



# Fall School

**November 30-December 6, 2015**  
**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING JUNE 1, 2015**

#	Course	Course schedules	Fee
1	WSIB Occupational Disease	Mon Nov 30 1pm -5pm; Tues, Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Taking on Privatization	Tues Dec 1 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Health & Safety Level I	Wed Dec 2 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Health & Safety Level II - Law	Wed Dec 2 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Dec 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Dec 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers	Fri Dec 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: Mental Health; Being an Ally for Equality	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: Conflict Resolution Skills for Stewards; Literacy	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Creating Gender Equality; Privatization for Stewards	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Steward Learning Series 4: Health & Safety Modules 1 & 2	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Labour Law	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Bargaining Skills	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Introduction to Pensions	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Job Evaluation	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Recording Secretaries	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Clear Language	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Women Breaking Barriers	Sat Dec 5 9am-5pm; Sun 9:30am-12:30pm	\$100

After November 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) STARTING JUNE 1<sup>st</sup>  
 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**  
**\$194.00 plus taxes      Club level: \$299 plus taxes**  
**Reservation cut-off is Friday, November 6, 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 Fall 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, December 6<sup>th</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday December 5<sup>th</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Privatization, Women Breaking Barriers 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 (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 Friday, November 13<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after November 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 NOVEMBER 13<sup>th</sup>**  
**TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## **1. WSIB OCCUPATIONAL DISEASE** (6 days starting 1:00 pm, Mon Nov 30; ending Sun Dec 6 at 12:30 pm)

### **Register at course commencement**

This level is designed for experienced compensation representatives. It will provide participants with a detailed knowledge of how to argue occupational disease claims. The course explores a wide range of specific diseases explaining the pathology, diagnostic tests and provides details on what criteria must be satisfied to have the specific issue allowed at the Workplace Safety and Insurance Board (WSIB) or the Workplace Safety and Insurance Appeals Tribunal (WSIAT). The course also provides a detailed explanation of epidemiology, legal principles, examining expert witnesses and survivor benefits. **This course is an advanced level training that builds on the skills of participants who have completed both the Appeals & Dispute Resolution and Medical Orientation course. Levels I & II are pre-requisites. There may also be evening course work which you will be required to attend.**

## **2. TAKING ON PRIVATIZATION** (5 days starting 1:00 pm, Tues Dec 1; ending Sun Dec 6 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. HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00 am Wed, Dec 2; ending Sun Dec 6 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. HEALTH & SAFETY LEVEL II-LAW** (30 hrs starting 9:00 am Wed, Dec 2; ending Sun Dec 6 at 12:30 pm)

### **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, Dec 4; ending Sun Dec 6 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, Dec 4; ending Sun Dec 6 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, Dec 4; ending Sun Dec 6 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, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 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, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

**Mental Health:** Course description to follow. **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?

**10. STEWARDING LEARNING SERIES 2** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

**Conflict Resolution Skills for Stewards:** Course description to follow. **Literacy:** Course description to follow.

**11. STEWARDING LEARNING SERIES 3** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

**Creating Gender Equality:** How do you know sexism is happening in your workplace? What does it look like? This workshop provides facts and figures on women's inequality and ideas for how stewards can challenge sexism in the workplace. **Privatization for Stewards:** Course description to follow.

**12. STEWARDING LEARNING SERIES 4** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

**Health & Safety Modules 1 & 2:** Course descriptions to follow

**13. LABOUR LAW** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 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. BARGAINING SKILLS** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 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**

**15. INTRODUCTION TO PENSIONS** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 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.**

**16. JOB EVALUATION** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 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.

**17. RECORDING SECRETARIES** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

This workshop helps recording secretaries learn about their role and duties. Learn how to take minutes at meetings, organize paper and electronic files, write clear effective information bulletins and reports.

**18. CLEAR LANGUAGE** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

Unions rely heavily on the written word to inform members of their rights and to encourage them to participate in the workplace, the union and the community. But our communications aren't always as effective as we would like. Is the language you use in your newsletter, web site and other materials clear to everyone? Do your members understand their collective agreement? Clear language is an inclusive approach to communication. It helps to make information accessible to everyone. This workshop will help you develop clear writing and design skills to reach more members and make your local stronger. Clear writing works for workers!

**19. WOMEN BREAKING BARRIERS** (starting 9:00 am Sat, Dec 5; ending Sun Dec 6 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Dec 5 between 7:30 and 9:00 am**

Are you a woman interested in taking on a leadership role in your union? If so, then this challenging and rewarding workshop is for you! It covers topics relating to women's oppression, politics and social change – all from a woman's perspective. Explore the barriers, challenges and opportunities for women to take on leadership roles in the union. Discover your own personal leadership style and develop a plan to seek more formal recognition of your leadership skills.