

FALL SCHOOL - OCTOBER 31 – NOVEMBER 5, 2023

Sheraton Centre Toronto Hotel – 123 Queen Street West, Toronto

#	Course	Course Schedules	Fee
1	WSIB – Medical Orientation	Tue. 1 PM – 5 PM Wed. - Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$235
2	Local Executive Training a) Leadership Essentials b) Essentials for Inclusive Unions c) Recording Secretaries d) Parliamentary Procedure	Tue. 1 PM – 5 PM Wed. - Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$235
3	Health & Safety Level I	Wed. - Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$185
4	Health & Safety Level II – LAW	Wed. - Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$185
5	WSIB Level 1	Fri. 1 PM – 5 PM; Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$160
6	WSIB Level 2	Fri. 1 PM – 5 PM; Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$160
7	Financial Essentials and Financial Officers (2 classes)	Fri. 1 PM – 5 PM; Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
8	Introduction to Health & Safety	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
9	Introduction to Stewarding	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
10	Women Breaking Barriers	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
11	Non-Violent Direct Action	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
12	Steward Learning Series 1 a) Ally Skills for Stewards b) Mediating Member-To-Member Conflict c) What Stewards Need to Know About Bargaining	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115
13	Steward Learning Series 2 a) What Stewards Need to Know About Arbitration b) Duty of Fair Representation c) Popular Economics for Stewards	Sat. 9 AM – 5 PM Sun 9:30 AM – 12:30 PM	\$115
14	Steward Learning Series 3: a) Stewards and Health & Safety b) Disability and Ableism in the Workplace c) Literacy Awareness	Sat. 9 AM – 5 PM Sun. 9:30 AM – 12:30 PM	\$115

After September 30th, 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 visit
<https://cupe.on.ca/event-registration-fallschool-2023>
or please see pages 3 to 7.



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PLEASE FOLLOW THESE SIMPLE STEPS TO REGISTER ON-LINE:

- **Please note all registrations must be done by a member of their local's executive.**
- Visit the CUPE Ontario website at <https://cupe.on.ca/event-registration-fallschool-2023>
- 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

IMPORTANT INFORMATION FOR CUPE ONTARIO FALL SCHOOL:

- All classes end on **Sunday, November 5, 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.
- Sign-in on **Saturday, November 4, 2023, from 7:30 AM to 9:00 AM** in the Dominion Ballroom Foyer, except for all WSIB, H&S, Local Executive Training and Financial Essentials workshop (sign-in at course commencement)
- 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, September 30th, a late fee of \$50 per registrant applies.
- No refunds after September 30th
- If you require French translation, ASL interpretation, childcare services, or any other accessibility accommodations, please submit your request by filing out the access request form by September 30th, 2023. (The link to the access request form can be found in your confirmation email.)

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HOTEL RESERVATIONS

Locals are asked to make **ALL HOTEL RESERVATIONS** through W.E. Travel
Booking Link: <https://weuniontravel.ca/>
OR
at 1-888-676-7747 (toll free) [Mention FALL 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. Union Travel of your request upon booking your room(s). Should you have any questions concerning your reservation, please events@weuniontravel.ca.

COURSE DESCRIPTIONS

1. WSIB – Medical Orientation

(34 hours starting 1:00 PM on Tuesday, October 31st, ending Sunday, November 5th at 12:30 PM)

Sign-in 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.

NOTE: Levels I and II and either Level III-Appeals or Return to Work are pre-requisites to taking the Medical Orientation.

2. LOCAL EXECUTIVE TRAINING

(34 hours starting 1:00 PM on Tuesday, October 31st, ending Sunday, November 5th at 12:30 PM)

Sign-in 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.

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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 on Wednesday, November 1st, ending Sunday, November 5th at 12:30 PM)

Sign-in 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 hours starting 9:00 AM on Wednesday, November 1st, ending Sunday, November 5th at 12:30 PM)

Sign-in 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.

NOTE: This is not a certification training for joint Health and Safety Committee Members as required under the occupational health and safety act.

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5. WSIB - LEVEL I

(12 hours starting 1:00 PM on Friday, November 3rd, ending Sunday, November 5th at 12:30 PM)

Sign-in 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 hours starting 1:00 PM on Friday, November 3rd, ending Sunday, November 5th at 12:30 PM)

Sign-in 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 ESSENTIALS AND FINANCIAL OFFICERS

(12 hours starting 1:00 PM on Friday, November 3rd, ending Sunday, November 5th at 12:30 PM)

Sign-in 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.

8. INTRODUCTION TO HEALTH & SAFETY

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th between 7:30 AM and 9:00 AM

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

NOTE: See more Health and Safety courses in the Health and Safety Learning Series.

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9. INTRODUCTION TO STEWARDING

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th 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 BREAKING BARRIERS

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th 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.

11. NON-VIOLENT DIRECT ACTION

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th between 7:30 AM and 9:00 AM

Unions, strikes, and public protest were all once illegal. Civil disobedience was the way that civil society and unions made the gains in human and labour rights we enjoy today. However direct action should never be unplanned, nor should the consequences be unconsidered. This course will offer a historical view, numerous examples, legal considerations, strategic planning, and actual skill building in direct action tactic and technique for the participants. Banner drops, building projections, flashmobs, culture jamming, and other methods of direct actions will be included in this course. Participants will leave the course with a toolkit of knowledge with which to spice up their strikes and social protest.

12. STEWARDING LEARNING SERIES 1

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th between 7:30 AM and 9:00 AM

a) Ally Skills for Stewards Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

b) Mediating Member-to-Member Conflict Practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation

c) What Stewards Need to Know About Bargaining Learn about the steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the steward's role during bargaining.



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13. STEWARDING LEARNING SERIES 2

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th between 7:30 AM and 9:00 AM

a) What Stewards Need to Know About Arbitration Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

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

c) Popular Economics for Stewards We keep hearing that the rich are getting richer, and the poor are getting poorer. How do these trends impact our lives as workers and union members? What is needed from us as stewards in these times of growing economic inequality?

14. STEWARDING LEARNING SERIES 3

(9 hours starting 9:00 AM on Saturday, November 4th, ending Sunday, November 5th at 12:30 PM)

Sign-in at Dominion Ballroom Foyer on Saturday, Nov 4th between 7:30 AM and 9:00 AM

a) Stewards and Health & Safety Stewards need to work with health and safety activists to ensure the workplace is healthy and safe for members. Learn about health and safety rights, and how stewards can support this important area of union work.

b) Disability and Ableism in the Workplace Explore what ableism is, how to recognize it, and ways to address it. Learn about how to make your workplace and union accessible to workers with visible and invisible disabilities.

c) Literacy Awareness Literacy affects all of us at work. Learning new computer programs, understanding collective agreements, completing forms, or writing reports can all pose barriers for our members. Learn about how stewards can increase literacy awareness and help make the union inclusive and accessible to members.