

**2015 ATLANTIC REGION
FALL WORKSHOP SCHEDULE
NOVA SCOTIA**



Lynn McDougall
Union Development
Representative

**Canadian Union of
Public Employees**

Atlantic Regional Office
271 Brownlow Avenue
Dartmouth, NS B3B 1W6

Phone: 902-455-4180
Fax: 902-455-5915

*"The great aim of education is not knowledge
but action."*

Herbert Spencer



CUPE - SCENT-FREE POLICY (new)

“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.”

**ATLANTIC REGION PRESENTS -
 2015 NOVA SCOTIA FALL WORKSHOP SCHEDULE**

DATE	WORKSHOP	LOCATION
September 19 – 20, 2015	Steward Learning Series (SLS): <ul style="list-style-type: none"> ▪ Building Your Case ▪ Literacy Awareness for Stewards ▪ What Stewards Need to Know about Health & Safety 	Bridgewater
September 26, 2015	Using Our Power at Election Time (6 hrs) – Saturday only	Dartmouth
September 26 – 27, 2015	Recording Secretaries	Sydney
October 3 – 4, 2015	Health & Safety: an Introduction (new)	Dartmouth
October 3 – 4, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances Without Going to Arbitration ▪ Creating Psychologically Healthy & Safe Workplaces (new) ▪ Being An Ally for Equality 	New Glasgow
October 17 - 18, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ What Stewards Need to Know about Arbitration ▪ Understanding Mental Health (new) ▪ Creating Gender Equality 	Dartmouth
October 17 - 18, 2015	Introduction to Stewarding	Sydney
October 17 - 18, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances Without Going to Arbitration ▪ Creating Psychologically Healthy & Safe Workplaces (new) ▪ Conflict Resolution 	Yarmouth

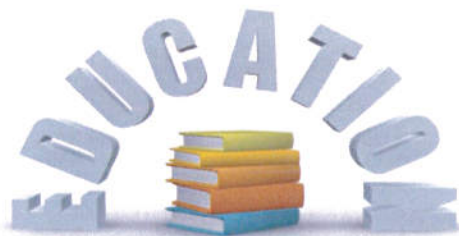
NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

**FALL
2015**

ATLANTIC REGIONAL OFFICE

271 Brownlow Avenue, Dartmouth, NS B3B 1W6

DATE	WORKSHOP	EXTRAS
September 19 – 20, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Building Your Case ▪ Literacy Awareness for Stewards ▪ What Stewards Need to Know about Health & Safety 	LOCATION CHANGE: Best Western Hotel Bridgewater NS PREREQUISITE Introduction to Stewarding
September 26, 2015	Using Our Power at Election Time (6 hrs)	PLEASE NOTE: Saturday Only
October 3 – 4, 2015	Health & Safety: an Introduction (new)	
October 17 - 18, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ What Stewards Need to Know about Arbitration ▪ Understanding Mental Health ▪ Creating Gender Equality 	PREREQUISITE Introduction to Stewarding
November 21 -22, 2015	Duty to Accommodate	
November 28 - 29, 2015	Building Strong Local Unions	
December 5 – 6, 2015	Financial Officers	SUGGESTED: Bring a laptop if you have one



NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

**FALL
2015**

NEW GLASGOW AREA OFFICE

115 MacLean Street, New Glasgow, NS B2H 4M5

DATE	WORKSHOP	EXTRAS
October 3 – 4, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances Without Going to Arbitration ▪ Creating Psychologically Healthy & Safe Workplaces (new) ▪ Being An Ally for Equality 	PREREQUISITE Introduction to Stewarding
December 5 – 6, 2015	Workplace Stress	

SYDNEY AREA OFFICE

500 George Street, Sydney, NS B1P 1K6

DATE	WORKSHOP	EXTRAS
September 26 – 27, 2015	Recording Secretaries	
October 17 - 18, 2015	Introduction to Stewarding	
November 28 – 29, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Conflict Resolution ▪ Understanding Mental Health ▪ Mobilizing Workers 	PREREQUISITE Introduction to Stewarding

YARMOUTH AREA OFFICE

1-C Second Street, Yarmouth, NS B5A 1T4

DATE	WORKSHOP	EXTRAS
October 17 – 18, 2015	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances without Going to Arbitration ▪ Creating Psychologically Healthy & Safe Workplaces (new) ▪ Conflict Resolution 	PREREQUISITE Introduction to Stewarding
November 21 -22, 2015	Workplace Violence	

REGISTRATION FORM

STEWARD LEARNING SERIES

This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- Building Your Case
- Literacy Awareness for Stewards
- What Stewards Need to Know about Health & Safety

DATES: September 19 - 20, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Best Western Plus
 527 Highway 10, (Exit 12)
 Bridgewater, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **September 11, 2015**

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 registering members for 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 forward registration and payment to:

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

REGISTRATION FORM

USING OUR POWER AT ELECTION TIME
(Saturday only)

School, municipal, provincial or federal election coming up? The outcome of elections affects workers, public services, and equality rights. This workshop will cover the political context we're in, and how to get involved to make a difference. It will also help you get ready to engage our greatest source of power to affect the outcome of any election – our members.

DATES: September 26, 2015
 Saturday (9:00 – 4:00 pm)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **September 11, 2015**

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REGISTRATION FORM

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

DATES: September 26 – 27, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Sydney Area Office
 500 George Street, Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **September 11, 2015**

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REGISTRATION FORM

HEALTH & SAFETY: An Introduction (new)

This course serves as an introduction into the world of health & 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

DATES: October 3 - 4, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **September 18, 2015**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

STEWARD LEARNING SERIES

This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- Handling Grievances Without Going to Arbitration
- Creating Psychologically Healthy and Safe Workplaces
- Being An Ally for Equality

DATES: October 3 - 4, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE New Glasgow Area Office
 115 MacLean Street, New Glasgow NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **September 18, 2015**

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This new series of three-hour modules will give stewards a wide range of knowledge and skills to represent members and respond to situations in the workplace. The following modules will be offered this weekend:

- What Stewards Need to Know about Arbitration?
- Understanding Mental Health
- Creating Gender Equality

DATES: October 17 - 18, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **October 2, 2015**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

INTRODUCTION TO STEWARDING

What does a CUPE Steward do? If you are a new steward and want to learn how to help members solve workplace problems, this introductory workshop is for you! In this workshop you will learn:

- The Role of the Steward
- Investigation Workplace Problems
- CUPE's Structure
- Filing a Grievance
- Meeting with Management
- Dealing with Workplace Complaints

DATES: October 17 - 18, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Sydney Area Office
 500 George Street, Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **October 2, 2015**

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- Handling Grievances Without Going To Arbitration
- Creating Psychologically Healthy and Safe Workplaces
- Conflict Resolution

DATES: October 17 - 18, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Yarmouth Area Office
 1-C Second Street, Yarmouth, NS B5A 1T4

FEE: \$25.00 per member

REGISTRATION DEADLINE: **October 2, 2015**

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REGISTRATION FORM

DUTY TO ACCOMMODATE

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate. This workshop will:

- Explore case law, key concepts and the prohibited grounds of discrimination under human rights law.
- Show you how to make the case for accommodating workers and help union reps and employers come up with appropriate accommodations for members.
- Look at how we can break down stereotypes and stigmas and help bring other union members on board to support the accommodation process for those who need it.

DATES: November 21 - 22, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **November 6, 2015**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

WORKPLACE VIOLENCE

Workplace violence is a serious health and safety concern. Workers do not expect to be victims of workplace violence. However, violence can happen in any workplace and can have serious effects on workers, their families, their colleagues, and the way work is conducted. This workshop will introduce participants to strategies to combat workplace violence by utilizing Health and Safety legislation and member engagement. This workshop is appropriate for members, locals, executives and members who sit on joint occupational health and safety committees.

DATES: November 21 - 22, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Yarmouth Area Office
 1-C Second Street, Yarmouth, NS B5A 1T4

FEE: \$25.00 per member

REGISTRATION DEADLINE: **November 6, 2015**

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REGISTRATION FORM

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

DATES: November 28 - 29, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **November 13, 2015**

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- Conflict Resolution
- Understanding Mental Health
- Mobilizing Workers

DATES: November 28 - 29, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Sydney Area Office
 500 George Street, Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **November 13, 2015**

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REGISTRATION FORM

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

DATES: December 5 - 6, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, Nova Scotia

FEE: \$25.00 per member

REGISTRATION DEADLINE: **November 20, 2015**

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REGISTRATION FORM

WORKPLACE STRESS

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

DATES: December 5 - 6, 2015
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: CUPE New Glasgow Area Office
 115 MacLean Street, New Glasgow NS

FEE: \$25.00 per member

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