

# FALL SCHOOL – OCTOBER 29<sup>TH</sup> – NOVEMBER 3<sup>RD</sup>, 2024

## SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

### WORKSHOP DESCRIPTIONS & FEES

#### LOCAL EXECUTIVE TRAINING

FEE: \$335

6 days workshop: Tue. 1pm – 5pm | Wed. 9am – 5pm | Thur. 9am – 5pm | Fri. 9am – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

##### A. Bylaw Essentials

Good bylaws are an essential component of a well-functioning local. In this workshop, you will learn the principles of good bylaws and how to make sure they are in compliance with CUPE's national constitution. We'll also look at how clear language bylaws help our members get involved in the work of the union.

[Please bring your local bylaws to the workshop.](#)

##### B. 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.

[Please bring your local bylaws to the workshop.](#)

##### C. Leading as a Team

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.

##### D. Conflict Ready Executives

In this workshop, participants will explore:

- The value of conflict for effective group
- How our beliefs about conflict shape how we respond.
- The kinds of conflict executives struggle with
- Productive ways to resolve conflict on an executive.

##### E. 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 place where they want to make a difference?

##### F. Good Meetings

Have you ever sat through a meeting, either as a participant or a facilitator that you knew could be more focused, efficient, inclusive, or effective? We use Bourniot's rules of parliamentary procedure to make important decisions in a way that is fair. But sometimes a different kind of conversation is needed to be inclusive and build our movement. In this workshop, executive members learn a how to find and lead the right process for the work that needs to get done.

Parliamentary procedure is an important part of our democratic process in CUPE. Some conversations are better had using other approaches. How do you decide when parli-pro is needed and when another approach could help?

Build your facilitation skills for supporting effective and inclusive discussions, learn and practice some processes that you can use in your day to day work.

##### G. 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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### WORKSHOP DESCRIPTIONS & FEES

#### WSIB – RETURN TO WORK

**FEE: \$335**

6-day workshop: Tue. 1pm – 5pm | Wed. 9am – 5pm | Thur. 9am – 5pm | Fri. 9am – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

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 pre-requisites.

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

#### HEALTH & SAFETY LEVEL I

**FEE: \$285**

5-day workshop: Wed. 9am – 5pm | Thur. 9am – 5pm | Fri. 9am – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

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.

#### HEALTH & SAFETY LEVEL II - LAWS

**FEE: \$285**

5-day workshop: Wed. 9am – 5pm | Thur. 9am – 5pm | Fri. 9am – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

**NOTE: This is not a certification training for joint health and safety committee members as required under the occupational health & safety act.**

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.

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## WORKSHOP DESCRIPTIONS & FEES

### Mental Health First Aid

FEE: \$220

**\*Please note: Class 1 and Class 2 represent the same workshop, offered in two different time frames.**

Class 1 – 3-day workshop: Wed. 2pm – 5pm | Thu. 9am – 4pm | Fri. 9am – 12pm

Class 2 – 3-day workshop: Fri. 1pm – 4pm | Sat. 9am – 4pm | Sun. 9:30pm – 12:30pm

Mental Health First Aid (MHFA) is offered to someone with an emerging mental health or substance use problem or in crisis - until appropriate treatment is found, or the situation resolves. An evidence-based course, MHFA has been proven to give participants:

- the tools to recognize signs of decline in mental well-being.
- the ability to talk about their mental health.
- the knowledge to discuss professional and other supports that could help with recovery or improved mental well-being.
- the confidence to reach out to these supports.
- the tools to assist during a mental health or substance use crisis, and.
- the knowledge to use MHFA actions to maintain one's own mental wellness.

### WSIB – LEVEL 1

FEE: \$220

3-day workshop: Fri. 1pm – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

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 are also included, as well as help in finding out how to access an experienced representative.

### WSIB – LEVEL 2

FEE: \$220

3-day workshop: Fri. 1pm – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

**\*\*NOTE: WSIB Level 1 is a prerequisite\*\***

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 1 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.

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### WORKSHOP DESCRIPTIONS & FEES

#### FINANCIAL ESSENTIALS & FINANCIAL OFFIERS

FEE: \$220

3-day workshop: Fri. 1pm – 5pm | Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

##### 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.

Laptop required – if possible

#### ANTI HARASSMENT & BYSTANDER TRAINING

FEE: \$175

#### LET-ESSENTIALS FOR INCLUSIVE UNIONS

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

##### Anti-Harassment & Bystander Training

When we are disrespected in our union, or when harm, harassment, and discrimination happen we are unsafe. We would not accept it from our supervisors and managers at work, and it is not OK in our union space. When we witness others being harmed, oppressed, or injured, we can intervene in safe and effective ways before, during, or after a harassing or violent situation. In this 3-hour workshop, learn and practice how to intervene.

##### 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 place where they want to make a difference?

#### WOMEN BREAKING BARRIERS

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

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

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

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## WORKSHOP DESCRIPTIONS & FEES

### INTRODUCTION TO HEALTH & SAFETY

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

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

### INTRODUCTION TO STEWARDING AND GRIEVANCE HANDLING

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

#### Introduction to Stewarding

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:

- Investigating workplace problems
- Filing a grievance
- Meeting with management
- Dealing with workplace complaints

#### Grievance Handling

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

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

### STEWARD LEARNING SERIES 1

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

**\*\*NOTE: Introduction to Stewarding is a prerequisite\*\***

#### Challenging Racism in the Workplace

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

#### 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.

#### Creating Harassment-Free Workplaces

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

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### WORKSHOP DESCRIPTIONS & FEES

#### STEWARD LEARNING SERIES 2

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

**\*\*NOTE: Introduction to Stewarding is a prerequisite\*\***

##### **Representing gender and sexually diverse members**

Homophobia, biphobia, and transphobia play out in our workplaces, locals, and communities. Learn how to challenge these kinds of discrimination, and respectfully represent gender and sexually diverse members in your workplace.

##### **SLS - 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.

##### **SLS - 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?

#### STEWARD LEARNING SERIES 3

FEE: \$175

2-day workshop: Sat. 9am – 5pm | Sun. 9:30pm – 12:30pm

**\*\*NOTE: Introduction to Stewarding is a prerequisite\*\***

##### **Solidarity with Indigenous Workers**

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workplace.

##### **SLS - 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.

##### **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.

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**\*\*\* NEW \*\*\***

**NO CANCELLATION OR REFUND AFTER OCTOBER 22<sup>ND</sup>, 2024**

After September 29<sup>th</sup>, 2024, a \$50 late fee per registrant applies.

Additional surcharge of \$150 per registrant for non-affiliates to CUPE Ontario applies.

All payment must be received by October 29, 2024,  
otherwise a \$100 late payment fee will applied to each delegate.

On-line registration close on Oct 22, 2024.

**HOTEL RESERVATIONS INFO:**

Locals are asked to make ALL HOTEL RESERVATIONS through W.E. Union Travel

Booking Link: <https://weuniontravel.ca/>

OR

at **1-833-778-9669** (toll free) [Mention **FALL SCHOOL 2024** when booking your room(s)].

**Guestroom Rate: \$266 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 email to [events@weuniontravel.ca](mailto:events@weuniontravel.ca).

**REGISTRATION STEPS:**

**ALL REGISTRATIONS MUST BE DONE BY A LOCAL'S EXECUTIVE.**

- Visit the CUPE Ontario website for event at <https://cupe.on.ca/calendar/>
- Click on Fall School @ Sheraton Centre Toronto Hotel Oct 29 – Nov 3
- Click "Register [Here](#)" button and enter your contact information and fill out the form.
- It is important to enter all contact information for each person you are registering, including their unique email address. Each member will receive a QR code for on-site check-in, a personalized email to complete workshop registration, and link for childcare and accessibility requests.
- If you are unable to register on-line, please contact Winnie Lau by email at [wlau@cupe.on.ca](mailto:wlau@cupe.on.ca)

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### IMPORTANT INFORMATION :

- All classes end on **Sunday, November 3, 2024, at 12:30 PM**
- Please arrange to travel back after 12:30 PM (start dates and times will differ depending on the course chosen)
- For all workshops beginning on Tuesday, Wednesday, Thursday and Friday, please sign in at course commencement
- For all workshops beginning on Saturday, please sign in at Dominion Ballroom Foyer - located on the 2<sup>nd</sup> level
- 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 can be done by credit card at registration link or by cheque  
(payable to **CUPE Ontario** – include **Fall School 2024** on cheque memo line)  
Kindly note: Registration **must** be paid prior to October 29, 2024, otherwise a late fee of \$100 will applied to each delegate.
- \$5 of the course fees will go towards the Bev Smale Scholarship Fund
- A surcharge of \$150 per registrant applies for all non-affiliates of CUPE Ontario
- After September 29, 2024, a late fee of \$50 per registrant applies.
- **No refunds or cancellations after October 22, 2024**
- **On line registration close on October 22, 2024**
- You will receive an email from CUPE Ontario of your classroom location 3-5 days prior to start date
- 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 29, 2024.  
(The link to the access request form can be found in your confirmation email.)