



October 23 to 28, 2007

Sheraton Centre Hotel

123 Queen St. W., Toronto

(416) 361-1000 or 1-888-627-7175 (mention CUPE Block)

Fall School

1	WSIB Return to Work - (5 days)	\$205.00
2	Occupational Health & Safety Level I – 30 hours (4 days)	\$155.00
3	Occupational Health & Safety Level II (Law) – 30 hours (4 days)	\$155.00
4	Effective & Advanced Stewarding – 30 hours (4 days)	\$155.00
5	WSIB Level I (OFL) – 16 hours (3 days)	\$105.00
6	WSIB Level II (OFL) – 16 hours (3 days)	\$105.00
7	Effective Stewarding	\$80.00
8	Advanced Stewarding	\$80.00
9	Preparing for Bargaining	\$80.00
10	Bargaining Skills	\$80.00
11	Financial Officers	\$80.00
12	Labour Law – Duty to Accommodate	\$80.00
13	Introduction to Pensions	\$80.00
14	Pensions (OMERS)	\$80.00
15	Recording Secretary	\$80.00
16	Effective Stewarding (French)	\$80.00
17	Evaluating Benefit Plans	\$80.00
18	Involving Young Members	\$80.00
19	Job Evaluation – Advanced	\$80.00
20	Newsletter Writing	\$80.00
21	Public Speaking	\$80.00
22	Violence in the Workplace	\$80.00
23	Welcome to CUPE	\$80.00
24	Women Speaking Up	\$80.00

*Add \$95.00 surcharge per registrant for non-affiliates

Course registration cut-off is October 12, 2007

Late fee of \$30.00 per delegate applies after this date

**Every effort will be made to accommodate course selections.
Cheque MUST accompany registration form to secure placement.**

Please note that in fairness to the members who have pre-registered and the limitation of workshop material, attending any course other than the one registered for will not be permitted. Adhering to this protocol benefits everyone.

REGISTRATION – Conference Foyer

Course Nos 1- 6	Register at class commencement
Course Nos. 7-24	Friday, Oct 26 7:00 p.m. – 9:00 p.m. OR
	Saturday, Oct 27 7:30 a.m. – 9:00 a.m.

CLASS TIMES

Course No. 1	Tues, Oct 23 at 12 noon to Sun, Oct 28 at 12:30 pm
Course No. 2, 3 & 4	Thurs, Oct 25 at 9:00 am to Sun, Oct 28 at 12:30 pm
Course Nos. 5 & 6	Fri, Oct 26 at 12:00 noon to Sun, Oct 28 at 12:30 pm
Course Nos 7 - 22	Sat, Oct 27 at 9:00 am to Sun, Oct 28 at 12:30 pm
Plenary	Sat, Oct 27 9:00 am – 9:30 am

Classes end at 4:30 pm each day

Lunch Time: 12:00 to 1:15

ACCOMMODATION

Sheraton Centre Toronto

\$179.00 single/double

\$239.00 Club Level

Book directly with the Sheraton Centre
Mention "CUPE SCHOOL" to get the best rates

(416) 361-1000 or 1-888-627-7175

BOOK EARLY! Cut-off date is 5:00 pm Tuesday, October 2, 2007

*Please contact the Division Office by September 21, 2007
if you require on-site child care service.*

Education Committee: Steve Leavitt, Candace Rennick, Patricia Homonnay,
Patricia Weber-Callahan, Sid Ryan, Fred Hahn

COURSE DESCRIPTIONS

#1 WSIB – RETURN TO WORK (5 days starting 12:00 noon Tues, Oct 23)

Levels I & II are pre-requisites

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.

The course will cover essential duties, suitable work, accommodation, including job restructuring; the short and long term effect of the return to work as well as rehabilitation assistance, employers' obligation under the Act, Labour's role including contract language, return to work committees, Human Rights, Labour Market Re-entry and mediation.

Participants will be given an introduction into the science of ergonomics both as a tool for return to work accommodations and to be used in accident prevention. Graduates of this course will be prepared to immediately impact on re-employment at their individual workplaces that will result in significant cost savings for the employer and Board alike.

#2 OCC. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Thurs, Oct 25)

This 30-hour workshop brings health and safety back to basics in the union. Learn how to identify occupational hazards, enforce our health and safety rights, carry out investigations, and organize members to achieve healthier workplaces.

#3 OCC. HEALTH & SAFETY LEVEL II – LAW (30 hrs starting 9:00 am Thurs, Oct 25)

This course is about the law that governs the Occupational Health & Safety Act and its regulations. The law is important to workers in virtually every employment sector in the province. The health and safety representatives, workers, members of Joint Occupational Health & Safety Committees, and others who represent those workers have a pressing need to probe behind the actual provisions of the law.

#4 EFFECTIVE & ADVANCED STEWARDING (30 hrs starting 9:00 am Thurs, Oct 25)

This course will be a combination of our beginning and advanced stewarding workshops. It will assist new stewards as well as existing stewards and those who have not having received any formalized training. This course will deal with the many skills required by members holding the steward's position in local unions. It will provide an understanding of the importance of the steward for overall effectiveness and the vitality of the union, and it will give training in specific human relations skills related to stewardship.

The course content will include exercises in the writing out of grievances and the analyzing of contract language and the study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation.

#5 WSIB LEVEL I (16 hrs starting 12:00 pm Fri, Oct 26)

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 (16 hrs starting 12:00 pm Fri, Oct 26) **WSIB Level I is a prerequisite**

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.

#7 EFFECTIVE STEWARDING (starting 9:00 am Sat, Oct 27)

This course is designed for new stewards and those not having received any formalized training. This course will deal with the many skills required by members holding the steward's position in local unions. It will provide an understanding of the importance of the steward for overall effectiveness and the vitality of the union, and it will give training in specific human relations skills related to stewardship.

#8 ADVANCED STEWARDING (starting 9:00 am Sat, Oct 27)

The course content will include exercises in analyzing contract language and study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation.

#9 PREPARING FOR BARGAINING (starting 9:00 am Sat, Oct 27)

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.

#10 BARGAINING SKILLS (starting 9:00 am Sat, Oct 27)

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.

#11 FINANCIAL OFFICERS (starting 9:00 am Sat, Oct 27)

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.**

#12 LABOUR LAW – Duty to Accommodate (starting 9:00 am Sat, Oct 27)

This workshop is for CUPE activists who need to know the latest developments in labour and human rights law. You will explore case law on duty to accommodate. Be prepared to research and discuss how legal developments impact on your role as a union leader.

#13 INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Oct 27)

Our pensions have become more important than ever in these times of growing privatization and job insecurity. This workshop is a chance to learn about how government and workplace pension plans work and the pressures that our plans are facing. We'll strategize about how to protect our retirement income through collective bargaining, joint trusteeship and member mobilization. Our pension are our deferred wages and they belong to us. Come and get the knowledge and skills you need to make sure your employer keeps its pension promise.

#14 PENSIONS (OMERS) (starting 9:00 am Sat, Oct 27)

This workshop is aimed at all members who want to know more about their OMERS pension. Did you know that your OMERS pension is integrated with CPP? Participants will learn about early retirement, CPP, the CPP Bridge Benefit, the CPP Offset, OAS, GIS and GAINS. It will also touch on other retirement savings options. Autonomy or Governance and the importance of joint control will be covered. Participants will leave the workshop with an understanding of the policies of pensions and how their OMERS plan works.

#15 RECORDING SECRETARY (starting 9:00 am Sat, Oct 27)

This new workshop was developed for new and existing recording secretaries. New recording secretaries will learn their roles and the skills needed to carry out their duties. Experienced recording secretaries will have a chance to learn how others carry out their duties. Topics covered include: the role and duties of the recording secretary, dealing with the mail, how to take minutes, what to file and how to organize files, note taking, clear writing and communications skills. ***Please bring a copy of your local's by-laws and 4 copies of meeting notices and minutes from a membership meeting.***

#16 TÂCHES DES DÉLÉGUÉES SYNDICALES ET DÉLÉGUÉS SYNDICAUX

(Commencement 9h samedi, le 27 octobre)

Ce cours a été conçu pour aider les déléguées syndicales et délégués syndicaux à devenir plus efficaces en décrivant leurs rôles et devoirs, en décrivant les techniques utilisées pour résoudre les problèmes au travail, et en leur proposant des moyens d'augmenter la participation des membres.

#17 EVALUATING BENEFIT PLANS (starting 9:00 am Sat, Oct 27)

As benefit costs rise, pressure mounts on unions to make cuts or changes. This workshop identifies the key elements of benefit plans, such as extended health care plans, drug and dental plans, sick leave and long term disability plans. You will analyze why benefit plans are under attack and assess employer proposals for change. You'll also develop union options to defend benefit plans, stop rollbacks and continue to improve coverage for CUPE members.

#18 INVOLVING YOUNG MEMBERS (starting 9:00 am Sat, Oct 27)

Do you want to get more young members involved in the union? This workshop gives union officers and other activists a chance to explore the issues that matter to young CUPE members. You will examine the barriers young workers face at work and in the union. Before leaving, you will have a strategy for organizing young members in your local.

#19 JOB EVALUATION – ADVANCED (starting 9:00 am Sat, Oct 27)

For those who have taken the introductory course, the focus of this advanced workshop is wage and salary administration. Participants will explore issues such as weights, regression analysis, banding, wage lines and costing for the development of wage structures in order to achieve internal or pay equity.

#20 NEWSLETTER WRITING (starting 9:00 am Sat, Oct 27)

This workshop will help you improve your writing and interviewing skills. The result? A better newsletter. If your local does not have a newsletter, find out how to create one. You will tell better stories after this workshop.

#21 PUBLIC SPEAKING (starting 9:00 am Sat, Oct 27)

This workshop can help you gain the confidence you need to speak up at a meeting or public event. The group will learn ways to deal with nervousness, and each person will be able to make both a short and long presentation using a microphone and a podium.

#22 VIOLENCE IN THE WORKPLACE (starting 9:00 am Sat, Oct 27)

Violence is an occupational health and safety issue in too many of our workplaces. This workshop gives you a chance to talk about the problem with other CUPE members. Together you will examine the reasons for workplace violence and find ways to prevent it.

#23 WELCOME TO CUPE (starting 9:00 am Sat, Oct 27)

Here is an opportunity to deepen your understanding of union values, study CUPE's structure, find out how unions solve problems and gain skills that will help you play a stronger role in your CUPE local.

#24 WOMEN SPEAKING UP (starting 9:00 am Sat, Oct 27)

A workshop for women with something to say! The workshop will look at why women find it hard to speak in certain situations and how to deal with the barriers we encounter. We will learn strategies and tools that we can use in difficult conversations, and to prepare and deliver effective speeches or presentations. Role plays will be used to practice speaking up in different situations and to different audiences - including our members, management, and bigger audiences in larger meetings.

CUPE Ontario 2007

Fall School Registration

October 23-28, 2007, SHERATON CENTRE, Toronto

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|---|-----------------------------------|
| 1. WSIB – Return to Work (week-long) | 13. Introduction to Pensions |
| 2. Occupational Health & Safety Level 1- 30 hrs | 14. Pensions (OMERS) |
| 3. Occupational Health & Safety Level II - 30 hrs | 15. Recording Secretary |
| 4. Effective & Advanced Stewarding – 30 hrs | 16. Effective Stewarding (French) |
| 5. WSIB Level I (OFL) - 16 hrs | 17. Evaluating Benefit Plans |
| 6. WSIB Level II (OFL) - 16 hrs | 18. Involving Young Members |
| 7. Effective Stewarding | 19. Job Evaluation - Advanced |
| 8. Advanced Stewarding | 20. Newsletter Writing |
| 9. Preparing for Bargaining | 21. Public Speaking |
| 10. Bargaining Skills | 22. Violence in the Workplace |
| 11. Financial Officers | 23. Welcome to CUPE |
| 12. Labour Law – Duty to Accommodate | 24. Women Speaking Up |

*(indicate choice by Course #)

NAME IN FULL (please print)	CONTACT NUMBERS	1 ST	2 ND	3 RD
		phone:		
	e-mail:			
	phone:			
	e-mail:			
	phone:			
	e-mail:			
	phone:			
	e-mail:			

Please note that confirmation of courses is not provided. Please feel free to call.

REGISTRATION FEES (Affiliates*):	Course No. 1	\$205 x	\$ _____
	Course Nos 2-4	\$155 x	\$ _____
	Course Nos 5-6	\$105 x	\$ _____
	Course Nos 7-24	\$ 80 x	\$ _____
	LATE FEE (after Oct 12)	\$ 30 x	\$ _____
	TOTAL	\$	\$ _____

*Add \$95 surcharge per registrant for non-affiliates

NOTE: Cheque MUST accompany registration form to secure placement

- **Registration cut-off is OCTOBER 12.** Late registrations will only be accepted if space is available.
- **Class sizes are limited and registration is on a first-come, first-served basis.**
- **No refunds after October 12, except in the case of illness.**
- **The surcharge of \$95 for non-affiliates can be applied to the first per capita payment if a local joins the Ontario Division within three months.**

Make cheque payable to: **CUPE ONTARIO, Education Seminar**
 Forward Registration to: **305 Milner Ave., Ste 801, Scarborough, ON M1B 3V4**
 Phone: (416) 299-9739 Fax: (416) 299-3480

Name: _____ LOCAL: _____

Address: _____

Postal Code: _____ Email: _____

signed (Secretary) _____ Phone No. _____