

# **Fall School**

**November 13 to 18, 2018**

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

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING JUNE 11, 2018**

#	Course	Course schedules	Fee
1	Intro to Stewarding	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
2	Steward Learning Series 1: Creating Psychologically Healthy & Safe Workplaces; Connecting with Aboriginal Workers	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
3	Steward Learning Series 2: What's our Duty; Challenging Homophobia in the Workplace	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
4	Health & Safety Series: Preventing Mental Injuries at Work; Violence Prevention in the Workplace	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
5	Labour Law	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
6	Job Evaluation	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
7	Lobbying & Strategic Planning	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
8	9 Hour Bargaining	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
9	Women Speaking Up	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
10	Intro to Health & Safety	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
11	Combating Workplace Bullying	Sat Nov 17 9am-5pm & Sun 9:30am-12:30pm	\$100
12	Financial Officers	Fri Nov 16 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
13	WSIB Level 1 (OFL)	Fri Nov 16 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
14	WSIB Level 2 (OFL)	Fri Nov 16 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
15	Health & Safety Level I	Wed Nov 14 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
16	Health & Safety Level II - Law	Wed Nov 14 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
17	WSIB – Medical Orientation	Tues Nov 13 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
18	Local Executive Training	Tues Nov 13 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235

After November 2<sup>nd</sup> 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](http://WWW.CUPE.ON.CA)

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**IF YOU ARE UNABLE TO REGISTER ON-LINE**

**OR REQUIRE FURTHER INFORMATION**

**PLEASE CALL CUPE ONTARIO AT 905-739-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL**  
**613-232-9908 or 1-888-676-7747**  
**OR RESERVE ON-LINE**  
**\$199.00 plus taxes**  
**Reservation cut-off is Friday October 22<sup>nd</sup>, 2018**

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

- Visit the CUPE Ontario website at [www.cupe.on.ca](http://www.cupe.on.ca)
- Click the Fall 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 CUPE ONTARIO SCHOOL:**

- All classes end on Sunday, November 18<sup>th</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 17<sup>th</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all Financial Officers, WSIB, Health & Safety and Labour History 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, 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2) or by credit card on-line
- \$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 Friday, November 2<sup>nd</sup> a late fee of \$50 per registrant applies
- No refunds after November 2<sup>nd</sup>, 2018
- For hotel accommodations, you can reserve on-line at the same time as registering for the 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](http://www.cupe.on.ca) and submit the appropriate form

**REGISTER BEFORE NOVEMBER 2<sup>nd</sup>**  
**TO AVOID THE LATE FEE**

# COURSE DESCRIPTIONS

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## **1. INTRODUCTION TO STEWARDING (ENGLISH)** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 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**

## **2. STEWARDING LEARNING SERIES 1** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

**Creating Psychologically Healthy & Safe Workplaces:** What are the psychological hazards in a workplace.

What is our role as stewards in making our workplaces psychologically healthy and safe.

**Connecting with Aboriginal Workers:** Explore how your local can demonstrate solidarity with Indigenous members. Stewards discuss strategies for making your locals more inclusive to Indigenous members.

## **3. STEWARDING LEARNING SERIES 2** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

**What's our Duty:** Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

**Challenging Homophobia in the Workplace:** What is homophobia and transphobia, and how do they play out in our workplaces, locals, and communities? Learn how a steward can challenge this kind of discrimination, and represent members that experience homophobia in the workplace.

## **4. HEALTH & SAFETY LEARNING SERIES** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

**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 module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

**Violence Prevention in the Workplace:** This module examines the risk factors that lead to violence in the workplace, and the employer's obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

## **5. LABOUR LAW** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

There will be 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**

## **6. JOB EVALUATION** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 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.

## **7. LOBBYING AND STRATEGIC PLANNING** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

In this workshop Local Executive members will:

- Learn how to analyze internal and external factors that impact their Local;
- Learn how to explore and answer the questions of "Where they are", "Where they want to be" and "How do they get there";
- Learn how to put together a workplan outlining their specific goals, timelines and strategy.

## **8. 9 HOUR BARGAINING** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

This workshop gives bargaining committee members the training they need, when they need it, so they can get the best deal possible for their members. It is delivered by the national servicing rep and happens in stages throughout negotiations. The workshop explores how to work effectively in caucus, as well as at the bargaining table.

## **9. WOMEN SPEAKING UP** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 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.

## **10. INTRODUCTION TO HEALTH & SAFETY** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

This course serves as an introduction into the world health and safety, and explores different basic concepts such as: identification of hazards, Hierarchy of controls, the basic role of health and safety committees, the general duty clause, Basics on the right to refuse.

## **11. COMBATING WORKPLACE BULLYING** (9:00 am Sat, Nov 17; ending Sun Nov 18 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Nov 17 between 7:30 and 9:00 am**

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about what bullying is, and isn't; how bullying hurts the target, the witnesses, the employer, the union, and even the bully; how not to be a bystander; how the union can make a difference.

## **12. FINANCIAL OFFICERS** (12 hrs starting 1:00 pm Fri Nov 16; ending Sun Nov 18 at 12:30 pm)

**Register at course commencement**

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.**

## **13. WSIB - LEVEL 1 (OFL)** (12 hrs starting 1:00 pm Fri Nov 16; ending Sun Nov 18 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.

## **14. WSIB - LEVEL 2 (OFL)** (12 hrs starting 1:00 pm Fri Nov 16; ending Sun Nov 18 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.**

**15. HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00am, Wed Nov 14; ending Sun Nov 18 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 NOT FOR CERTIFICATION IE. JOINT HEALTH AND SAFETY COMMITTEES WHO ARE MANDATED UNDER BILL 208.**

**16. HEALTH & SAFETY LEVEL II-LAW** (30 hrs starting 9:00am, Wed Nov 14; ending Sun Nov 18 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.**

**17. WSIB MEDICAL ORIENTATION** (5 days starting 1:00 pm, Tues Nov 13; ending Sun Nov 18 at 12:30 pm)

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

**18. LOCAL EXECUTIVE TRAINING** (5 days starting 1:00 pm, Tues Nov 13; ending Sun Nov 18 at 12:30 pm)

**Register at course commencement**

**Leadership Essentials for Executive Members (9hrs):** 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 in the union, create space for more members to get involved, and strengthen solidarity in the labour movement and in our communities.

**Parliamentary Procedure (9hrs):** 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.

**Leading as a Team (3hrs):** In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

**Duty of Fair Representation (3hrs):** This workshop focuses on the elements of the duty of fair representation, how it came to be, its limits and how to properly represent members.