

Spring School

February 13 to 19, 2012

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

#	Course	Course schedules	Fee
1	WSIB Occupational Disease	Mon Feb 13 1pm -5pm; Tues, Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$255
2	Communicating CUPE	Tues Feb 14 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	Occupational Health & Safety Level I	Wed Feb 15 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	Occupational Health & Safety Level II-Law	Wed Feb 15 9am-5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	WSIB Level 1 (OFL)	Fri Feb 17 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	WSIB Level 2 (OFL)	Fri Feb 17 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	Introduction to Stewarding	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
8	Steward Learning Series 1	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
9	Steward Learning Series 2	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
10	Steward Learning Series 3	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
11	Preparing for Bargaining	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
12	Bargaining Skills	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
13	Financial Officers 1 *(note start date/time)	*Fri Feb 17 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
14	Financial Officers 2 *(note end time)	Sat Feb 18 9am-5pm; Sun 9:30am-5:00pm	\$100
15	Labour Law	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
16	Pensions – An Introduction	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
17	Saying No to Harassment	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
18	Women Speaking Up	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
19	Job Evaluation	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
20	Introduction to Social Media	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100
21	Conflict Resolution	Sat Feb 18 9am-5pm; Sun 9:30am-12:30pm	\$100

After February 3rd 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**

**REGISTER ON-LINE AT WWW.CUPE.ON.CA
IF YOU ARE UNABLE TO REGISTER ON-LINE
OR REQUIRE FURTHER INFORMATION
PLEASE CALL CUPE ONTARIO AT 416-299-9739**

FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL

613-232-9908 or 1-888-676-7747

OR RESERVE ON-LINE

\$183.00 plus taxes Club level: \$283 plus taxes

****Cut-off is Monday, January 23rd 2012**

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click the Spring 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 SPRING SCHOOL 2012:

- All classes end on Sunday, February 19th at 12:30pm, except Financial Officers 2. However, start dates and times differ depending on the course chosen
- Registration is on Saturday from 7:30 to 9:00am in the Civic Ballroom except for all WSIB and Health & Safety 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, 305 Milner Ave., Suite 801, Scarborough, ON M1B 3V4) or by credit card
- \$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 February 3rd a late fee of \$50 per registrant applies
- No refunds after February 3rd.
- For hotel accommodations, you can reserve on-line at the same time as registering for the Spring 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 and submit the appropriate form

**REGISTER BEFORE FEBRUARY 3rd
TO AVOID THE LATE FEE**

COURSE DESCRIPTIONS

1. WSIB – OCCUPATIONAL DISEASE (6 days starting 1:00 pm, Feb 13)

Register at course commencement

This level is designed for experienced compensation representatives. It will provide participants with a detailed knowledge of how to argue occupational disease claims. The course explores a wide range of specific diseases explaining the pathology, diagnostic tests and provides details on what criteria must be satisfied to have the specific issue allowed at the Workplace Safety and Insurance Board (WSIB) or the Workplace Safety and Insurance Appeals Tribunal (WSIAT). The course also provides a detailed explanation of epidemiology, legal principles, examining expert witnesses and survivor benefits. This course is an advanced level training that builds on the skills of participants who have completed both the Appeals & Dispute Resolution and Medical Orientation course. Levels I & II are pre-requisites. There may also be evening course work which you will be required to attend.

2. COMMUNICATING CUPE (5 days starting 1:00 pm Tues, Feb 14)

Registration at course commencement

Why communicate? What do we need to communicate? How can we know whether our communications are working? Who do we need to communicate with? If you're wondering about questions like these, come and learn up to date ways to reach members, media, elected politicians and community members. We'll talk about how to be strategic, how to get members engaged in the work of the local and how to be more successful in our media and political work. This workshop will give you a toolbox of techniques and strategies to take home and try in your local.

3. OCCUPATIONAL HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Wed, Feb 15)

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

4. OCCUPATIONAL HEALTH & SAFETY LEVEL II- LAW (30 hrs starting 9:00 am Wed, Feb 15)

Register at course commencement

This course is about the law that governs the Occupational Health & Safety Act and its regulations. The law is important to workers in virtually every employment sector in the province. The health and safety representatives, workers, members of Joint Occupational Health & Safety Committees, and others who represent those workers have a pressing need to probe behind the actual provisions of the law.

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. **WSIB - LEVEL I** (12 hrs starting 1:00 pm Fri, Feb 17)

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.

6. **WSIB - LEVEL II** (12 hrs starting 1:00 pm Fri, Feb 17)

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.

7. **INTRODUCTION TO STEWARDING** (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 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**

8. **STEWARDING LEARNING SERIES 1** (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

Handling Discipline & Discharge: For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about key legal concepts and terms; the role of a steward during the employer's investigation; when discipline is given; and during grievance meetings; how to develop effective arguments.

Creating an Accommodation-Friendly Workplace: Human rights laws require employers to accommodate workers who face barriers to employment. This module covers the legal framework for the duty to accommodate; what a good accommodation process and plan look like; what to do if the employer is not willing to provide reasonable accommodation.

9. **STEWARDING LEARNING SERIES 2** (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

What Stewards Need to Know about Arbitration: Although most grievances get settled, some do go to arbitration. In this module, stewards become familiar with the arbitration process, arbitration terms, mediated settlements, and the role of the steward before and during arbitration.

Creating Gender Equality: How do you know sexism is happening in your workplace? What does it look like? This workshop provides facts and figures on women's inequality and ideas for how stewards can challenge sexism in the workplace.

10. **STEWARDING LEARNING SERIES 3** (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

Notetaking: Why do I have to take notes? What kind of notes should I take? What happens to my notes if a grievance goes to arbitration? Are my notes private? Is it better to take notes on a computer or by hand? What happens to the notes I take when the case is finished? This module answers important questions about notes, and provides practice time to work on note taking skills.

Mobilizing Workers: Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employers' attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

11. PREPARING FOR BARGAINING (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

In this workshop, participants will learn how to prepare for negotiations in a way that will get them a better deal once bargaining starts. The preparation phase is an important part of the bargaining process - success at the bargaining table often depends on what happens before the parties sit down. The workshop will deal with determining bargaining priorities, sources of information for bargaining, preparing proposals, and setting bargaining goals. A major focus will be on strategies to increase membership support for bargaining - before bargaining starts.

Please bring your Collective Agreement

12. BARGAINING SKILLS (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

This workshop covers what bargaining committee members can do to get a better deal once bargaining has started. Topics include mobilizing membership and community support, communicating with members during bargaining, analyzing the employer's position, formulating arguments, setting bargaining goals and knowing how and when to change them, and presenting recommendations to the membership. Participants will have the opportunity to practice handling different bargaining situations - at the table and with the membership. This workshop would be most useful for participants from locals who are in bargaining or ready to start bargaining.

Please bring your Collective Agreement

13. FINANCIAL OFFICERS 1 (12 hrs starting 1:00 pm Fri, Feb 17 – ending Sun Feb 19 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

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.

14. FINANCIAL OFFICERS 2 (12 hrs starting 9:00 am Sat, Feb 18 – ending Sun Feb 19 at 5:00 pm)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

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 book-keeping skills you need to be a secretary-treasurer. Please bring a calculator and a copy of your Local's by-laws.

15. LABOUR LAW (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

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.

16. INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you? NOTE: If you have a pension plan, bring your annual pension statement with you as well as a copy of your Canada Pension Plan statement, if available.

17. SAYING NO TO HARASSMENT (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

This workshop is designed to help the participants understand and discuss issues surrounding harassment in the workplace. The workshop will give the participants the skills they need to deal with harassment if it should take place. The workshop participants will have the opportunity to look at the effects harassment has on workers, which include physical, psychological and economic effects. Legislation that covers discrimination and harassment, including human rights law and the Criminal Code is dealt with. In CUPE we make a distinction between harassment, which is covered by human rights legislation, and harassment, which is not. The latter we refer to as "personal harassment".

18. WOMEN SPEAKING UP (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 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, you will prepare an outline for a speech or presentation and gain experience speaking in front of a group three times.

19. JOB EVALUATION (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 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.

20. INTRODUCTION TO SOCIAL MEDIA (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

Facebook, Twitter, YouTube and Blogs – these forms of “social media”, or “social networking” are not just passing fads that are used by our kids. They have changed the way we communicate with each other and they are here to stay. Unions are beginning to understand and harness the power of social media to engage with members. Locals beginning to explore these forms of communication need to understand their power, how they can be used to our advantage and also what some of the potential dangers might be. Come and be introduced to the future of union communication in an interactive and fun environment! **NOTE: Familiarity with basic computer applications like the internet, email programs, will be helpful. A limited number of laptop computers will be available. When registering please let us know if you have a lap top that you can bring for your own use.**

21. CONFLICT RESOLUTION (starting 9:00 am Sat, Feb 18)

Register in Civic Ballroom Foyer Saturday, February 18 between 7:30 and 9:00 am

When people have different points of view, conflict can surface. This workshop will help you gain a better understanding of how to deal with conflict between members, with management, and in other situations when tensions are high.