



Spring School

February 28 to March 5, 2017

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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING DECEMBER 5TH

#	Course	Course schedules	Fee
1	WSIB – Return to Work	Tues Feb 28 1pm -5pm; Tues, Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Conflict Resolution	Tues Feb 28 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Health & Safety Level I	Wed Mar 1 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Health & Safety Level II - Committees	Wed Mar 1 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Mar 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Mar 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers (2 classes)	Fri Mar 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding (2 classes)	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: Creating Psychologically Healthy & Safe Workplaces; Being an Ally for Equality	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: Disability Issues for Stewards; Mediating member to member conflict	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Connecting with Aboriginal Workers; Creating Harassment-free workplaces	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Labour Law	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	
13	Political Action and Activism		\$100
14	Mobilization for Bargaining	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Introduction to Health & Safety	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Job Evaluation	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Women Breaking Barriers	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Saying No to Harassment	Sat Mar 4 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 17th 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 5TH
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 7, 2017

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click on 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, March 5th at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday March 4th from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Conflict Resolution, H&S, and Financial Officers (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 17th a late fee of \$50 per registrant applies
- No refunds after February 17th.
- 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 17TH
TO AVOID THE \$50 LATE FEE**

COURSE DESCRIPTIONS

1. WSIB Return to Work (6 days starting 1:00 pm, Tues Feb 28; ending Sun Mar 5 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. CONFLICT RESOLUTION (6 days starting 1:00 pm, Tues Feb 28; ending Sun Mar 5 at 12:30 pm)

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will deepen your understanding of conflict; strengthen your communication skills; and practice responding to conflict.

3. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Mar 1; ending Sun Mar 5 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, Mar 1; ending Sun Mar 5 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 (OFL) (12 hrs starting 1:00 pm Fri, Mar 3; ending Sun Mar 5 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 (OFL) (12 hrs starting 1:00 pm Fri, Mar 3; ending Sun Mar 5 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, Mar 3; ending Sun Mar 5 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, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 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, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am

Creating Psychologically Healthy & Safe Workplaces; What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces, and the role of the steward in eliminating psychological hazards.

Being an Ally for Equality: Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?

10. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am

Disability Issues for Stewards: Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces. **Mediating Member to member conflict:** Helping members resolve day-to-day conflicts builds solidarity in the union. In this module, stewards practice coaching members who are in conflict with other members, and working with a four-step approach to basic mediation techniques.

11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am

Connecting with Aboriginal Workers: As demographics shift, Aboriginal workers are playing an ever-increasing role in the workplace. In this workshop stewards will explore strategies for making your locals are more inclusive to Aboriginal members. **Creating Harassment-Free Workplaces:** It is the employer's responsibility to ensure a harassment-free workplace but the union also has a role to play. Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.

12. LABOUR LAW (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 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

13. POLITICAL ACTION AND ACTIVISM (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 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.

14. MOBILIZATION FOR BARGAINING (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am

In this workshop, mobilization committee members will look at different ways of engaging members, well before the bargaining round begins, as well as how this engagement can be maintained throughout the bargaining process. The approach used in the workshop applies effective, bidirectional communication, bearing in mind the members' needs. Participants will develop creative ideas for achieving greater mobilization and garnering support from the various locals, both being essential elements at the bargaining table.

15. INTRODUCTION TO HEALTH & SAFETY (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 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, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 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. WOMEN BREAKING BARRIERS (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am

Learn about women's oppression, politics and social change - all from a woman's perspective. Explore the barriers, challenges and opportunities for women in the union. Discover your own personal leadership style and develop a plan to for your personal next steps.

18. SAYING NO TO HARASSMENT (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

How do we recognize harassment? What are the impacts of harassment and what can the union do about it? This workshop will help you understand what harassment is; how to handle complaints; and how to use contract language, education and workplace policy to prevent harassment.