



Fall School

November 15 to 20, 2016

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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING MID-JUNE 2016

#	Course	Course schedules	Fee
1	WSIB Medical Orientation	Tues Nov 15 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Human Rights – an Introduction	Tues Nov 15 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Health & Safety Level I	Wed Nov 16 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Health & Safety Level II - Law	Wed Nov 16 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Nov 18 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Nov 18 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Financial Officers	Fri Nov 18 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Introduction to Stewarding	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 1: Being an Ally for Equality; Understanding Mental Health	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 2: Conflict Resolution Skills for Stewards; What Stewards need to know about Bargaining	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Steward Learning Series 3: Creating Gender Equality; Privatization for Stewards	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Health & Safety Learning Series: Making Committees Work; Basics of Incident Investigations	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Labour Law	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Job Evaluation	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
15	Women Speaking Up	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Recording Secretary	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Clear Language	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Creating Racial Justice	Sat Nov 19 9am-5pm; Sun 9:30am-12:30pm	\$100

After November 4th 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 905-739-9739**

FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL
613-232-9908 or 1-888-676-7747
OR RESERVE ON-LINE
\$199.00 plus taxes
Reservation cut-off is Monday, October 24, 2016

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

- Visit the CUPE Ontario website at 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, November 20th at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 19th from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Privatization, Women Breaking Barriers 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 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, November 4th a late fee of \$50 per registrant applies
- No refunds after November 4th
- 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 NOVEMBER 4th
TO AVOID THE LATE FEE

COURSE DESCRIPTIONS

1. WSIB MEDICAL ORIENTATION (5 days starting 1:00 pm, Tues, Nov 15; ending Sun Nov 20 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 casual 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.

There may also be evening course work which you will be required to attend

2. HUMAN RIGHTS (5 days starting 1:00 pm, Tues, Nov 15; ending Sun Nov 20 at 12:30 pm)

Register at course commencement

What are human rights? The Universal Declaration of Human Rights was adopted in 1948, in response to the atrocities of World War II. Human rights have become a part of social expectations, but how do they affect us? This workshop will help you identify the link between oppression and class struggles; determine how all kinds of discriminations operated in the past, and how they operate today, challenge oppressive attitudes and behaviours, ideas and systems in our society through individual and collective action and explore how talking about human rights issues strengthens our union.

3. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00am, Wed, Nov 16; ending Sun Nov 20 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. HEALTH & SAFETY LEVEL II-LAW (30 hrs starting 9:00am, Wed, Nov 16; ending Sun Nov 20 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 (12 hrs starting 1:00 pm Fri, Nov 18; ending Sun Nov 20 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 (12 hrs starting 1:00 pm Fri, Nov 18; ending Sun Nov 20 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, Nov 18; ending Sun Nov 20 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, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 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, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 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? **Understanding Mental Health:** Learn about mental health and mental illness, explore our own attitudes and stereotypes about mental health, and learn tools for representing members when mental health is an issue.

10. STEWARDING LEARNING SERIES 2 (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

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.

What Stewards Need to Know about Bargaining: Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role that stewards play during bargaining.

11. STEWARDING LEARNING SERIES 3 (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

Creating Gender Equality: How do you know sexism is happening in your workplace? What does it look like? This workshop provides facts and figures on women's inequality and ideas for how stewards can challenge sexism in the workplace. **Privatization for Stewards:** Learn about the different forms of privatization in CUPE workplaces, and how it impacts our members, services, and the public, and what we can do about it as stewards.

12. HEALTH & SAFETY LEARNING SERIES (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

Making Communities Work: This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework, and within our union; **Basics of Incident Investigations:** Learn how to identify root causes of workplace incidents, injuries, and diseases, common routes of entry of toxic substances, and your role in the investigation process.

13. LABOUR LAW (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 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**

14. JOB EVALUATION (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 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.

15. WOMEN SPEAKING UP (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

At the end of the workshop, participants will feel more comfortable “speaking up” in different situations – speeches, meetings and one on one communication. You will know what makes a speech or presentation effective. You will learn and practice tips for dealing with nervousness and you will prepare an outline for a speech or presentation and gain experience speaking in front of a group three times.

16. RECORDING SECRETARIES (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

This workshop helps recording secretaries learn about their role and duties. Learn how to take minutes at meetings, organize paper and electronic files, write clear effective information bulletins and reports.

17. CLEAR LANGUAGE (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

Unions rely heavily on the written word to inform members of their rights and to encourage them to participate in the workplace, the union and the community. But our communications aren't always as effective as we would like. Is the language you use in your newsletter, web site and other materials clear to everyone? Do your members understand their collective agreement? Clear language is an inclusive approach to communication. It helps to make information accessible to everyone. This workshop will help you develop clear writing and design skills to reach more members and make your local stronger. Clear writing works for workers!

18. CREATING RACIAL JUSTICE (starting 9:00 am Sat, Nov 19; ending Sun Nov 20 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 19 between 7:30 and 9:00 am

Stopping racism in the workplace and the union will benefit everyone. In this workshop, you will deepen your understanding of racism, explore the history of racism and colonialism in North America, explore how to be an ally for racial equality