



Spring School

February 22 to 28, 2016

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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING DECEMBER 15TH

#	Course	Course schedules	Fee
1	WSIB – Return to Work	Mon Feb 22 1pm -5pm; Tues, Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Labour History	Tues Feb 23 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Health & Safety Level I	Wed Feb 24 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Health & Safety Level II - Committees	Wed Feb 24 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Feb 26 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Feb 26 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers (2 classes)	Fri Feb 26 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding (2 classes)	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: Creating Psychologically Healthy & Safe Workplaces; Being an Ally for Equality	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: What's our Duty?; Challenging Homophobia in the Workplace	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Challenging Racism; Handling Grievances	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Steward Learning Series 4: Inspections, Hazard Identification & Prioritizing Hazards; Being an Effective H&S Committee Member	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Labour Law	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Mobilization for Bargaining	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Introduction to Health & Safety	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Job Evaluation	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Parliamentary Procedure	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Political Action & Activism	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Women Speaking Up	Sat Feb 27 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 12th 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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING DECEMBER 15TH
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
Reservation cut-off is Monday, February 1, 2016

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click on Spring School Registration
- 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 SCHOOLS:

- All classes end on Sunday, February 28th at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday December 5th 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, February 12th a late fee of \$50 per registrant applies
- No refunds after February 12th
- 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 and submit the appropriate form

REGISTER BEFORE FEBRUARY 12TH
TO AVOID THE LATE FEE

COURSE DESCRIPTIONS

1. WSIB Return to Work (7 days starting 1:00 pm, Mon Feb 22; ending Sun Feb 28 at 12:30 pm)

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*

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

2. LABOUR HISTORY (6 days starting 1:00 pm, Tues Feb 23; ending Sun Feb 28 at 12:30 pm)

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.

3. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Feb 24; ending Sun Feb 28 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 24; ending Sun Feb 28 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, Feb 26; ending Sun Feb 28 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 26; ending Sun Feb 28 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 26; ending Sun Feb 28 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 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 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. 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 27; ending Sun Feb 28 at 12:30 pm)

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

Creating Psychologically Healthy & Safe Workplaces - What are the psychological hazards in a workplace? What is our role as stewards in making our workplaces psychologically healthy and safe?; **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, Feb 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 27 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.

11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

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

Challenging Racism 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; **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

12. STEWARDING LEARNING SERIES 4 (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

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

Inspections, Hazard Identification & Prioritizing Hazards; Being an Effective H&S Committee Member
Descriptions to follow

13. LABOUR LAW (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 27 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. MOBILIZATION FOR BARGAINING (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

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

What can your CUPE local do to get ready for bargaining? How do you choose a committee, prepare proposals and build membership support for bargaining? This workshop will help you answer these questions and prepare your local for bargaining.

15. INTRODUCTION TO HEALTH & SAFETY (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

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

This course serves as an introduction into the world health and safety, and explores different basic concepts such as: Identification of hazards, Hierarchy of controls, The basic role of health and safety committees, The general duty clause, Basics on the right to refuse

16. JOB EVALUATION (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 27 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. PARLIAMENTARY PROCEDURES (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 27 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.

18. POLITICAL ACTION AND ACTIVISM (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

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

Political Action and Political Activism is a 9-hour workshop that provides an important overview of the CUPE’s role in the political arena. It begins with exploring how and why unions should be engaged in political action, and then proceeds into a how-to guide designed to improve the knowledge and skill-base of political activists. This course focuses not only on electoral politics, but also on coalition building and community activism.

19. WOMEN SPEAKING UP (starting 9:00 am Sat, Feb 27; ending Sun Feb 28 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Feb 27 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.