



# Fall School

**October 31 to November 5, 2017**

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

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING JUNE 5, 2017**

#	Course	Course schedules	Fee
1	Intro to Stewarding (English)	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
2	Intro to Stewarding (French)	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
3	Steward Learning Series 1: Creating Psychologically Healthy & Safe Workplaces; Being an Ally for Equality	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
4	Steward Learning Series 2: Conflict Resolution Skills for Stewards; Literacy Awareness	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
5	Health & Safety Series 1: Law & Orders; Preventing Mental Injuries at Work	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
6	Health & Safety Series 2: Women & Work Hazards ; Violence Prevention in the Workplace	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
7	Labour Law	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
8	Job Evaluation	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
9	Political Action & Activism	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
10	Using our Power at Elections	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
11	Women Speaking Up	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
12	Intro to Health & Safety	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
13	Combating Workplace Bullying	Sat Nov 4 9am-5pm & Sun 9:30am-12:30pm	\$100
14	Financial Officers	Fri Nov 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
15	WSIB Level 1 (OFL)	Fri Nov 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
16	WSIB Level 2 (OFL)	Fri Nov 3 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
17	Health & Safety Level I	Wed Nov 1 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
18	Health & Safety Level II - Law	Wed Nov 1 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
19	WSIB – Medical Orientation	Tues Oct 31 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
20	Labour History	Tues Oct 31 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235

After October 20<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](http://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 10, 2017**

**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, November 5<sup>th</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 4<sup>th</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all Financial Officers, WSIB, Health & Safety and Labour History 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, October 20<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after October 20<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 20<sup>TH</sup>  
TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## **1. INTRODUCTION TO STEWARDING (ENGLISH)** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 5 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**

## **2. INTRODUCTION AU TRAVAIL DES PERSONNES DÉLÉGUÉES SYNDICALES (EN FRANÇAIS)** (débutant à 9 h le samedi 4 novembre)

**Inscription au foyer de la salle de bal Civic le samedi 1 mars de 7 h 30 à 9 h**

Que fait une personne déléguée syndicale du SCFP? Si vous êtes une nouvelle personne déléguée syndicale et que vous désirez apprendre comment aider les personnes membres du SCFP à régler les problèmes au lieu de travail, cet atelier d'introduction est pour vous! Dans le cadre de cet atelier, vous apprendrez sur le rôle de la ou du délégué syndical, les enquêtes sur les problèmes au travail, la structure du SCFP, la présentation d'un grief, les réunions avec la direction et le traitement des plaintes au travail. Après avoir complété le cours Introduction au travail des personnes déléguées syndicales, les personnes déléguées syndicales peuvent suivre d'autres modules d'atelier de la série de cours pour les personnes déléguées syndicales. **Veillez apporter votre convention collective.**

## **3. STEWARDING LEARNING SERIES 1** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am**

**Creating Psychologically Healthy & Safe Workplaces:** What are the psychological hazards in a workplace. What is our role as stewards in making our workplaces psychologically healthy and safe; **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?

## **4. STEWARDING LEARNING SERIES 2** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 5 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.

**Literacy Awareness:** Literacy is more than reading and writing. It also affects our workplaces every day in different ways. In this workshop, you will learn about literacy, how it affects you as a steward, and what you can do to support an inclusive union and workplace.

## **5. HEALTH & SAFETY LEARNING SERIES 1** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am**

**Law and Orders:** This module covers the basic origins of health and safety law, how to find, read and interpret relevant section of law and highlights some of the more important aspects of the specific health and safety law that applies to you. **Preventing Mental Injuries at Work:** New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

## **6. HEALTH & SAFETY LEARNING SERIES 2** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am**

**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. **Violence Prevention in the Workplace:** This module examines the risk factors that lead to violence in the workplace, and the employer's obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

## **7. LABOUR LAW** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 5 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**

## **8. JOB EVALUATION** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 5 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.

## **9. POLITICAL ACTION AND ACTIVISM** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am**

Political Action and Political Activism is a 9-hour workshop that provides an important overview of the 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.

## **10. USING OUR POWER AT ELECTION TIME** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am**

School, municipal, provincial or federal election coming up? The outcome of elections affects workers, public services and equality rights. This workshop will cover the political context we're in, and how to get involved to make a difference. It will also help you get ready to engage our greatest source of power to affect the outcome of any election: our members.

## **11. WOMEN SPEAKING UP** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 5 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.

## **12. INTRODUCTION TO HEALTH & SAFETY** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 4 between 7:30 and 9:00 am**

This course serves as an introduction into the world health and safety, and explores different basic concepts such as: Identification of hazards, Hierarchy of controls, The basic role of health and safety committees, The general duty clause, Basics on the right to refuse

## **13. COMBATING WORKPLACE BULLYING** (9:00 am Sat, Nov 4; ending Sun Nov 5 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Nov 1 between 7:30 and 9:00 am**

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about what bullying is, and isn't; how bullying hurts the target, the witnesses, the employer, the union, and even the bully; how not to be a bystander; how the union can make a difference.

## **14. FINANCIAL OFFICERS** (12 hrs starting 1:00 pm Fri, Nov 3; ending Sun Nov 5 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.**

## **15. WSIB - LEVEL 1 (OFL)** (12 hrs starting 1:00 pm Fri, Nov 3; ending Sun Nov 5 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.

**16. WSIB - LEVEL 2 (OFL)** (12 hrs starting 1:00 pm Fri, Nov 3; ending Sun Nov 5 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.**

**17. HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00am, Wed, Nov 1; ending Sun Nov 5 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.**

**18. HEALTH & SAFETY LEVEL II-LAW** (30 hrs starting 9:00am, Wed, Nov 1; ending Sun Nov 5 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.**

**19. WSIB MEDICAL ORIENTATION** (5 days starting 1:00 pm, Tues, Oct 31; ending Sun Nov 5 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.**

**20. LABOUR HISTORY** (5 days starting 1:00 pm, Tues, Oct 31; ending Sun Nov 5 at 12:30 pm)

**Register at course commencement**

Unions have led the charge for shorter work weeks, health and safety legislation, collective bargaining rights, benefit and pension programs, and much more. Now unions are under attack. In this workshop, we will explore the history of unions in Canada and key moments in CUPE's 50 year history; why unions are under attack; who benefits when workers' rights are weakened; what we can learn from our history to help us move forward and build our power at the bargaining table and in the political arena. Be inspired to mobilize – and make history!