



# Spring School

**February 24 to March 1, 2015**  
**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

#	Course	Course schedules	Fee
1	<b>WSIB Medical Orientation</b>	Tues Feb 24 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	<b>Contracting Out and Privatization</b>	Tues Feb 24 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	<b>Occupational Health &amp; Safety Level I</b>	Wed Feb 25 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	<b>Occupational Health &amp; Safety Level II - Committees</b>	Wed Feb 25 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	<b>WSIB Level 1 (OFL)</b>	Fri Feb 27 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	<b>WSIB Level 2 (OFL)</b>	Fri Feb 27 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	<b>Financial Officers</b>	Fri Feb 27 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	<b>Introduction to Stewarding</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
9	<b>Steward Learning Series 1: Handling grievances; Green action for stewards</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
10	<b>Steward Learning Series 2: Being an ally for equality; Mobilization of members</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
11	<b>Steward Learning Series 3: Challenging Racism; Conflict Resolution</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
12	<b>Steward Learning Series 4: What's our Duty; Homophobia</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
13	<b>Labour Law</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
14	<b>Preparing for Bargaining</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
15	<b>Parliamentary Procedure</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
16	<b>Introduction to Pensions</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
17	<b>Job Evaluation</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
18	<b>Labour History</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100
19	<b>Women Speaking Up</b>	Sat Feb 28 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 13<sup>th</sup> a \$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 905-739-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL**  
**613-232-9908 or 1-888-676-7747**  
**OR RESERVE ON-LINE**  
**\$192.00 plus taxes      Club level: \$252 plus taxes**  
**Reservation cut-off is Monday, February 2, 2015**

**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

**IMPORTANT INFORMATION FOR CUPE ONTARIO SCHOOL:**

- All classes end on Sunday, March 1<sup>st</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday February 28<sup>th</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Privatization, Health & Safety and Financial Officers courses (see individual 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 (payable to CUPE Ontario), 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2 or by credit card on-line
- \$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 13<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after February 13<sup>th</sup>.
- For hotel accommodations, you can reserve on-line at the same time as registering for the 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 13th  
TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## 1. WSIB MEDICAL ORIENTATION (5 days starting 1:00 pm, Tues Feb 24; ending Sun Mar 1 at 12:30 pm)

Register at course commencement

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. CONTRACTING OUT & PRIVATIZATION (5 days starting 1:00 pm, Tues Feb 24; ending Sun Mar 1 at 12:30)

Register at course commencement

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 I (30 hrs starting 9:00 am Wed, Feb 25; ending Sun Mar 1 at 12:30 pm)

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 may also be evening course work which you will be required to attend.

## 4. OCC HEALTH & SAFETY LEVEL II-COMMITTEES (30 hrs starting 9:00 am Wed, Feb 25; ending Sun Mar 1 at 12:30)

Register at course commencement

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 27; ending Sun Mar 1 at 12:30 pm)

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 27; ending Sun Mar 1 at 12:30 pm)

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. FINANCIAL OFFICERS (12 hrs starting 1:00 pm Fri, Feb 27 – ending Sun Mar 1 at 12:30 pm)

Register at course commencement

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

8. INTRODUCTION TO STEWARDING (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 28 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. After completing Introduction to Stewarding, stewards can complete other workshop modules from the Steward Learning Series. Please bring your Collective Agreement

9. STEWARDING LEARNING SERIES 1 (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

**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. **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 important environmental issues? This workshop will explore answers to these questions and more, all from the perspective of a steward.

10. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

**Being an ally for equality:** Championing human rights in the workplace and the union is an important role for stewards. But what does it really mean to be a good ally? **Mobilizing workers:** Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employers' attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

**Challenging Racism in the Workplace:** Is there racism in your workplace? This workshop covers what racism looks like in the workplace, and your role as a steward in stopping racism. **Conflict Resolution:** Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

12. STEWARDING LEARNING SERIES 4 (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

**What's our Duty:** Stewards' roles and responsibilities are covered by various labour laws. Where do stewards get their authority in the workplace? What is the duty of fair representation? What other legislation covers the workplace? **Challenging Homophobia in the Workplace:** When homophobia goes unchallenged it leads to a toxic workplace. This module will explore what it is like for lesbian, gay, bisexual and transgender people to live in a world that is geared towards straight people.

### **13. LABOUR LAW (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

There will be 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

### **14. PREPARING FOR BARGAINING (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 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

### **15. PARLIAMENTARY PROCEDURE (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

If you have ever wondered what a "point of order" is, this workshop is for you. After attending this workshop, CUPE members can play a more active role in union meetings and conventions. You will learn the meaning of many new terms and how we make decisions within the union.

### **16. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 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? NOTE: If you have a pension plan, bring your annual pension statement with you as well as a copy of your Canada Pension Plan statement, if available.

### **17. JOB EVALUATION (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

This workshop will interest you if your local is thinking about a joint job evaluation program for pay equity purposes, or if you have new joint pay equity committee members. It covers topics such as collection of job information, rating jobs, weights, banding, selection of male comparators, job-to-job and proportional value comparisons and achieving/maintaining pay equity.

### **18. LABOUR HISTORY (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

History has a habit of repeating itself, which is why it is so important to learn about the past. This workshop explores the history of unions in Canada, as well as some of the key moments in CUPE's history.

### **19. WOMEN SPEAKING UP (starting 9:00 am Sat, Feb 28; ending Sun Mar 1 at 12:30 pm)**

Register in Civic Ballroom Foyer Saturday, Feb 28 between 7:30 and 9:00 am

At the end of the workshop, participants will feel more comfortable "speaking up" in different situations – speeches, meetings and one on one communication. You will know what makes a speech or presentation effective. You will learn and practice tips for dealing with nervousness, you will prepare an outline for a speech or presentation and gain experience speaking in front of a group three times.