

# Fall School

**October 23 – 28, 2012**

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

#	Course	Course schedules	Fee
1	<b>WSIB Return to Work</b>	Tues Oct 23 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	<b>Privatization</b>	Tues Oct 23 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	<b>CUPE's Introduction to Occ H&amp;S</b>	Wed Oct 24 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	<b>Occ Health &amp; Safety Level II-Committees</b>	Wed Oct 24 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	<b>WSIB Level 1 (OFL)</b>	Fri Oct 26 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	<b>WSIB Level 2 (OFL)</b>	Fri Oct 26 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	<b>Financial Officers A</b> (same as Financial Officers B - different start/end date & time)	<b>*Fri Oct 27 1pm-5pm</b> ; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	<b>Financial Officers B</b> (same as Financial Officers A - different start/end date & time)	Sat Oct 27 9am-5pm; <b>Sun 9:30am-5:00pm</b>	\$100
9	<b>Introduction to Stewarding</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
10	<b>Steward Learning Series 1:</b> Handling grievances; Green action for stewards	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
11	<b>Steward Learning Series 2:</b> Representing members in front of management; Challenging racism in the workplace	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
12	<b>Steward Learning Series 3:</b> Being an ally for equality; Conflict resolution skills	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
13	<b>Parliamentary Procedure</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
14	<b>Bargaining Skills</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
15	<b>Labour Law</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
16	<b>Pensions – An Introduction</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
17	<b>Saying No to Harassment</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
18	<b>Pride - Challenging Homophobia &amp; Transphobia in the Workplace</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
19	<b>Job Evaluation</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
20	<b>Introduction to Social Media</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100
21	<b>Clear Language Communication</b>	Sat Oct 27 9am-5pm; Sun 9:30am-12:30pm	\$100

After October 12<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  
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: \$294 plus taxes  
\*\*Cut-off is Monday, October 8, 2012**

**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 FALL SCHOOL 2012:**

- All classes end on Sunday, October 28<sup>th</sup> at 12:30pm, except Financial Officers B. However, 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 (payable to CUPE Ontario, 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2) or by 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 October 12<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after October 12<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 OCTOBER 12<sup>TH</sup>  
TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## 1. **WSIB – RETURN TO WORK** (5 days starting 1:00 pm, Tues Oct 23)

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*

## 2. **PRIVATIZATION** (5 days starting 1:00 pm Tues, Oct 23)

Registration 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. **CUPE'S INTRODUCTION TO OCC. HEALTH & SAFETY** (30 hrs starting 9:00 am Wed, Oct 24)

Register at course commencement

This weeklong workshop makes health and safety a priority in the union. Learn how to: identify occupational hazards; enforce our health and safety rights; carry out investigations; organize members to achieve healthier workplaces.

## 4. **OCC. HEALTH & SAFETY LEVEL II- COMMITTEES** (30 hrs starting 9:00 am Wed, Oct 24)

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, Oct 26)

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 26)

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 A (12 hrs starting 1:00 pm Fri, Oct 26 – ending Sun Oct 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. FINANCIAL OFFICERS B (12 hrs starting 9:00 am Sat, Oct 27 – ending Sun Oct 28 at 5:00 pm)

Register in Civic Ballroom Foyer Saturday, October 27 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 book-keeping skills you need to be a secretary-treasurer. **Please bring a calculator and a copy of your Local's by-laws.**

## 9. INTRODUCTION TO STEWARDING (starting 9:00 am Sat, Oct 27)

Register in Civic Ballroom Foyer Saturday, October 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**

## 10. STEWARDING LEARNING SERIES 1 (starting 9:00 am Sat, Oct 27)

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

**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.

**Green action for stewards:** How will greening our workplaces impact workers? What does a green workplace look like? What action can we take to address important environmental issues? This workshop will explore answers to these questions and more, all from the perspective of a steward.

## 11. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Oct 27)

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

**Representing members in front of management:** 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.

**Challenging racism in the workplace:** 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.

## 12. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Oct 27)

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

**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?

**Conflict resolution skills for stewards:** Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

## 13. PARLIAMENTARY PROCEDURE (starting 9:00 am Sat, Oct 27)

Register in Civic Ballroom Foyer Saturday, October 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.

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

Register in Civic Ballroom Foyer Saturday, October 27 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. LABOUR LAW (starting 9:00 am Sat, Oct 27)

Register in Civic Ballroom Foyer Saturday, October 27 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.

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

Register in Civic Ballroom Foyer Saturday, October 27 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.

#### 17. SAYING NO TO HARASSMENT (starting 9:00 am Sat, Oct 27)

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

This workshop is designed to help the participants understand and discuss issues surrounding harassment in the workplace. The workshop will give the participants the skills they need to deal with harassment if it should take place. The workshop participants will have the opportunity to look at the effects harassment has on workers, which include physical, psychological and economic effects. Legislation that covers discrimination and harassment, including human rights law and the Criminal Code is dealt with. In CUPE we make a distinction between harassment, which is covered by human rights legislation, and harassment, which is not. The latter we refer to as "personal harassment".

#### 18. PRIDE - CHALLENGING HOMOHOPIA & TRANSPHOBIA IN THE WORKPLACE

(starting 9:00 am Sat, Oct 27)

This workshop will help you prepare for your next round of bargaining to make equality gains. It will help you understand current bargaining issues that are important to make yours a "workplace for all". You will get sample bargaining language that has been negotiated by other CUPE locals and bargaining tips on how to achieve it.

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

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

Register in Civic Ballroom Foyer Saturday, October 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.

#### 20. INTRODUCTION TO SOCIAL MEDIA (starting 9:00 am Sat, Oct 27)

Register in Civic Ballroom Foyer Saturday, October 27 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.**

#### 21. CLEAR LANGUAGE COMMUNICATION (starting 9:00 am Sat, Oct 27)

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

Most CUPE locals rely on written word to communicate with members. Are you sure that the words you use in newsletters and other printed materials are clear to everyone? This workshop will help you develop clear language writing and design skills to reach more members and make your local stronger. Clear writing works for workers!