

The background features a decorative graphic consisting of three overlapping blue circles of varying sizes and shades, connected by thin blue lines that form a triangular shape. The largest circle is in the top right, a medium one in the center, and another large one in the bottom right.

# CUPE Education Workshops

CUPE offers a wide variety of workshops and different ways for members to access union education. We offer weeklong, weekend, weeknight or noon-hour sessions. Other workshops may be offered in your region. If you want to know more about upcoming workshops or request one for your local, contact your regional education representative or check [www.cupe.ca](http://www.cupe.ca) for more details.

*Pour ateliers offerts en français, voir le catalogue français.*



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## **Building a Web Site for your Local**

This workshop will show you how to create a web site using CUPE's free and easy-to-use system. You will also learn how to use CUPE's free webmail service.

## **Building Strong Local Unions**

With the right vision, your local can be stronger. This workshop covers:

- issues, problems and solutions that are relevant to your local
- strategies for making your local more inclusive
- an action plan to strengthen your local

## **Clear Language**

Unions rely heavily on the written word to inform members of their rights and to encourage them to participate in the workplace, the union and the community. But our communications aren't always as effective as we would like. Is the language you use in your newsletter, web site and other materials clear to everyone? Do your members understand their collective agreement?

Clear language is an inclusive approach to communication. It helps to make information accessible to everyone. This workshop will help you develop clear writing and design skills to reach more members and make your local stronger. Clear writing works for workers!

## **Collective Bargaining – Preparing for Bargaining**

What can your CUPE local do to get ready for bargaining? How do you choose a committee, prepare proposals and build membership

support for bargaining? This workshop will help you answer these questions and prepare your local for bargaining.

## **Collective Bargaining – Bargaining Skills**

This course is for bargaining committee members. CUPE members who have already taken the "Preparing for Bargaining" workshop will learn more about the bargaining process by role-playing and discussing bargaining strategies. Learn how to develop a bargaining plan, present a proposal to management, and build support from the membership during bargaining.

## **Collective Bargaining – Bargaining for Equality**

This workshop will help you in your next round of bargaining. Learn about current bargaining issues that are important to make yours "a workplace for all". You will get sample bargaining language that has been negotiated by other CUPE locals and bargaining tips on how to achieve it.

## **Collective Bargaining – Weeklong Workshop**

The focus of this workshop is a multi-day role-play that helps build high-level bargaining skills. If you are a bargaining committee member, here's your chance to work with real bargaining information and gain the experience you need when facing management. You'll also explore current issues like interest-based bargaining and bargaining for equality.

## **Communicating CUPE**

Do you want to build a more powerful local? Communication is key. Develop skills to reach your members and the public. You

will get hands-on experience developing campaigns, media skills, newsletters and electronic communication with members. Take this workshop and watch your local take off!

## **Conflict Resolution**

Conflict is a natural part of our lives. Learning to handle it well will improve your relationships with other members, co-workers and the employer. This module will:

- deepen your understanding of conflict
- strengthen your communication skills
- provide opportunities to practice responding to conflict

## **Creating Racial Justice**

Stopping racism in the workplace and the union will benefit everyone. This workshop will:

- deepen your understanding of racism
- explore the history of racism and colonialism in North America
- explore how to be an ally for racial equality

## **Effective Leadership**

Looking for ways to involve more members? This workshop covers:

- what a local union does
- barriers to union involvement
- strategies for getting more members involved in union work

## **Evaluating Benefit Plans**

As benefit costs rise, pressure is mounting on unions to make cuts or changes. This workshop will:

- focus on extended health care benefit plans (drug and dental plans)
- analyze why benefit plans are under attack
- assess employer proposals for change
- develop union options to defend benefit plans, stop rollbacks and continue to improve coverage

## **Face-to-Face Communication**

Do you want to improve your communication skills and become more assertive at work and in your local? This workshop will:

- explore verbal and non verbal communication
- discuss assertive, aggressive, passive and passive-aggressive communication
- provide opportunities to practice

## **Facing Management**

Unions and management meet all the time about lots of things.

This workshop covers:

- the history of work
- communication skills for working with management
- tips for meeting with management

## **Financial Officers**

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

## **Getting Involved in Public Office Elections**

If you and your local want to elect someone to public office who shares CUPE's vision for social justice, this workshop is for you. Learn how to develop a campaign. Get some pointers on how to run for public office.

## **Health and Safety – Occupational Health and Safety**

This weeklong workshop makes health and safety a priority in the union. Learn how to:

- identify occupational hazards
- enforce our health and safety rights
- carry out investigations
- organize members to achieve healthier workplaces

## **Health and Safety – Occupational Health and Safety – Specialized**

CUPE members doing similar jobs face similar workplace hazards.

We offer separate health and safety workshops for the following:

- occupational groups
- sewage treatment
- social services
- office work

## **Health and Safety – Violence in the Workplace: From Awareness to Action**

Violence is an occupational health and safety issue in too many of our workplaces. This workshop covers:

- identifying the problems
- why workplace violence happens
- ways to prevent it

## **Health and Safety – Work Overload**

Are members of your local feeling overloaded, stressed or burned out? This workshop covers:

- the growing problem of work-overload
- the impact it is having on our lives at home and in the workplace
- ways to deal with it through collective bargaining and political action

## **Introduction to CUPE**

In this workshop you will:

- deepen your understanding of union values
- learn about CUPE's structure
- find out how unions solve problems
- gain skills that will help you play a stronger role in your CUPE local

## **Involving Young Members**

Demographics are changing ... Do you have a strategy to get more young members involved? This workshop covers:

- issues that matter to young CUPE members
- barriers young workers face at work and in the union
- strategies for organizing young members in your local

## **Job Evaluation Training**

This workshop will interest you if your local is thinking about a joint job evaluation program or if you have new joint job evaluation committee members. It covers topics such as collection of job information, rating jobs, weights, banding and maintenance.

## **Job Evaluation Training for Pay Equity**

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.

## **Job Evaluation – Rating Workshop**

This workshop is for new Job Evaluation/Pay Equity committee members or for members who need a refresher in rating jobs. Participants will rate sample jobs to see how degree levels are assigned and how ratings are applied.

## **Know Your Rights – 2 hours**

Aimed at new members, this 2-hour workshop will provide you with information about:

- how the union works
- what your collective agreement says
- what to do if you have problems at work

## **Labour History**

History has a habit of repeating itself, which is why it is so important to learn about the past. This workshop explores the history of unions in Canada, as well as some of the key moments in CUPE's history.

## **Learning about First Peoples**

In this workshop you will:

- explore the impact of Canadian history on First Nations, Inuit and Métis
- address common myths and stereotypes about Aboriginal peoples
- come up with concrete ways to take action on key issues that are relevant for Aboriginal peoples today

## **Literacy in the Workplace**

All across Canada, workplace education programs are helping CUPE members upgrade their skills. In today's changing workplaces, everyone needs to know what these kinds of programs can offer CUPE members. Literacy and workplace education are union issues. You will leave this workshop with the skills you need to build a program for your members.

## **Parliamentary Procedures**

Have you ever sat through formal proceedings at a meeting or convention and wondered what a "point of order" is? Then this workshop is for you! Come and learn how to participate better in union meetings and conventions.

## **Pensions – An Introduction**

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?

The weeklong version of this workshop covers additional topics such as pension law, bargaining pensions, different kinds of pension plan benefits and socially responsible investment.

NOTE: If you have a pension plan in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too. This is NOT a retirement planning workshop.

## **Pensions – Building Pension Activism**

Pension activists will examine pension law, plan funding issues, investment strategies and how to bargain plan improvements. Develop the skills you need to mobilize members on pension issues, support union pension trustees and achieve your vision of pension activism.

## **Pensions – Pension Trustee Training**

If you are a pension trustee or advisory committee member, this annual training session will provide you with the legal and technical background you need to be effective in your role. For an application form, contact [education@cupe.ca](mailto:education@cupe.ca).

## **Pride**

Find out why issues that concern lesbian, gay, bisexual, trans, two-spirit and intersex (LGBTTI) people are union issues. We'll talk

openly about myths and explore how fear and misunderstanding divide us as workers. Although this workshop is geared to members who do not identify as LGBTTI, everyone is welcome. No one will be asked to reveal their sexual orientation.

### **Public Speaking**

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

### **Recording Secretaries**

This workshop helps recording secretaries learn about their role and duties. Learn how to:

- take minutes at meetings
- organize paper and electronic files
- write clear effective information bulletins and reports

### **Responding to the Attack on Sick Leave Entitlement**

This 3-hour workshop will help you develop strategies to counter the attack on members' sick leave entitlements. You will learn how to deal with attendance management plans, problems with short and long term disability benefits and cuts to sick leave plans.

### **Retirement Planning**

It's never too early to start planning for your retirement. Learn about government and workplace pensions and leave with some good tools to help you prepare financially and psychologically.

NOTE: this workshop does not provide specific or personal financial advice.

### **Saying "NO" to harassment**

By the end of this workshop you will know:

- what harassment is
- how to handle complaints
- how to use contract language, education and workplace policy to prevent harassment

### **Sisters Asserting Our Rights!**

Come out and learn some very practical and useful skills in a woman friendly space, from a woman's point of view. This workshop covers:

- why traditional approaches to assertiveness training don't always work
- effective communication skills
- differences in how we communicate
- strategies for practicing assertive communication

## **Stewarding – 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:

- the role of the steward
- investigating workplace problems
- CUPE's structure
- filing a grievance
- meeting with management
- dealing with workplace complaints

## **Stewarding – Steward Learning Series**

This program acknowledges the important role stewards play in the union. The program provides stewards with a wide range of education courses to help them do their job. See the Steward Learning Series brochure for details.

## **Stop Workplace Bullying**

Bullying doesn't just happen in the school yard. It happens at work too. This workshop will:

- identify what bullying looks like in your workplace
- recognize the impact of bullying on everyone
- help you develop a concrete action plan to stop bullying

## **Strategic Planning**

In this workshop, union executives will learn how to develop a plan to solve specific workplace problems, and to build for the future.

## **Stress in the Workplace**

When you complain about stress on the job, does your employer tell you to take a deep breath, relax and get some exercise, but only after work? This workshop looks at:

- what causes stress at work
- how it affects your health
- how to create a healthier work environment

## **Taking on Privatization**

This workshop examines the biggest threat to CUPE jobs and public services. Find out how to:

- spot the early warning sign of privatization
- respond to privatization and contracting-out threats
- build a campaign to fight privatization in your local

## **Union Supervisors in the Workplace**

This workshop will help you build union solidarity in locals where some members of the union supervise other members. It provides tips on how unionized supervisors can carry out their duties and discusses how locals can ensure that tensions between supervisors and those supervised don't get in the way of the local union's activities.

## **Women Breaking Barriers**

Are you a woman interested in taking on a leadership role in your union? If so, then this challenging and rewarding workshop is for you! It covers topics relating to women's

oppression, politics and social change – all from a woman’s perspective.

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Explore the barriers, challenges and opportunities for women to take on leadership roles in the union. Discover your own personal leadership style and develop a plan to seek more formal recognition of your leadership skills.

## **Women Speaking Up**

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

## **Young Leaders**

Are you a young worker who wants to be more active in the union?  
Do you want to know more about your rights in the workplace?  
Come learn the answers to those questions and explore the role of unions in society and practice group work, communication and leadership skills.