARGAINING (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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

#9 BARGAINING SKILLS (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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

#10 FINANCIAL OFFICERS (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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

#11 LABOUR LAW – DUTY TO ACCOMMODATE (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

The focus of this workshop will be principles and concepts associated with the duty to accommodate. Amongst the issues to be reviewed and discussed include the following: the definition of disability; undue hardship; the role of the employer, trade union and the employee in the accommodation process; the interrelationship of the *Ontario Human Rights Code* and the collective agreement.

#12 PENSIONS – AN INTRODUCTION (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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.

#13 LEARNING ABOUT FIRST PEOPLES (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

In this workshop we will explore the impact of Canadian history on First Nations, Inuit and Métis, address common myths and stereotypes about Aboriginal peoples, come up with concrete ways to take action on key issues that are relevant for Aboriginal peoples today and develop plans to address them.

#14 JOB EVALUATION - ADVANCED (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

For those who have taken the introductory course, the focus of this advanced workshop is wage and salary administration. Participants will explore issues such as weights, regression analysis, banding, wage lines and costing for the development of wage structures in order to achieve internal or pay equity.

#15 ASSERTIVENESS TRAINING FOR WOMEN (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

If you want to learn how to express yourself in a more assertive way, this workshop will help. You will work closely with others who also want to gain awareness and skills to help at work, in the community and at home.

#16 TAKING ON PRIVATIZATION (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 between 7:30 and 9:00 am

*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. **WAITING FOR NEW DESCRIPTION***

#17 CONFLICT RESOLUTION (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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.

#18 BUILDING A WEBSITE FOR YOUR LOCAL (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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.

#19 WHAT IF OUR WORKPLACES ACCOMMODATED US ALL (starting 9:00 am Sat, Nov 27)

Register in Civic Ballroom Foyer Saturday, November 27 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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Cours de l'automne

Du 23 au 28 novembre, 2010

Hôtel Sheraton Centre, 123, rue Queen ouest, TORONTO

**C'EST FACILE ET RAPIDE DE S'INSCRIRE ET DE FAIRE LES RÉSERVATIONS
D'HÔTEL EN LIGNE
COMMENCER LE 1ER JUILLET
EN PLUS, VOUS POURREZ PAYER LE TOUT SUR VOTRE CARTE DE CRÉDIT**

VEUILLEZ SUIVRE CES ÉTAPES FACILES POUR VOUS INSCRIRE EN LIGNE :

- Visitez le site Web du SCFP Ontario : www.cupe.on.ca
- Faites le clic sur le bandeau d'inscription pour les cours de printemps.
- Faites le clic sur le bouton « Inscription pour les délégués » et écrivez vos coordonnées. Vous devez inclure toutes les coordonnées pour la personne qui veut s'inscrire, y compris l'adresse courriel. Les membres sont contactés si jamais il y a des changements.
- Continuez à écrire toute l'information nécessaire pour vous inscrire aux cours de l'automne en 2010.

INFORMATION IMPORTANTE POUR LES COURS DE L'AUTOMNE EN 2010 :

- Les salles de classe n'ont pas beaucoup de place et l'inscription suit le système du premier arrivé, premier servi.
- Les délégués peuvent seulement s'inscrire à un cours.
- Toutes les classes terminent le dimanche, 28 novembre à 12h30. Cependant, les dates et heures de début peuvent être différentes dépendant du cours choisi.
- Si vous devez rester à un hôtel, vous pouvez noter toute l'information pour les réservations d'hôtel sur le formulaire en ligne. Il se peut que les réservations d'hôtel exigent un paiement sur une carte de crédit.
- Vous pouvez payer pour prendre les cours par chèque ou sur une carte de crédit.
- Il est important de noter et de sauvegarder la touche directe que vous recevrez après avoir complété l'inscription. Elle sera utilisée pour retrouver les détails de votre réservation.

**Consultez le verso pour retrouver la liste de cours et les
dates et heures des cours offerts**

AUTRES RENSEIGNEMENTS IMPORTANTS :

- Les cours sont offerts qu'en anglais, à moins que ce soit indiqué autrement
- Il y aura un supplément de 100 \$ à payer si la personne est non affiliée
- Après le 12 novembre, il y aura un frais supplémentaire de 50 \$ par étudiant pour les inscriptions à la dernière minute
- Il n'y aura pas de remboursements après le 12 novembre, à moins que ce soit pour une maladie
- 5,00 \$ des frais d'inscription seront investis dans la bourse scolaire Bev Smale
- Si vous avez besoin d'une subvention de soins de famille ou si vous avez des problèmes d'accessibilité, comme des problèmes de mobilité, la traduction vers le français, le langage des signes, etc., veuillez remettre les formulaires nécessaires disponibles en ligne sur www.cupe.on.ca/fallschool2010

#	Cours	Date/heure de début	Tarif
1	Retour au travail et CSST	Mardi 23 nov 13h00	235 \$
2	Santé et sécurité au travail – Niveau I	Mercredi 24 nov 13h00	185 \$
3	Santé et sécurité au travail – Niveau II - Comités	Mercredi 24 nov 13h00	185 \$
4	CSST – Niveau 1 (FTO)	Vendredi 26 nov 13h00	160 \$
5	CSST – Niveau 2 (FTO)	Vendredi 26 nov 13h00	160 \$
6	Introduction au travail des délégué syndicaux – Partie 1	Samedi 27 nov 9h00	100 \$
7	Nouvelle série sur l'apprentissage du travail de délégué syndical – 3 modules	Samedi 27 nov 9h00	100 \$
8	Préparation pour les négociations	Samedi 27 nov 9h00	100 \$
9	Compétences en négociations	Samedi 27 nov 9h00	100 \$
10	Dirigeants financiers	Samedi 27 nov 9h00	100 \$
11	Loi sur le travail	Samedi 27 nov 9h00	100 \$
12	Régimes de retraite – Avancé	Samedi 27 nov 9h00	100 \$
13	Apprendre à connaître les peuples autochtones	Samedi 27 nov 9h00	100 \$
14	Évaluation d'emploi - Maintien	Samedi 27 nov 9h00	100 \$
15	Affirmation de soi pour les Femmes	Samedi 27 nov 9h00	100 \$
16	S'attaquer à la privatisation	Samedi 27 nov 9h00	100 \$
17	Résolution de différends	Samedi 27 nov 9h00	100 \$
18	Développer un site Web pour votre section locale	Samedi 27 nov 9h00	100 \$
19	Et si... nos lieux de travail pouvaient accommoder tout le monde?	Samedi 27 nov 9h00	100 \$

**LES DESCRIPTIONS DES COURS SONT DISPONIBLES EN LIGNE SUR
WWW.CUPE.ON.CA/FALLSCHOOL2010**

**SI VOUS NE RÉUSSISSEZ PAS À VOUS INSCRIRE EN LIGNE
VEUILLEZ APPELER LE SCFP ONTARIO AU 416-299-9739**

**POUR LES RÉSERVATIONS D'HÔTEL, VEUILLEZ APPELER
W.E. TRAVEL AU**

613 232 9908 ou 1 888 676 7747

185,00 \$ plus taxes Niveau club : 245,00 \$ plus taxes

Date limite : Lundi, 1 novembre