

## Spring School – February 21- 26, 2023

Sheraton Centre Toronto Hotel – 123 Queen Street West, Toronto

#	Course	Course Schedules	Fee
1	<b>WSIB – Return to Work</b>	Tue. 1 PM – 5 PM; Wed., Thu., Fri. & Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$235</b>
2	<b>Local Executive Training</b> a) Leadership Essentials b) Essentials for Inclusive Unions c) Recording Secretary d) Parliamentary Procedure	Tue. 1 PM – 5 PM; Wed., Thu., Fri. & Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$235</b>
3	<b>Health &amp; Safety Level I</b>	Wed., Thu., Fri. & Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30PM	<b>\$185</b>
4	<b>Health &amp; Safety Level II – COMMITTEES</b>	Wed., Thu., Fri. & Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$185</b>
5	<b>Introduction to Health &amp; Safety (French)</b>	Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>
6	<b>WSIB Level 1</b>	Fri. 1 PM – 5 PM; Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$160</b>
7	<b>WSIB Level 2</b>	Fri. 1 PM – 5 PM; Sat. 9AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$160</b>
8	<b>Financial Essentials and Financial Officers (2 classes)</b>	Fri. 1 PM – 5 PM; Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>
9	<b>Introduction to Stewarding (2 classes)</b>	Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>
10	<b>Women Speaking Up</b>	Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>
11	<b>Steward Learning Series 1</b> a) Understanding Mental Health b) Psychologically Safe Workplaces c) Creating Accommodation Friendly Workplaces	Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>
12	<b>Steward Learning Series 2</b> a) Grievance Handling b) Representing Members in Front of Management c) Creating Harassment Free Workplaces	Sat. 9 AM – 5 PM; Sun 9:30 AM – 12:30 PM	<b>\$115</b>
13	<b>Steward Learning Series 3:</b> a) Conflict Skills for Stewards b) Handling Discipline and Discharge c) Challenging Racism	Sat. 9 AM – 5 PM; Sun. 9:30 AM – 12:30 PM	<b>\$115</b>

**After February 10, 2023, a \$50 late fee per registrant applies.**

**Additional surcharge of \$135 per registrant for non-affiliates to CUPE Ontario applies.**

**For full course descriptions please go to <https://cupe.on.ca/event/spring-school-2023/> or please see pages 3 to 6.**



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

- Visit the CUPE Ontario website at [Spring School 2023 – CUPE Ontario](#).
- Click on “School Registration”.
- 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 will be contacted in case of course changes.
- Continue entering all required information.
- If you are unable to register on-line, please contact Winnie Lau at 905-739-9739 ext. 610 or by email at [wlau@cupe.on.ca](mailto:wlau@cupe.on.ca).

### IMPORTANT INFORMATION FOR CUPE ONTARIO SPRING SCHOOL:

- All classes end on **Sunday February 26, 2023, at 12:30 PM**. Please arrange to travel back after 12:30 PM. However, start dates and times will differ depending on the course chosen.
- Registration is on **Saturday, February 25, 2023, from 7:30 AM to 9:00 AM** in the Civic Ballroom Foyer, except for all WSIB, H&S, and Local Executive Training (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 credit card at registration link or by cheque (payable to CUPE Ontario); kindly note, registration must be paid prior to course start time.**
- \$5.00 of the course fees will go towards the Bev Smale Scholarship Fund.
- A surcharge of \$135 per registrant applies for all non-affiliates of CUPE Ontario.
- After Friday, February 10, a late fee of \$50 per registrant applies.
- No refunds after February 10.
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please complete the form in the online registration.
- Please register before February 10 to avoid the late fee.

### HOTEL RESERVATIONS

Locals are asked to make **ALL HOTEL RESERVATIONS** through W.E. Travel registration link.

<https://wetravel.eventsair.com/cupe-on-spring-school-feb-2023>

OR

at 1-888-676-7747 (toll free) [Mention SPRING SCHOOL 2023 when booking your room(s)].

**Guestroom Rate: \$247 Single/Double plus taxes, fees and levies.**

If you require any special accommodation needs, please inform W.E. Travel of your request upon booking your room(s). Should you have any questions concerning your reservation, please email [events@wetravel.net](mailto:events@wetravel.net).

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### COURSE DESCRIPTIONS

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#### **1. WSIB – RETURN TO WORK** (6 days starting 1:00 PM, Tue. Feb. 21; ending Sun. Feb. 26 at 12:30 PM)

##### **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 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 prerequisites. There may also be evening course work which you will be required to attend.

#### **2. LOCAL EXECUTIVE TRAINING** (6 days starting 1:00 PM, Tue. Feb. 21; ending Sun. Feb. 26 at 12:30 PM)

##### **Register at course commencement**

##### **a) Leadership Essentials**

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power and strengthen solidarity in the union, in the labour movement and in our communities.

##### **b) Essentials for Inclusive Unions**

As activists in our unions, we often ask why members are not more involved. This workshop asks a different question: Who is involved and who isn't and what might be some reasons why? How might our unconscious biases contribute to this? How can we represent members in a way that invites those on the margins to get involved and to see the union as a place where they want to make a difference?

##### **c) Recording Secretaries**

Recording Secretaries play a vital role in keeping local unions strong. Learn how to:

- take clear and accurate meeting minutes;
- organize files;
- process and write correspondence; and
- communicate effectively with members.

**NOTE:** Please bring your local's bylaws, sample meeting notices, sample membership meeting minutes, and a laptop or tablet (if you have one) to the workshop.

##### **d) Parliamentary Procedures**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a chance to put the learning into practice.

**NOTE:** Please bring a copy of your local's bylaws to the workshop.

#### **3. HEALTH & SAFETY LEVEL I** (30 hours starting 9:00 AM Wed., Feb. 22; ending Sun. Feb. 26 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

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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 (30 hours starting 9:00 AM Wed., Feb. 22; ending Sun. Feb. 26 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. INTRODUCTION TO HEALTH AND SAFETY (FRENCH) (30 hours starting 9:00 AM Wed., Feb. 22; ending Sun. Feb. 26 at 12:30 PM)**

#### **Inscription au début du cours**

Ce cours sert d'introduction au monde de la santé-sécurité et explore différents concepts de base dont :

- l'identification des dangers;
- la hiérarchie des contrôles;
- le rôle fondamental des comités de santé-sécurité;
- les notions de base sur le droit de refuser.

**REMARQUE :** Voir plus de cours sur la santé et la sécurité dans la série de cours sur la santé et la sécurité.

### **6. WSIB - LEVEL I (12 hours starting 1:00 PM Fri., Feb. 24; ending Sun. Feb. 26 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.

### **7. WSIB - LEVEL II (12 hours starting 1:00 PM Fri., Feb. 24; ending Sun. Feb. 26 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.



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**8. FINANCIAL ESSENTIALS AND FINANCIAL OFFICERS** (12 hours starting 1:00 PM Fri., Feb. 24; ending Sun. Feb. 26 at 12:30 PM)

**Register at course commencement**

### **Financial Essentials**

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties regarding the finances of the union, budgeting and how to be transparent and accountable to members.

### **Financial Officers**

Once secretary-treasurers and trustees complete the "Financial Essentials" Day 1 workshop, they will spend Day 2 learning about bookkeeping and auditing. Treasurers will learn how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees. Trustees will learn how to properly perform an audit of the local union's books, accounts, properties, and assets. At the end of this workshop, Trustees will be able to make recommendations to the local union to improve the local union's financial health. **NOTE: Laptop required – if possible.**

**9. INTRODUCTION TO STEWARDING** (starting 9:00 AM Sat., Feb. 25; ending Sun. Feb. 26 at 12:30 PM)

**Register in Civic Ballroom Foyer Saturday, Feb. 25 between 7:30 AM 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.

**NOTE: Please bring your collective agreement.**

**10. WOMEN SPEAKING UP** (starting 9:00 AM Sat. Feb. 25; ending Sun. Feb. 26 at 12:30 PM)

**Register in Civic Ballroom Foyer Saturday, Feb. 25 between 7:30 AM 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.**



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### **11. STEWARDING LEARNING SERIES 1 (starting 9:00 AM Sat., Feb. 25; ending Sun. Feb. 26 at 12:30 PM)**

**Register in Civic Ballroom Foyer Saturday, Feb. 25 between 7:30 AM and 9:00 AM**

#### **a) Understanding Mental Health**

Explore the steward's role in supporting and representing members dealing with mental health issues. Learn how to challenge stigma, and how to approach a conversation with a member about a possible mental health issue.

#### **b) Psychologically Safe Workplaces**

What is a psychologically healthy and safe workplace? Learn to identify the psychosocial hazards in a workplace, and the role of the steward in eliminating them.

#### **c) Creating Accommodation Friendly Workplaces**

Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.

**NOTE:** Please bring your Steward Handbook to the workshop.

### **12. STEWARDING LEARNING SERIES 2 (starting 9:00 AM Sat., Feb. 25; ending Sun. Feb. 26 at 12:30 PM)**

**Register in Civic Ballroom Foyer, Saturday, Feb. 25 between 7:30 AM and 9:00 AM**

#### **a) Grievance Handling**

Share tips and successful practices with other stewards and learn strategies for handling difficult grievances.

**NOTE:** Please bring your collective agreement and Steward Handbook to the workshop.

#### **b) Representing Members in Front of Management**

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

#### **c) Creating Harassment Free Workplaces**

Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.

### **13. STEWARDING LEARNING SERIES 3 (starting 9:00 AM Sat., Feb. 25; ending Sun. Feb. 26 at 12:30 PM)**

**Register in Civic Ballroom Foyer Saturday, Feb. 25 between 7:30 AM and 9:00 AM**

#### **a) Conflict Skills for Stewards**

Unresolved 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.

#### **b) Handling Discipline and Discharge**

Learn about key legal concepts and terms, and the role of stewards during an employer's investigation, when discipline is given, and during grievance meetings.

**NOTE:** Please bring your collective agreement and Steward Handbook to the workshop.

#### **c) Challenging Racism**

This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.