



Fall School

October 11 to 16, 2011

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

**REGISTER ON-LINE AT WWW.CUPE.ON.CA
STARTING JUNE 1, 2011**

#	Course	Course schedules	Fee
1	WSIB – Return to Work	Tues Oct 11 1pm-5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Privatization	Tues Oct 11 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Occupational Health & Safety Level I	Wed Oct 12 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occupational Health & Safety Level II-Committees	Wed Oct 12 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Oct 14 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Oct 14 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Introduction to Stewarding	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Steward Learning Series 1: Representing Members in Front of Management; Challenging Homophobia	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 2: What's our Duty; Challenging Racism	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Stewarding Learning Series 3: Being an Ally for Equality; Mediating Member to Member Conflict	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Preparing for Bargaining	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Bargaining Skills	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Financial Officers	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Labour Law	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Introduction to Pensions	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Job Evaluation	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Assertiveness Training for Women	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Creating Racial Justice	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Introduction to Social Media	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100
20	What if our Workplaces Accommodated Us All	Sat Oct 15 9am-5pm; Sun 9:30am-12:30pm	\$100

After September 23rd 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
IF YOU ARE UNABLE TO REGISTER ON-LINE
OR REQUIRE FURTHER INFORMATION
PLEASE CALL CUPE ONTARIO AT 416-299-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL
613-232-9908 or 1-888-676-7747
OR RESERVE ON-LINE**

\$185.00 plus taxes Club level: \$245 plus taxes

****Cut-off is Friday, September 8, 2011**

PLEASE FOLLOW THESE SIMPLE STEPS TO REGISTER ON-LINE:

- Click the Fall School Registration banner at www.cupe.on.ca
- 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 to register for the School.

IMPORTANT INFORMATION FOR FALL SCHOOL 2011:

- All classes end on Sunday, October 16th at 12:30pm. Start dates and times differ depending on the course chosen
- Registration is on Saturday from 7:30 to 9:00am in the Civic Ballroom except for all WSIB 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 or credit card
- \$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 September 23rd a late fee of \$50 per registrant applies
- No refunds after September 23rd.
- For hotel accommodations, you can reserve on-line at the same time as registering for the Fall 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 SEPTEMBER 23RD TO AVOID A LATE FEE

COURSE DESCRIPTIONS

1. WSIB – RETURN TO WORK (5 days starting 1:00 pm, Oct 11)

Register at course start

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*

2. PRIVATIZATION (5 days starting 1:00 pm Tues, Oct 11)

Registration at course start

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. OCCUPATIONAL HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Oct 12)

Register at course start

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.

4. OCC HEALTH & SAFETY LEVEL II- COMMITTEES (30 hrs starting 9:00 am Wed, Oct 12)

Register at course start

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, Oct 14)

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, Oct 14)

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. INTRODUCTION TO STEWARDING (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 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

8. STEWARDING LEARNING SERIES 1 (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

In this series the **Representing Members in Front of Management and Challenging Homophobia** will be offered. Stewards and supervisors are equals when they meet about labour relations. This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations. When homophobia goes unchallenged it leads to a toxic workplace. In Challenging Homophobia, participants explore what it is like for lesbian, gay, bisexual and transgender people to live in a world geared towards straight people. Please bring your Collective Agreement

9. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

This course offers two modules, **What's our Duty and Challenging Racism in the Workplace**. What's our Duty explains that 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? Is there racism in your workplace? The Challenging Racism in the Workplace workshop covers what racism looks like in the workplace, and your role as a steward in stopping racism.

10. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

This course offers the two modules **Being an Ally for Equality and Mediating Member to Member Conflict**. 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? In Mediating Member to Member Conflict, you will be helping members resolve day-to-day conflicts to build solidarity in the union. In this module, stewards practice coaching members who are in conflict with other members.

11. PREPARING FOR BARGAINING (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 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

12. BARGAINING SKILLS (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 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

13. FINANCIAL OFFICERS (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

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.

14. LABOUR LAW (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

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 with you.**

15. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 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. If you have a copy of your Canada Pension Plan statement, bring that too.

16. JOB EVALUATION – RATING WORKSHOP (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

This workshop is for new Job Evaluation/Pay Equity committee members or for members who need a refresher in rating jobs. Participants will rate sample jobs to see how degree levels are assigned and how ratings are applied

17. ASSERTIVENESS TRAINING FOR WOMEN (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

If you want to learn how to express yourself in a more assertive way, this workshop will help. You will work closely with others who also want to gain awareness and skills to help at work, in the community and at home. Come out and learn some very practical and useful skills in a woman friendly space, from a woman's point of view. This workshop covers reasons why traditional approaches to assertiveness training don't always work, effective communication skills, differences in how we communicate and strategies for practicing assertive communication.

18. CREATING RACIAL JUSTICE (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

CUPE is a union of many races and includes many Aboriginal members. You will explore how racism divides workers, and the role it plays in issues such as privatization and contracting out. You will look at ways to create strength through unity. This workshop will give you tools and information to deal with racial conflict in your workplace or local. It will also help you find ways to encourage members from different races to participate in the union. This workshop is for all members.

19. INTRODUCTION TO SOCIAL MEDIA (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

Facebook, Twitter, YouTube and Blogs – these forms of “social media”, or “social networking” are not just passing fads that are used by our kids. They have changed the way we communicate with each other and they are here to stay. Unions are beginning to understand and harness the power of social media to engage with members. Locals beginning to explore these forms of communication need to understand their power, how they can be used to our advantage and also what some of the potential dangers might be. Come and be introduced to the future of union communication in an interactive and fun environment! **NOTE: Familiarity with basic computer applications like the internet, email programs, will be helpful. A limited number of laptop computers will be available. When registering please let us know if you have a lap top that you can bring for your own use.**

20. WHAT IF OUR WORKPLACES ACCOMMODATED US ALL (starting 9:00 am Sat, Oct 15)

Register in Civic Ballroom Foyer Saturday, October 15 between 7:30 and 9:00 am

This workshop offers two modules from the Stewards Learning Series including: Disability Awareness and Creating Accommodation-Friendly Workplaces. Our employers have a legal duty to accommodate workers with disabilities. This workshop examines what your role is as a union activist, leader or steward in creating supportive workplaces for all our members? Participants will learn about disabilities (visible, invisible, permanent, episodic) and develop skills in designing creative accommodation plans, coaching members and building understanding in the workplace.