

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

WORKSHOP DESCRIPTIONS & FEES

LOCAL EXECUTIVE TRAINING - AROAP

FEE: \$335

*** As part of the AROAP Action Plan, this workshop is designed for Racialized, Black, and Indigenous members. ***

Same content as listed below.

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

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. Duty of Fair Representation

Learn about your local's duty to represent the members in your union, the legal requirements of fair representation and how it applies to your collective agreement and other laws covering your workplace.

B. 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.

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. 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?

E. 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.

F. 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.

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

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.

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

WORKSHOP DESCRIPTIONS & FEES

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.

FINANCIAL ESSENTIALS & FINANCIAL OFFICERS

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

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

WORKSHOP DESCRIPTIONS & FEES

LET – PARLIAMENTARY PROCEDURE

FEE: \$175

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

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 bylaws to the workshop.

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

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

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 NOTETAKING

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

Notetaking

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these and practice notetaking.

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

WORKSHOP DESCRIPTIONS & FEES

STEWARD LEARNING SERIES 1

FEE: \$175

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

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

Conflict skill 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.

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 during bargaining.

ARC - Ubuntu: Taking Action to Address Anti-Black Racism

Ubuntu means “I am because we are.” It reminds us that our wellbeing is connected, and that we are responsible for one another. In unions, Ubuntu asks us to move beyond good intentions and take real action to support Black workers.

This interactive workshop helps participants look at how anti-Black racism shows up in union spaces—through policies, practices, and everyday interactions—and what we can do to change it together.

Using discussion, small-group activities, and shared reflection, participants will:

- Explore how anti-Black racism affects Black workers in unions
- Talk honestly about power, decision-making, and exclusion
- Learn how racism connects to work, labour history, and fairness on the job
- Practice using Ubuntu as a way to build accountability, care, and solidarity
- Identify concrete actions they can take in their locals, committees, or workplaces

This session is practical, welcoming, and grounded in lived experience. Participants will leave with clear next steps and a shared understanding of how unions can become stronger, more inclusive spaces where Black workers are respected, supported, and able to thrive.

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

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****

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.

NOTE: Please bring your collective agreement to the workshop.

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 workshop focuses on the workplace as the cause or a contributor to mental health issues, and not the individual. We will discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

Building Bridges: Confronting Islamophobia/ Anti-Muslim Racism

Muslim workers in Canada are more likely to experience discrimination and barriers at work, including hiring bias and unequal treatment on the job. In this workshop, we will explore how Islamophobia and anti-Muslim racism have shaped these experiences over time and how they continue to impact Muslim workers today. Together, we will focus on taking action—challenging discrimination, supporting Muslim co-workers, and building stronger worker power through more inclusive unions.

STEWARD LEARNING SERIES 3

FEE: \$175

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

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

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.

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.

Respect at work: Stop Bullying, Harassment and Violence

What creates respect at work? What is harassment, bullying and violence? What can we do to stop it?



FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026 SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

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 2026** when booking your room(s)].

Guestroom Rate: \$290.00 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.

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 27 – Nov 1, 2026
- 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

FALL SCHOOL – OCTOBER 27 – NOVEMBER 1, 2026

SHERATON CENTRE TORONTO – 123 QUEEN STREET WEST

IMPORTANT INFORMATION :

- All classes end on **Sunday, November 1, 2026, 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 2nd 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 2026** on cheque memo line)
Kindly note: Registration **must** be paid prior to October 31, 2026, 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 27, 2026, a late fee of \$50 per registrant applies.
- **No refunds or cancellations after October 16, 2026**
- **Online registration close on October 16, 2026**
- 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 27, 2026. (The link to the access request form can be found in your confirmation email.)