

Catalogue of Workshops

CUPE offers a wide variety of workshops and different ways for members to access union education. We can offer most workshops as weeklong, weekend, weeknight or noon-hour sessions, or can bring them directly to your local at other times that better suit your needs. If you want to know more about upcoming workshops or request one for your local, contact your regional education representative or for more details check cupe.ca/unioneducation.

Getting Involved

Introduction to CUPE

Here is an opportunity to deepen your understanding of union values, study CUPE's structure, find out how unions solve problems, and gain skills that will help you play a stronger role in your CUPE local. (This workshop was formerly known as *Our Union*.)

Know your rights

Aimed at young and new members, this two-hour workshop will provide you with information about how the union works, what your collective agreement contains and what to do if you have problems at work.

Saying no to harassment

By the end of this workshop you will know what harassment is, how to handle complaints, and how to use contract language, education and workplace policy to prevent harassment. (This workshop is referred to as *Respect in Our Workplace* in British Columbia.)

Learning from the past

History has a habit of repeating itself, which is why it is so important to learn about the past. This 9-hour workshop explores how unions came to be in Canada as well as some of the key moments in CUPE's history. Here's what one participant said about the workshop: "I see today's issues and struggles in a very new and different way." And another one said, "... learning about labour history changes what you do in the present and future. This workshop is a must for all CUPE activists."

An Introduction to CUPE for Aboriginal Members

This is an informative and relaxed two-day introductory workshop. It helps Aboriginal members learn more about their union and the labour movement in general. Workshop topics are presented by CUPE aboriginal facilitators in a comfortable and culturally sensitive environment.

Pride

Find out why lesbian, gay, bisexual and transgender (LGBT) issues are union issues. We'll talk honestly about myths and explore how fear and misunderstanding divide us as workers. Although this workshop is geared to members who are not LGBT, everyone is welcome. No one is asked to identify their sexual orientation.

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 as a young worker? This workshop will help you gain the skills to do both. You will explore the role of unions in society and you will practice group work, communication and leadership skills.

Resolving Conflict

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, with management, and in other situations when tensions are high.

Privatization

CUPE has several workshops to examine the biggest threat to CUPE jobs and public services in the last 15 years. Find out how to respond to privatization and contracting out by seeing what has worked for other locals and learning about the newest employer strategies. These workshops will give you ideas and energy to take back to your local.

Getting Involved in Elections

If you and your local want to elect someone who shares CUPE's vision for social justice, this workshop will provide you with the information and skills you need. In a healthy democracy, everyone has a role to play. Find out how to run for election or be part of a campaign team. (Formerly known as *Political Action*.)

Union Supervisors in the Workplace

This workshop will help you build union solidarity in locals where some members of the union supervise other members in the workplace. It provides tips on how supervisors can carry out supervisory duties to reduce tensions with union members and how locals can ensure that tensions between supervisors and those supervised don't get in the way of the local union's activities and its ability to fairly represent all members.

Union Officer Training

Secretary-Treasurers

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, fill out a report on the per capita tax and audit the books. If you like math, you'll enjoy this workshop.

Local Union Trustees

This introductory workshop will provide you with the basic bookkeeping skills you need to be a local union trustee. You will also conduct a mini-audit. CUPE members who want to develop more in-depth knowledge of union finances should take the *Secretary-Treasurers* workshop.

Basic Effective Stewarding

What does a CUPE steward do? If you want to help CUPE members solve workplace problems, this introductory workshop is for you. You will learn how to fill out a grievance form, deal with management, and help members improve their working conditions.

Advanced Effective Stewarding

Designed for experienced stewards who have taken *Basic Effective Stewarding*, this new workshop builds advocacy skills in a stimulating and supportive environment. Using real case studies, participants will analyze and practice effective grievance investigation and presentation. This high participation workshop will demystify contract interpretation and build the confidence of stewards as union advocates. Topics will include the duty of fair representation, discipline, estoppel, principles of contract interpretation, grievance investigation and presenting a grievance.

(NOTE: Previous practical experience and Basic Effective Stewarding workshop are prerequisites.)

Recording Secretaries

This workshop will help new recording secretaries learn about their role and duties. It will also give experienced recording secretaries a chance to learn from others. You will learn how to take minutes at meetings, negotiations and grievance hearings, how to organize paper and electronic files and how to write clear effective information bulletins and reports.

Effective Leadership

If you are a new leader or if you sit on a committee within your local, this workshop will introduce you to the skills you need to be more effective. You will find out how to involve more members in union work and where to draw support within your local. (Formerly known as *From Apathy to Action*.)

Strategic Planning

This workshop is for more experienced union leaders who want to get their members more involved in solving workplace problems. The focus is on working with union stewards and members of the bargaining committee to solve problems facing the local. You will practice leading a planning session.

Running an effective meeting

If you have ever wondered what a “point of order” is, this workshop is for you. After attending this workshop, CUPE members can play a more active role in union meetings and conventions. You will learn the meaning of many new terms and how we make decisions within the union. (Formerly known as *Parliamentary Procedures*.)

Facing Management

The goals of this workshop are to help you understand how managers think and act, and how to use that knowledge to the union’s advantage. Your group will discuss the history of work and the tactics unions have used with management. Solidarity within the union begins here!

Communications: Facing the Media

How do the media work? What should you say when a journalist calls? Good media relations will help you get your local’s message out – in times of crisis and every day. Participants will learn new ways to deliver their local’s message, with confidence.

Communications: Newsletter Writing

This workshop will help you improve your writing and interviewing skills. The result? A better newsletter. If your local does not have a newsletter, find out how to create one. You will tell better stories after this workshop.

Personal Skills

Assertiveness Training

If you want to learn how to express yourself in a more assertive way, this workshop will help. You will work closely with others who also want to gain

awareness and skills to help at work, in the community and at home.

Face-to-Face Communication

This workshop will help you improve your verbal skills at work and within the union. Participants work in small groups, and each person has a chance to practice new skills. This workshop provides a safe place to learn how to spread your wings!

Public Speaking

This workshop can help you gain the confidence you need to speak up at a meeting or public event. The group will learn ways to deal with nervousness, and each person will be able to make both a short and long presentation using a microphone and a podium.

Retirement Planning

CUPE members who really enjoy retirement are those who have planned for it. If you are five to ten years away from retirement, this workshop will help you think about all the important issues, such as pension plans, financial planning, health and housing.

Diversity and Inclusion

Women Breaking Barriers

This workshop looks at women’s inequality and how to change things for the better. You will identify the barriers different women are up against in their homes, communities, workplaces, union, and other social and economic institutions. A key part of this workshop is developing the skills to get at the roots of gender inequality and why it persists. You will also develop strategies and action plans for bringing down barriers, and personal skills to fight sexism, argue a point of view and speak in public. The course consists of modules that can be delivered as a weeklong course or as shorter workshops.

Women Speaking Up

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.

Up with Women’s Wages

In this workshop, you will find out what the term “wage gap” means, and join others who want to get rid of it. The workshop will provide you with the support you need to build a local women’s committee. You will work with others to create and achieve your vision for change.

Involving Young Members

Do you want to get more young members involved in the union? This workshop gives union officers and other activists a chance to explore the issues that matter to young CUPE members. You will examine the barriers young workers face at work and in the union. Before leaving, you will have a strategy for organizing young members in your local.

Creating Racial Justice

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.

Collective Bargaining

Bargaining for Equality

This workshop will help you prepare for your next round of bargaining to make equality gains. It will help you understand 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 – Preparing for Bargaining

How does collective bargaining work? What can your CUPE local do to get ready for bargaining? How do you choose a committee 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 aimed at bargaining committee members. CUPE members who have already taken the *Preparing for Bargaining* workshop will benefit from the role-playing included in this more advanced workshop. Find out how your local can develop a bargaining plan, present a proposal to management, and build support from the membership.

Collective Bargaining – Weeklong Workshop

The focus of this workshop is a 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.

Building Legal Skills

Labour Law

This workshop will help CUPE activists know the latest developments in labour and human rights law. You will explore case law on such issues as discipline and discharge, duty to accommodate, and duty of fair representation. Be prepared to research and discuss how legal developments impact on your role as a union leader.

Arbitration

This workshop is aimed at CUPE stewards and officers who are active in grievance procedures. Participants will gain a complete understanding of the arbitration process. You will have a chance to do the kind of research that must be done before an arbitration hearing. Your local and your members will benefit from your new skills!

Job Evaluation

Job Evaluation – Introduction

This workshop will interest you if your local is thinking about a joint job evaluation or pay equity program, or if you have new job evaluation committee members. The workshop provides a basic understanding of CUPE's approach to job evaluation. It covers topics such as job description writing, job analysis, rating jobs and collective agreement language for a joint program.

Job Evaluation – Advanced

For those who have taken the introductory course, the focus of this advanced workshop is wage and salary administration. Participants will explore issues such as weights, regression analysis, banding, wage lines and costing for the development of wage structures in order to achieve internal or pay equity.

Job Evaluation – Maintenance

Once your local has implemented a job evaluation program, how are new jobs dealt with? How do you respond to reclassification requests? This workshop is ideal for new joint job evaluation committee members who want to maintain the program in its original form. A basic knowledge of job evaluation is required.

Pensions and Benefits

Pensions - An Introduction

You will learn about workplace and public pension plans, pension legislation, socially responsible investment, and CUPE pension policies. You will understand why pensions are important for all workers, causes of pension inequalities and how to bargain a pension plan. You will return to your local able to understand your annual pension statement, with new ideas about how to involve CUPE members in pension issues and amazed by how interesting and fun pensions can be.

Pensions - Building Pension Activism

You've taken *Pensions: An Introduction* and want more skills and knowledge as a pension activist. This workshop examines pension law, investment strategy and how to bargain plan improvements. After this workshop, you will have the skills you need to mobilize members on pension issues, support union trustees and achieve your vision of pension activism.

Pensions – Trustees

If you are a pension trustee, this workshop will provide you with the legal and technical background you need to be active on your pension advisory committee and in your local. To take this advanced course, you must already be a trustee and apply. For an application form, contact: education@cupe.ca.

Evaluating Benefit Plans

As benefit costs rise, pressure mounts on unions to make cuts or changes. This workshop focuses on the things you need to know about extended health care benefit plans (drug and dental 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.

Responding to the Attack on Sick Leave Entitlement

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

Building Local Unions

Building Strong Local Unions

With the right vision, your local can be stronger. This workshop will help CUPE members build a shared vision. You will be encouraged to see where your local is right now, and to decide where it could be a year from now. You will pick up ideas and skills to help you organize your members at the base.

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 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.

Say what you mean

Most CUPE locals rely on the written word to communicate with members. Are the words you use in newsletters and other printed materials clear to everyone? This workshop will help you develop clear language writing and design skills to

reach more members and make your local stronger. Clear writing works for workers!

Communicating CUPE

If you want to strengthen your local, communication is key. This workshop helps you develop the skills you need 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!

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 Content Management System. Participants are asked to bring a CD to the workshop with their local's logo, photos and stories. You will also learn how to use CUPE's free webmail service.

Building a Safer Workplace

Occupational Health and Safety

This 30-hour workshop brings health and safety back to basics in the union. Learn how to identify occupational hazards, enforce our health and safety rights, carry out investigations and organize members to achieve healthier workplaces.

Occupational Health and Safety – Specialized

Because CUPE members doing similar jobs face similar workplace hazards, we offer separate health and safety workshops for occupational groups in health care, sewage treatment, social services and office work.

Workers' Compensation

Take this workshop to understand the rights of injured workers. You will learn how you can support those workers to get the compensation and services they need. You'll also learn about workers' compensation law in your province, and how to file a claim and support injured workers during the claims process.

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...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.

Workload Relief

This workshop addresses the growing problem of work-overload and the impact it is having on our lives at home and in the workplace. Participants identify the causes of over-work and effective ways to deal with it through collective bargaining and political action.

Violence in the Workplace: From Awareness to Action

Violence is an occupational health and safety issue in too many of our workplaces. This workshop gives you a chance to talk about the problem with other CUPE members. Together, you will examine the reasons for workplace violence and find ways to prevent it.

Asbestos in the Workplace

Find out how asbestos is used in hazardous ways in our workplaces. You will leave the workshop with solid information about inspecting, sampling and setting up an abatement plan for asbestos in your workplace.