



ATLANTIC REGION'S

# 2016 FALL WORKSHOP SCHEDULE

FOR  
NOVA SCOTIA

Lynn McDougall  
UDD Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
902-455-4180

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ATLANTIC REGIONAL OFFICE

271 Brownlow Avenue, Dartmouth, Newfoundland B3B 1W6 - Phone (902) 455-4180 - Fax (902) 455-5915

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**DATE:** September 20, 2016

**TO:** All Presidents of CUPE Locals in Nova Scotia

**RE:** **2016 Atlantic Region's Fall Workshop Schedule ~ Nova Scotia**

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Dear Sisters and Brothers:

I am pleased to enclose the schedule of workshops being offered to you from October to January 2017. Also enclosed are the required registration forms. As always you are not limited to those workshops listed. If you would like to have other workshops arranged for your local, or scheduled on weekdays or evenings, please contact your National Representative and we will make arrangements to meet your local's needs. We are excited to restart the Steward Learning Series this schedule and to offer the new Health & Safety series modules.

Please note for your convenience we now offer **on-line pre-registration** which is available at [www.cupe.ca/unioneducation](http://www.cupe.ca/unioneducation). Under '**Find a workshop**' choose your province to view a list of available workshops in your region. I also wish to draw your attention to the **two-week deadline date** on the workshop notices. To confirm your registration, **registration forms and payment** must be received (by mail) in my office no later than the deadline date specified to secure a spot. That being said, feel free to check with my office even after the deadline and we will accommodate your local when possible. If a local cancels a member's registration after the registration deadline date and **unless we are contacted ahead of time**, payment for the workshop **is required**.

We do not contact participants to confirm registration or to confirm that the workshop will take place. We do, however, contact each registered participant should the workshop be cancelled. This is why we require each registered member's contact information. Additionally, CUPE area offices will also be advised of workshop cancellations.

As always, please do not hesitate to request assistance in meeting your members' educational needs.

Always in solidarity,



**M. Lynn McDougall**

Union Development Representative  
CUPE Atlantic Regional Office  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6

MLM/js  
cope491

Encl.

c. J. Bramwell; B. Robb; CUPE Nova Scotia Executive; Nova Scotia Staff; Nova Scotia Facilitators



**ATLANTIC REGION PRESENTS – FALL WORKSHOP  
SCHEDULE  
October 2016 – January 2017**

DATE	WORKSHOP	LOCATION	DEADLINE DATE
October 22-23, 2016	Stewarding: an introduction	Dartmouth	October 7, 2016
October 22-23, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>What's our duty?</li> <li>What a steward needs to know about health &amp; safety?</li> <li>What a steward needs to know about bargaining</li> </ul>	New Glasgow	October 7, 2016
October 29-30, 2016	Parliamentary procedures	Dartmouth	October 14, 2016
October 29-30, 2016	Pensions	Sydney	October 14, 2016
November 19-20, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>Connecting with indigenous worker</li> <li>What a steward needs to know about bargaining</li> <li>Challenging homophobia in the workplace</li> </ul>	Dartmouth	November 4, 2016
November 19-20, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>Being an ally for equality</li> <li>What a steward needs to know about bargaining</li> <li>Green action for stewards</li> </ul>	Sydney	November 4, 2016
November 26-27, 2016	Public speaking	Dartmouth	November 10, 2016
November 26-27, 2016	Stewarding: an introduction	Yarmouth	November 10, 2016
December 3-4, 2016	Stewarding: an introduction	Liverpool	November 18, 2016
December 10-11, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>What's our duty?</li> <li>Notetaking</li> <li>Disability issues for stewards</li> </ul>	Dartmouth	November 25, 2016

December 10-11, 2016	Women speaking up	Sydney	<b>November 25, 2016</b>
December 10-11, 2016	Health & Safety: an introduction	Amherst	<b>November 25, 2016</b>
January 14-15, 2017	Health & Safety Series: <ul style="list-style-type: none"> <li>▪ Identifying and documenting hazards</li> <li>▪ Making committees work</li> <li>▪ Basics of incident investigation</li> </ul>	Dartmouth	<b>December 23, 2016</b>
January 14-15, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ Understanding mental health</li> <li>▪ Creating psychologically healthy &amp; safe workplaces</li> </ul>	Sydney	<b>December 23, 2016</b>
January 21-22, 2017	Financial officers	Dartmouth	<b>January 6, 2017</b>
January 21-22, 2017	Health & Safety: an introduction	Sydney	<b>January 6, 2017</b>
January 21-22, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ Understanding mental health</li> <li>▪ Creating psychologically healthy &amp; safe workplaces</li> </ul>	Yarmouth	<b>January 6, 2017</b>
January 28-29, 2017	Financial officers	New Glasgow	<b>January 13, 2017</b>

# NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

## FALL 2016

### ATLANTIC REGIONAL OFFICE

271 Brownlow Avenue, Dartmouth, NS B3B 1W6

DATE	WORKSHOP	EXTRAS
October 22-23, 2016	Stewarding: an introduction	
October 29-30, 2016	Parliamentary procedures	
November 19-20, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ Connecting with indigenous worker</li> <li>▪ What a steward needs to know about bargaining</li> </ul> Challenging homophobia in the workplace	<b>PREREQUISITE</b> Stewarding: an introduction
November 26-27, 2016	Public speaking	
December 10-11, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>▪ What's our duty?</li> <li>▪ Notetaking</li> </ul> Disability issues for stewards	<b>PREREQUISITE</b> Stewarding: an introduction
January 14-15, 2017	Health & Safety Series: <ul style="list-style-type: none"> <li>▪ Identifying and documenting hazards</li> <li>▪ Making committees work</li> <li>▪ Basics of incident investigation</li> </ul>	<b>PREREQUISITE</b> Health & Safety: an introduction
January 21-22, 2017	Financial officers	<b>SUGGESTED:</b> Bring a laptop if you have one

### AMHERST – Super 8

40 Lord Amherst Drive, Hwy 104 (exit 4), Amherst, NS B4H 4W6

DATE	WORKSHOP	EXTRAS
December 10-11, 2016	Health & Safety: an introduction	



# NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

## FALL 2016

### NEW GLASGOW AREA OFFICE

115 MacLean Street  
New Glasgow, NS B2H 4M5

DATE	WORKSHOP	EXTRAS
October 22-23, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>What's our duty?</li> <li>What a steward needs to know about health &amp; safety?</li> <li>What a steward needs to know about bargaining</li> </ul>	<b>PREREQUISITE</b> Stewarding: an introduction
January 28-29, 2017	Financial officers	<b>SUGGESTED:</b> Bring a laptop if you have one

### SYDNEY AREA OFFICE

500 George Street, Sydney, NS B1P 1K6

DATE	WORKSHOP	EXTRAS
October 29-30, 2016	Pensions	
November 19-20, 2016	Steward Learning Series: <ul style="list-style-type: none"> <li>Being an ally for equality</li> <li>What a steward needs to know about bargaining</li> <li>Green action for stewards</li> </ul>	<b>PREREQUISITE</b> Stewarding: an introduction
December 10-11, 2016	Women speaking up	
January 14-15, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>Understanding mental health</li> <li>Creating psychologically healthy &amp; safe workplaces</li> </ul>	<b>PREREQUISITE</b> Stewarding: an introduction
January 21-22, 2017	Health & Safety: an introduction	

# NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

## FALL 2016

**LIVERPOOL BEST WESTERN**  
63 Queens PI Drive, Liverpool, NS B0T 1K0

DATE	WORKSHOP	EXTRAS
December 3-4, 2016	Stewarding: an introduction	

**YARMOUTH – Mariner's Centre**  
31 Cottage Street, Yarmouth, NS B5A 4R3

DATE	WORKSHOP	EXTRAS
November 26-27, 2016	Stewarding: an introduction	
January 21-22, 2017	Steward Learning Series: <ul style="list-style-type: none"> <li>Understanding mental health</li> <li>Creating psychologically healthy &amp; safe workplaces</li> </ul>	<b>PREREQUISITE</b> Stewarding: an introduction

js/cope491

**CUPE** / Canadian Union  
of Public Employees



## WORKSHOP DESCRIPTIONS

### 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

### Health and Safety: An Introduction

This course serves as an introduction into the world of health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of health and safety committees
- Basics on the right to refuse

## HEALTH AND SAFETY SERIES

### **H&S Series: Basics of Incident Investigation**

Learn how to identify root causes of workplace incidents, injuries, and diseases, common routes of entry of toxic substances, and your role in the investigation process.

### **H&S Series: Identifying and Documenting Hazards**

In this module, you will learn techniques for identifying hazards, such as body maps, surveys and inspections. You will also develop a methodology for dealing with the hazards you find.



## **H&S Series: Making Committees Work**

This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework, and within our union.

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### **Parliamentary Procedure**

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

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### **Pensions**

Pensions are our deferred wages. That’s what makes them a union issue – whether you’re trying to get a workplace pension for your members or are trying to protect the one you have. In this workshop, you’ll learn about:

- Government pensions – the Canada Pension Plan, the Old Age Security Program and the Guaranteed Income Supplement
- The different kinds of workplace plans and why some are better than others
- The attacks on workers’ pensions – and how we can fight back as union members

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### **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.

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### **Stewarding – An Introduction**

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:

- investigating workplace problems
  - filing a grievance
  - meeting with management
  - dealing with workplace complaints
-

## STEWARD LEARNING SERIES

### **SLS: Being an Ally for Equality**

Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?

### **SLS: 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.

### **SLS: 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.

### **SLS: Connecting with Indigenous Workers \***

Explore how your local can demonstrate solidarity with Indigenous members, and your role as a steward in promoting justice for Indigenous members in the workplace.

### **SLS: Creating Psychologically, Healthy and Safe Workplaces**

What is a psychologically healthy and safe workplace? Learn to identify the psychological hazards in our workplaces, and the role of the steward in eliminating psychological hazards.

### **SLS: Disability Issues for Stewards \***

There are workers with disabilities in every workplace. Learn about different kinds of disabilities and what you can do as stewards, to create accessible workplaces.

### **SLS: Green Action for Stewards**

How will greening our workplaces impact workers? What does a green workplace look like? What action can we take to address environmental issues? Explore answers to these questions and more, from a steward's perspective.

### **SLS: Notetaking**

Why do I have to take notes? What kind of notes should I take? Are my notes private? This module answers important questions like these, and provides practice time to work on note taking skills.



**SLS: Understanding Mental Health**

Explore the steward's role in supporting and representing members around mental health and mental illness. Learn what to do about stigma, and how to approach a conversation with a member about a possible mental health issue.

**SLS: What Stewards Need to Know about Health and Safety**

Stewards need to work with health and safety activists to ensure the workplace is healthy and safe for members. Learn about health and safety rights, and how stewards can support this important area of union work.

**SLS: What a Steward Needs to Know about Bargaining**

Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role that stewards play during bargaining.

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**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

**NOTE:** *This workshop is open to members who identify as women*

# UNION DEVELOPMENT – ATLANTIC REGION

## PAYMENT & CONFIRMATION OF WORKSHOP REGISTRATION FORM

Please **PRINT** all information & if necessary feel free to make copies of this form. Thank-you!

Workshop title: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

**WORKSHOP FEE:** \$25.00 per member (Cheque must accompany form to secure placement)

**REGISTRATION DEADLINE:** Friday @ 4 pm – two weeks prior to the scheduled workshop

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

Cheques are to be made out to Canadian Union of Public Employees and post-dated to the date the workshop takes place. **When providing payment for members participating in multiple workshops – please provide a separate cheque per workshop.** Only registrations received with payment (prior to the workshop) are guaranteed a place in the workshop.

**Please pre-register at [www.cupe.ca/unioneducation](http://www.cupe.ca/unioneducation) and forward registration form and payment to:**

Canadian Union of Public Employees  
Atlantic Regional Office - Union Development  
271 Brownlow Avenue  
Dartmouth, NS B3B 1W6  
(902) 455-4180 (o) - (902) 455-5915 (f)

***For Office Use Only:***

Amount paid: \_\_\_\_\_

Cheque #: \_\_\_\_\_

Notes: \_\_\_\_\_



## **PLEASE NOTE:**

### **WORKSHOP TIMES:**

Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

Many workshops fill up quickly – register early to avoid disappointment.

### **CANCELLATION:**

Workshops may be cancelled due to low registrations or other factors. If this does occur, every effort is made to contact you and/or your Local by phone and/or email. The area offices are also notified.

## **CUPE - SCENT-FREE POLICY**

In response to the health concerns of our members and staff, CUPE has implemented a **Scent-Free Policy** at all of our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings.

Thank you for your co-operation.

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