

# **Fall School**

**October 22 – 27, 2019**

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

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING May 15, 2019**

#	Course	Course schedules	Fee
1	WSIB – Medical Orientation	Tues Oct 22 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Health & Safety Level I	Wed Oct 23 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
3	Health & Safety Level II	Wed Oct 23 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	WSIB Level 1 (OFL)	Fri Oct 25 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
5	WSIB Level 2 (OFL)	Fri Oct 25 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	Financial Officers (2 classes)	Fri Oct 25 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
7	Introduction to Stewarding (2 classes)	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
8	Steward Learning Series 1: <ul style="list-style-type: none"> <li>Challenging Sexism in the Workplace</li> <li>Conflict skills for Stewards</li> </ul>	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
9	Steward Learning Series 2: <ul style="list-style-type: none"> <li>Duty of Fair Representation</li> <li>Green Action for Stewards</li> </ul>	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
10	Health and Safety Learning Series: <ul style="list-style-type: none"> <li>Equality in H&amp;S</li> <li>Identifying and Documenting Hazards</li> </ul>	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
11	Health and Safety Learning Series: <ul style="list-style-type: none"> <li>Mobilizing around H&amp;S</li> <li>Women and Work Hazards</li> </ul>	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
12	Women Speaking Up	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
13	Political Action and Activism	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
14	Labour Law	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
15	Job Evaluation	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
16	Say No to Harassment	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
17	Parliamentary Procedures	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$100
18	Local Executive Training (2 classes)	Sat Oct 26 9am-5pm; Sun Oct 27 9am-12:30pm	\$235

**After October 11 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](http://WWW.CUPE.ON.CA) STARTING May 15, 2019**

**IF YOU ARE UNABLE TO REGISTER ON-LINE**

**OR REQUIRE FURTHER INFORMATION**

**PLEASE CALL WE Travel AT 1-888-676-7747**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL**

**613-232-9908 or 1-888-676-7747 OR RESERVE ON-LINE**

**\$207.00 plus taxes**

**Reservation cut-off is Monday, September 30, 2019**

**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 CUPE ONTARIO SCHOOL:**

- All classes end on Sunday, October 27<sup>th</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday October 26<sup>th</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Health & Safety and Financial Officers 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 must be done prior to course start date either by cheque (payable to CUPE Ontario, and sent to WE Travel (25A York Street, Ottawa, ON K1N 5S7) 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 October 11th a late fee of \$50 per registrant applies
- **No refunds after October 11th**
- 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 11<sup>TH</sup> TO AVOID THE  
LATE FEE**

# COURSE DESCRIPTIONS

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## **1. WSIB MEDICAL ORIENTATION** (5 days starting 1:00 pm, Tues Oct 22; ending Sun Oct 27 at 12:30 pm)

### **Register at course commencement**

This is a comprehensive program designed to break down the barrier of communicating in “medicalese”. It will enable participants to understand the contents of medical reports and apply them to resolve entitlement issues for injured workers. Actual medical reports will be used throughout the course. Medical terminology is broken down into understandable terms with a series of simple explanations of exercises. Participants will learn about basic human anatomy, body functions and systems, and will focus on areas that are common to WSIB advocacy. Specific work-related injuries will be discussed with an in-depth look at occupational diseases and how to prove a causal relationship. The health care profession will be demystified along with an insight into diagnostic testing and surgical procedures. Participants will also gain practical experience in calculating various pensions contained in the Act. The basics of ergonomics will also be touched upon in this course. **Levels I and II and either Level III- Appeals or Return to Work are pre-requisites to taking the Medical Orientation.**

## **2. HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00am, Wed Oct 23; ending Sun Oct 27 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.**

## **3. HEALTH & SAFETY LEVEL II-LAW** (30 hrs starting 9:00am, Wed Oct 23; ending Sun Oct 27 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.**

## **4. WSIB - LEVEL 1 (OFL)** (12 hrs starting 1:00 pm Fri Oct 25; ending Sun Oct 27 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.

## **5. WSIB - LEVEL 2 (OFL)** (12 hrs starting 1:00 pm Fri Oct 25; ending Sun Oct 27 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.**

## **6. FINANCIAL OFFICERS** (12 hrs starting 1:00 pm Fri Oct 25; ending Sun Oct 27 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.**

## **7. INTRODUCTION TO STEWARDING (ENGLISH)** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 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** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

**Challenging Sexism in the Workplace:** Reflect on sexism and its social and economic impact. Learn ways to challenge sexism in the workplace and protect members' rights.

**Conflict skills for Stewards:** Workplace conflict is stressful and weakens the union. Learn about the sources of workplace conflict and how to choose a response that fits the situation. Practice conflict communication skills that will help you resolve conflict at work and in the union.

## **9. STEWARDING LEARNING SERIES 2** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

**Duty of Fair Representation:** Learn about where stewards get their authority in the workplace, the duty of fair representation and the other labour laws that cover the workplace.

**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 environmental issues? Explore answers to these questions and more from a steward's perspective.

## **10. HEALTH & SAFETY LEARNING SERIES** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

**Equality in H&S:** Championing equality in the workplace and the union is a vital role of health and safety activists. But what does it really mean to act as a good ally? In this workshop, we will explore what oppression looks like in a health and safety context and look at ways to reduce personal bias, challenge oppression and act in solidarity with members from marginalized and equity-seeking groups.

**Identifying and Documenting Hazards:** In this module, you will learn techniques for identifying hazards such as body maps, surveys and inspections. You will also develop a methodology for dealing with the hazards you find.

## **11. HEALTH & SAFETY LEARNING SERIES** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

**Mobilizing around H&S:** Mobilizing for health and safety.

**Women and Work Hazards:** This module looks at the impact of the physical and social work environment on women's health and ways to influence research, policy and practice to reduce the health disparities related to gender.

## **12. WOMEN SPEAKING UP** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

Feel more comfortable "speaking up" in different situations – speeches, meetings, and one-on-one communication. In this workshop, you will:

- know what makes a speech or presentation effective;
- learn and practice tips for dealing with nervousness;
- prepare an outline for a speech or presentation;
- gain experience speaking in front of a supportive group.

NOTE: This workshop is open to members who identify as women.

**13. POLITICAL ACTION AND ACTIVISM** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

Political Action and Political Activism is a 9-hour workshop that provides an important overview of 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. LABOUR LAW** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 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**

**15. JOB EVALUATION** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 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.

**16. SAY NOT TO HARRASSMENT** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

How do we recognize harassment? What are the impacts of harassment and what can the union do about it?

- What harassment is;
- How to handle complaints;
- How to use contract language, education and workplace policy to prevent harassment.

**17. PARLIAMENTARY PROCEDURES** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 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 an active role in the political arena. You will learn the meaning of many new terms and how we make decisions within the union.

**18. LOCAL EXECUTIVE TRAINING,** (9:00 am Sat, Oct 26; ending Sun Oct 27 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Oct 26 between 7:30 and 9:00 am**

Our convention adopted an Anti-racism Organizational Action Plan to advance leadership opportunities for Racialized and Indigenous members. We are running two classes with the intent of focusing on equity and equality in our union. We would ask folks to self-identify as to whether they are an equity seeking member.