



# Spring School

**February 15 to 20, 2011**

**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

**THIS SPECIAL-THEMED SCHOOL IS OFFERING COURSES TO GET  
MEMBERS ORGANIZED FOR THE ONTARIO  
PROVINCIAL ELECTIONS IN OCTOBER 2011**

#	Course	Course schedules	Fee
1	WSIB Medical Orientation	Tues Feb 15 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Privatization	Tues Feb 15 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Occupational Health & Safety Level II-Law	Wed Feb 16 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occupational Health & Safety Level II-Committees	Wed Feb 16 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Feb 18 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Feb 18 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Introduction to Stewarding	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Steward Learning Series: 2 Modules	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series: Equality Module	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Preparing for Bargaining	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Bargaining Skills	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Financial Officers	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Labour Law	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Pensions – An Introduction	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Assertiveness Training for Women	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Activist Training	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Campaign Organizing	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Social Media	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Job Evaluation – Rating Workshop	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100
20	What if our Workplaces Accommodated Us All	Sat Feb 19 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 4<sup>th</sup> \$50 late fee per registrant applies

Additional surcharge of \$100 per registrant for non-affiliates to CUPE Ontario applies

**FOR FULL COURSE DESCRIPTIONS PLEASE GO TO  
[WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)  
IF YOU ARE UNABLE TO REGISTER ON-LINE  
OR REQUIRE FURTHER INFORMATION  
PLEASE CALL CUPE ONTARIO AT 416-299-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL  
613-232-9908 or 1-888-676-7747**

**OR RESERVE ON-LINE**

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

**\*\*Cut-off is Sunday, January 23<sup>rd</sup> 2011**

**PLEASE FOLLOW THESE SIMPLE STEPS  
TO REGISTER ON-LINE:**

- Visit the CUPE Ontario website at [www.cupe.on.ca](http://www.cupe.on.ca)
- Click the Spring School Registration banner
- Click the “Delegates Register Here” button and enter your contact information
- It is important to enter all contact information for each person you are registering, including their email address; members are contacted in case of course changes
- Continue entering all required information to register for Spring School 2011.

**IMPORTANT INFORMATION FOR SPRING SCHOOL 2011:**

- All classes end on Sunday, February 20<sup>th</sup> at 12:30pm, however, start dates and times differ depending on the course chosen
- Registration is on Saturday from 7:30 to 9:00am in the Civic Ballroom except for all WSIB and Health & Safety Courses (see start times)
- Class sizes are limited and registration is on a first come, first served basis
- Attendees can only register for **one** course
- Classes are only offered in English unless otherwise stated
- Course payment may be done by either cheque or credit card
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$100 per registrant applies for all non-affiliates of CUPE Ontario
- After February 4<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after February 4<sup>th</sup>
- For hotel accommodations, you can reserve on-line at the same time as registering for the Spring School. Hotel reservations require payment by 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.
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please visit [www.cupe.on.ca](http://www.cupe.on.ca) and submit the appropriate form

**REGISTER BEFORE FEBRUARY 4<sup>TH</sup> TO AVOID A LATE FEE**

## COURSE DESCRIPTIONS

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### #1 WSIB – MEDICAL ORIENTATION (5 days starting 1:00 pm Tues, Feb 15)

Register at course start

This is a comprehensive program designed to break down the barrier of communicating in “medicalese”. It will enable participants to understand the contents of medical reports and apply them to resolve entitlement issues for injured workers. Actual medical reports will be used throughout the course. Medical terminology is broken down into understandable terms with a series of simple explanations of exercises. Participants will learn about basic human anatomy, body functions and systems, and will focus on areas that are common to WCB advocacy. Specific work related injuries will be discussed with an in-depth look at occupational diseases and how to prove a casual relationship. The health care profession will be demystified along with an insight into diagnostic testing and surgical procedures. Participants will also gain practical experience in calculating various pensions contained in the Act. The basics of ergonomics will also be touched upon in this course. Levels I and II and either Level III- Appeals or Return to Work are pre-requisites to taking the Medical Orientation.

### #2 PRIVATIZATION (5 days starting 1:00 pm Tues, Feb 15)

Registration at course start

This weeklong workshop examines the biggest threat to CUPE jobs and public services - privatization. Participants will examine the various forms of privatization and how to spot the early warning sign of privatization. Members will also develop and learn skills to respond to privatization and contracting-out threats, build a campaign to fight privatization in your local

### #3 OCC HEALTH & SAFETY LEVEL II – LAW (30 hrs starting 9:00 am Wed, Feb 16)

Register at course start

In this program participants take an in-depth look at how occupational health and safety laws and regulations can be used to help safeguard worker health and safety. They also review inadequacies of the law and its enforcement and formulate strategies to overcoming them. Further, participants come away with the knowledge necessary to help them lobby for legislative and other solutions as well as ensuring effective enforcement of existing legislation. **Prerequisite – WHSC Occupational Health & Safety – Level I. THIS IS NOT CERTIFICATION TRAINING FOR JOINT HEALTH & SAFETY COMMITTEE MEMBERS AS REQUIRED UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT.**

### #4 OCC HEALTH & SAFETY LEVEL II- COMMITTEES (30 hrs starting 9:00 am Wed, Feb 16)

Register at course start

In this program participants gain a better understanding of their legal rights and responsibilities as workers and joint health and safety committee members. Important to this discussion are techniques and knowledge needed to perform workplace inspections along with incident and disease investigations. Essential research skills are also reviewed helping committee members to lead proactive initiatives aimed at eliminating or controlling exposure to workplace hazards. **Prerequisite – WHSC Occupational Health & Safety Level I. THIS IS NOT CERTIFICATION TRAINING FOR JOINT HEALTH & SAFETY COMMITTEE MEMBERS AS REQUIRED UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT.**

### #5 WSIB LEVEL I (12 hrs starting 1:00 pm Fri, Feb 18)

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.

### #6 WSIB LEVEL II - (12 hrs starting 1:00 pm Fri, Feb 18)

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.

#### #7 INTRODUCTION TO STEWARDING – (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer 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

#### #8 STEWARDING LEARNING SERIES – (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

In this series the Handling Discipline and Discharge and Conflict Resolution modules will be offered. Handling discipline and discharge cases are the hardest grievances to handle, learn about: key legal concepts and terms, the role of a steward during the employer’s investigation when discipline is given and during grievance meetings and how to develop effective arguments. In conflict resolution members will learn about different responses to conflict and practice communication skills that will help in situations of conflict. Please bring your Collective Agreement

#### #9 STEWARDING LEARNING SERIES – Equality Modules (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

This course offers two modules, Being an Ally for equality and Challenging Homophobia in the Workplace. Being an Ally is an important role for stewards and this course will explore what being a good ally means. In Challenging Homophobia participants explore what it is like for lesbian, gay, bisexual and transgender people to live in a world geared towards straight people.

#### #10 PREPARING FOR BARGAINING (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer 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 19)

Register in Civic Ballroom Foyer 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 19)

Register in Civic Ballroom Foyer Saturday, February 19 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 and a copy of your Local’s by-laws.

### #13 LABOUR LAW - (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

Examination of various aspects of labour law including an overview of the Labour Relations Act and various other legal topics affecting Locals and Local Union activists. Please bring your collective agreement with you.

### #14 PENSIONS – AN INTRODUCTION - (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you? This is NOT a retirement planning workshop NOTE: If you have a pension plan, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too.

### #15 ASSERTIVENESS TRAINING FOR WOMEN (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer Saturday, February 19 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 ACTIVIST TRAINING (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

How can we deepen our activism? How can we respond to economic and social issues through our activism? How can unions and communities work together for social justice? This workshop will explore answers to these questions and provide a space to share our stories, experiences, and strategies around our activism.

### #17 CAMPAIGN ORGANIZING - (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

This workshop will discuss basic campaign fundamentals, messaging and mobilizing, campaign tactics, and the process of creating a campaign plan. These skills can be applied to internal local union campaigns to fight against privatization and the employer or issue-based campaigns, and election campaigns.

### #18 SOCIAL MEDIA (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer between 7:30 and 9:00 am

Facebook, Twitter, Youtube and Blogs – these forms of “social media”, or “social networking” are not just passing fads that are used by our kids. They have changed the way we communicate with each other and they are here to stay. Unions are beginning to understand and harness the power of social media to engage with members. Locals beginning to explore these forms of communication need to understand their power, how they can be used to our advantage and also what some of the potential dangers might be. Come and be introduced to the future of union communication in an interactive and fun environment! **NOTE: Familiarity with basic computer applications like the internet, email programs, will be helpful. A limited number of laptop computers will be available. When registering please let us know if you have a lap top that you can bring for your own use.**

### #19 JOB EVALUATION – RATING WORKSHOP (starting 9:00 am Sat, Feb 19)

Register in Civic Ballroom Foyer Saturday, February 19 between 7:30 and 9:00 am

This workshop is for new Job Evaluation/Pay Equity committee members or for members who need a refresher in rating jobs. Participants will rate sample jobs to see how degree levels are assigned and how ratings are applied.

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

Register in Civic Ballroom Foyer Saturday, February 19 between 7:30 and 9:00 am

This workshop offers two modules from the Stewards Learning Series including: Disability Awareness and Creating Accommodation-Friendly Workplaces. Our employers have a legal duty to accommodate workers with disabilities. This workshop examines what your role is as a union activist, leader or steward in creating supportive workplaces for all our members? 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.