



February 26 to March 2, 2008

Sheraton Centre Hotel

123 Queen St. W., Toronto

(416) 361-1000 or 1-888-627-7175 (mention CUPE Block)

* or register on-line at www.starwoodmeeting.com

Spring School

IMPORTANT: Courses #1 and #17 have changed

1	Learning How to Win - (5 days)	\$205
2	Occupational Health & Safety Level I – 30 hours (4 days)	\$155
3	Occupational Health & Safety Level II Committees – 30 hours (4 days)	\$155
4	Effective & Advanced Stewarding – 30 hours (4 days)	\$155
5	WSIB Level I (OFL) – 16 hours (3 days)	\$135
6	WSIB Level II (OFL) – 16 hours (3 days)	\$135
7	Effective Stewarding	\$80
8	Advanced Stewarding	\$80
9	Preparing for Bargaining	\$80
10	Bargaining Skills	\$80
11	Financial Officers	\$80
12	Labour Law – Discipline & Discharge	\$80
13	Introduction to Pensions	\$80
14	Pensions (OMERS)	\$80
15	Conflict Resolution	\$80
16	Creating Racial Justice	\$80
17	Evaluating Benefit Plans	\$80
18	Pride in CUPE	\$80
19	Stress in the Workplace	\$80

\$5.00 has been added to course fees to go towards the Bev Smale Scholarship Fund

Please ensure that all participants have dates and start times as they vary

Course registration cut-off is February 8, 2008
 Surcharge of \$95.00 per registrant for non-affiliates
 Late fee of \$30.00 per delegate applies after this date

Every effort will be made to accommodate course selections.
 Cheque MUST accompany registration form to secure placement.

Please note that in fairness to the members who have pre-registered and the limitation of workshop material, attending any course other than the one registered for will not be permitted. Adhering to this protocol benefits everyone.

REGISTRATION – Conference Foyer

Course Nos 1- 6	Register at class commencement	
Course Nos. 7-24	Friday, Feb 29	7:00 p.m. – 9:00 p.m. OR
	Saturday, Mar 1	7:30 a.m. – 9:00 a.m.

CLASS TIMES

Course No. 1	Tues, Feb 26 at 12 noon to Sun, Mar 2 at 12:30 pm
Course No. 2, 3 & 4	Thurs, Feb 28 at 9:00 am to Sun, Mar 2 at 12:30 pm
Course Nos. 5 & 6	Fri, Feb 29 at 12:00 noon to Sun, Mar 2 at 12:30 pm
Course Nos 7 - 22	Sat, Mar 1 at 9:00 am to Sun, Mar 2 at 12:30 pm
Plenary	Sat, Mar 1 from 9:00 am – 9:30 am

Classes end at 4:30 pm each day

Lunch Time: 12:00 to 1:15

ACCOMMODATION

Sheraton Centre Toronto

\$169.00 single/double

\$229.00 Club Level

Book directly with the Sheraton Centre

Mention "CUPE SCHOOL" to get the best rates

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or register on-line at www.starwoodmeeting.com

BOOK EARLY! Cut-off date is 5:00 pm Monday, January 29, 2008

*Please contact the Division Office by January 29, 2008
if you require on-site child care service.*

Education Committee: Steve Leavitt, Candace Rennick, Patricia Homonnay,
Josey Finley, Greg Burkett, Sid Ryan, Fred Hahn

COURSE DESCRIPTIONS

(Changed from "Taking on Privatization")

#1 LEARNING HOW TO WIN (5 days starting 12:00 noon Tues, Feb 26)

This workshop takes an in-depth look at privatization in all its forms and what can be done to keep services public. You will learn to analyze the economics of privatization, and how to build effective counter-arguments. You will engage in a weeklong practical exercise of developing and executing a campaign plan to take on privatization and win. This includes learning how to reach out to the community, how to influence governments, how to develop effective communications strategies and materials, and how to make the case for public services.

#2 OCC. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00 am Thurs, Feb 28)

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.*

#3 OCC. HEALTH & SAFETY LEVEL II – COMMITTEES (30 hrs starting 9:00 am Thurs, Feb 28)

This program is an advanced training for worker members of the joint health and safety committees in Ontario. It provides them with the necessary skills to make them more effective, such as communication skills, consensus building, conflict resolution, problem solving, goal setting and presentation skills. Participants learn how to conduct a joint health and safety committee meeting. They acquire skills in how to do an assessment, research a hazard, and evaluate a scientific study. They gain knowledge of accident and disease investigation steps. *Participants must have the Level I Health and Safety in order to do Level II Committees. The training is not for Certification ie. Joint Health and Safety Committees who are mandated under Bill 208.*

#4 EFFECTIVE & ADVANCED STEWARDING (30 hrs starting 9:00 am Thurs, Feb 28)

This course will be a combination of our beginning and advanced stewarding workshops. It will assist new stewards as well as existing stewards and those who have not having received any formalized training. This course will deal with the many skills required by members holding the steward's position in local unions. It will provide an understanding of the importance of the steward for overall effectiveness and the vitality of the union, and it will give training in specific human relations skills related to stewardship.

The course content will include exercises in the writing out of grievances and the analyzing of contract language and the study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation.

#5 WSIB LEVEL I (16 hrs starting 1:00 pm Fri, Feb 29)

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 (16 hrs starting 1:00 pm Fri, Feb 29)

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 EFFECTIVE STEWARDING (starting 9:00 am Sat, Mar 1)

This course is designed for new stewards and those not having received any formalized training. This course will deal with the many skills required by members holding the steward's position in local unions. It will provide an understanding of the importance of the steward for overall effectiveness and the vitality of the union, and it will give training in specific human relations skills related to stewardship.

#8 ADVANCED STEWARDING (starting 9:00 am Sat, Mar 1)

The course content will include exercises in analyzing contract language and study of arbitration case histories. Other items covered are time limits in the grievance procedure, the principle of fair representation, types of grievances, i.e. policy grievance vs. individual grievance, union grievance and management grievance, labour standards and legislation.

#9 PREPARING FOR BARGAINING (starting 9:00 am Sat, Mar 1)

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.

#10 BARGAINING SKILLS (starting 9:00 am Sat, Mar 1)

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.

#11 FINANCIAL OFFICERS (starting 9:00 am Sat, Mar 1)

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.

#12 LABOUR LAW - Discipline and Discharge (starting 9:00 am Sat, Mar 1)

The focus of this workshop will be legal principles and concepts that may arise in a discipline case. Among the issues to be reviewed and discussed will be the following: concept of just cause; progressive discipline; use of the disciplinary record; disciplinary offences; the appropriateness of the penalty and various disciplinary offences including innocent absenteeism and insubordination.

#13 INTRODUCTION TO PENSIONS (starting 9:00 am Sat, Mar 1)

Our pensions have become more important than ever in these times of growing privatization and job insecurity. This workshop is a chance to learn about how government and workplace pension plans work and the pressures that our plans are facing. We'll strategize about how to protect our retirement income through collective bargaining, joint trusteeship and member mobilization. Our pension are our deferred wages and they belong to us. Come and get the knowledge and skills you need to make sure your employer keeps its pension promise.

#14 PENSIONS (OMERS) (starting 9:00 am Sat, Mar 1)

This workshop is aimed at all members who want to know more about their OMERS pension. Did you know that your OMERS pension is integrated with CPP? Participants will learn about early retirement, CPP, the CPP Bridge Benefit, the CPP Offset, OAS, GIS and GAINS. It will also touch on other retirement savings options. Autonomy or Governance and the importance of joint control will be covered. Participants will leave the workshop with an understanding of the policies of pensions and how their OMERS plan works.

#15 CONFLICT RESOLUTION (starting 9:00 am Sat, Mar 1)

When people have different points of view, conflict can arise. We offer a series of workshops to deepen your understanding of conflict and develop stronger skills to resolve it. You will learn how to deal with conflict between members, when management, and in other situations when tensions are high.

#16 CREATING RACIAL JUSTICE (starting 9:00 am Sat, Mar 1)

CUPE is a union of many races and includes many Aboriginal members. You will explore how racism divides workers, and the role it plays in issues such as privatization and contracting out. You will look at ways to create strength through unity. This workshop will give you tools and information to deal with racial conflict in your workplace or local. It will also help you find ways to encourage members from different races to participate in the union. This workshop is for all members.

(Changed from Introduction to CUPE for Aboriginal Members)

#17 EVALUATING BENEFIT PLANS (starting 9:00 am Sat, Mar 1)

As benefit costs rise, pressure mounts on unions to make cuts or changes. This workshop identifies the key elements of benefit plans, such as extended health care plans, drug and dental plans, sick leave and long term disability plans. You will analyze why benefit plans are under attack and assess employer proposals for change. You'll also develop union options to defend benefit plans, stop rollbacks and continue to improve coverage for CUPE members.

#18 PRIDE IN CUPE (starting 9:00 am Sat, Mar 1)

This course deals with the issue of workplace inequities for lesbians, gay men, bisexuals and their families. Lesbians, gay men and bisexuals face discrimination on a daily basis. The discrimination is often invisible to other people who may be witnessing it, or even taking part in it, but not realizing its effects. Some workplaces can be openly hostile toward gay men and lesbians, making going to work a daily act of courage. Too often, persons involved in lesbian/gay activism are labeled as "single issue persons" and are isolated from advancing in their local union activities.

#19 STRESS IN THE WORKPLACE (starting 9:00 am Sat, Mar 1)

When you complain about stress on the job, does your employer tell you to take a deep breath, relax and get some exercise... after work? This workshop looks at what causes stress at work and how it affects your health. Find out how to create a healthier work environment and lasting solutions.