

ATLANTIC REGION'S
NOVA SCOTIA WORKSHOP
SCHEUDULE
for
FEBRUARY – DECEMBER 2017

To register for workshops please visit:
www.cupe.ca/unioneducation
or
For more information contact:
Jessica Scott @ 902-455-4180

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





DATE: January 20, 2017
TO: All Presidents of CUPE Locals in Nova Scotia
RE: **2017 Atlantic Region's Workshop Schedule for Nova Scotia**

Dear Sisters and Brothers:

I am pleased to enclose the schedule of workshops being offered to you from February to December of 2017. As always you are not limited to those 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 can make arrangements to meet your locals' needs. In addition to the online registration form, copies are also provided in the schedule.

Please note for your convenience we now offer **on-line registration** which is available at 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,

A handwritten signature in blue ink, appearing to read "MLM", is written over a light blue circular stamp.

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

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2017 NOVA SCOTIA WORKSHOP SCHEDULE

DATE	WORKSHOP	LOCATION	EXTRAS
February 11 - 12, 2017	Steward Learning Series: <ul style="list-style-type: none"> ▪ Creating an accommodation-friendly workplace ▪ Handling grievances ▪ Representing members in front of management 	Amherst Super 8 40 Lord Amherst Drive, Hwy. 104 (exit 4) Amherst, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
February 11 - 12, 2017	Duty to accommodate	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	
February 25 - 26, 2017	Nova Scotia pension plans	Bridgewater Best Western Plus Bridgewater 527 Hwy.10 (exit 12) Cookville, NS	NOTE: If you have a pension plan in your workplace, bring your annual pension statement. This is not a retirement planning workshop
March 4 - 5, 2017	Steward Learning Series: <ul style="list-style-type: none"> ▪ What a steward needs to know about bargaining ▪ What stewards need to know about arbitration ▪ Being an ally for equality 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
March 4 - 5, 2017	Health & Safety Series: <ul style="list-style-type: none"> ▪ Identifying and documenting hazards ▪ Making committees work ▪ Basics of incident investigation 	Yarmouth Mariner's Centre 45 Jody Shelley Drive Yarmouth, NS	PREREQUISITE Members must have previously taken - Health and Safety: an introduction
March 18 - 19, 2017	Health & Safety Series: <ul style="list-style-type: none"> ▪ Women and work hazards ▪ Solidarity beyond borders ▪ Using our mobilization power to advance health & safety 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction

March 18 - 19, 2017	Duty to accommodate	Sydney CUPE Sydney Area office 500 George Street Sydney, NS	
April 22 - 23, 2017	Social media	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	
April 22 - 23, 2017	Steward Learning Series: <ul style="list-style-type: none"> ▪ Creating an accommodation-friendly workplace ▪ Connecting with indigenous workers ▪ Conflict resolution skills for stewards 	Sydney CUPE Sydney Area office 500 George Street Sydney, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
April 29 - 30, 2017	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling grievances ▪ Green action for stewards ▪ Challenging homophobia in the workplace 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
April 29 - 30, 2017	Steward Learning Series: <ul style="list-style-type: none"> ▪ Creating an accommodation-friendly workplace ▪ Connecting with indigenous workers ▪ Conflict resolution skills for stewards 	Liverpool Best Western Plus Liverpool 63 Queens Place Drive Liverpool, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
April 29 - 30, 2017	Health & Safety Series: <ul style="list-style-type: none"> ▪ Identifying and documenting hazards ▪ Making committees work ▪ Basics of incident investigation 	New Glasgow CUPE New Glasgow Area office 115 McLean Street New Glasgow, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction
May 6 - 7, 2017	Financial officers	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	SUGGESTED: Bring a laptop <i>if</i> you have one & a pencil

May 6 – 7, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> ▪ What a steward needs to know about bargaining ▪ What stewards need to know about arbitration ▪ Being an ally for equality 	<p>Yarmouth</p> <p>Mariner's Centre 45 Jody Shelley Drive Yarmouth, NS</p>	<p>PREREQUISITE Members must have previously taken - Stewarding: an introduction</p>
May 13 - 14, 2017	<p>Steward Learning Series:</p> <ul style="list-style-type: none"> ▪ Handling discipline & discharge ▪ Resolving grievances without going to arbitration ▪ Challenging racism in the workplace 	<p>Dartmouth</p> <p>Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS</p>	<p>PREREQUISITE Members must have previously taken - Stewarding: an introduction</p>
May 13 – 14, 2017	Analyzing your collective agreement	<p>Sydney</p> <p>CUPE Sydney Area office 500 George Street Sydney, NS</p>	<p>Bring your current collective agreement</p> <p>ONE DAY ONLY</p>
June 3 – 4, 2017	Conflict resolution	<p>Dartmouth</p> <p>Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS</p>	
June 3 – 4, 2017	<p>Health & Safety Series:</p> <ul style="list-style-type: none"> ▪ Women and work hazards ▪ Solidarity beyond borders ▪ Using our mobilization power to advance health & safety 	<p>Sydney</p> <p>CUPE Sydney Area office 500 George Street Sydney, NS</p>	<p>PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction</p>
June 10 -11, 2017	Parliamentary procedures	<p>Amherst</p> <p>Super 8 40 Lord Amherst Drive, Hwy. 104 (exit 4) Amherst, NS</p>	
June 10 -11, 2017	<p>Health & Safety Series:</p> <ul style="list-style-type: none"> ▪ Violence prevention in the workplace ▪ Law and order(s) ▪ Ergonomics 	<p>Dartmouth</p> <p>Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS</p>	<p>PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction</p>

September 23-24, 2017	Stewarding: an introduction	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	
September 23-24, 2017	Health & Safety Series: <ul style="list-style-type: none"> Violence prevention in the workplace Law & order(s) Ergonomics 	Sydney CUPE Sydney Area office 500 George Street Sydney, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction
October 14 – 15, 2017	Steward Learning Series: <ul style="list-style-type: none"> Understanding mental health Creating psychologically healthy and safe workplaces 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
October 28-29, 2017	Health & Safety: an introduction	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	
October 28-29, 2017	Steward Learning Series: <ul style="list-style-type: none"> Mobilizing workers Creating harassment-free workplaces Literacy awareness for stewards 	Sydney CUPE Sydney Area office 500 George Street Sydney, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
November 18-19, 2017	Steward Learning Series: <ul style="list-style-type: none"> Creating an accommodation-friendly workplace Connecting with indigenous workers Conflict resolution skills for stewards 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Stewarding: an introduction
November 18-19, 2017	Health & Safety Series: <ul style="list-style-type: none"> Preventing injuries at work Workload & overwork Harassment prevention in the workplace 	Sydney CUPE Sydney Area office 500 George Street Sydney, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction

November 25-26, 2017	Health & Safety Series: <ul style="list-style-type: none"> ▪ Preventing injuries at work ▪ Workload & overwork ▪ Harassment prevention in the workplace 	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction
November 25-26, 2017	Stewarding: an introduction	Yarmouth Mariner's Centre 45 Jody Shelley Drive Yarmouth, NS	
December 2 – 3, 2017	Health & Safety Series: <ul style="list-style-type: none"> ▪ Women and work hazards ▪ Solidarity beyond borders ▪ Using our mobilization power to advance health & safety 	Amherst Super 8 40 Lord Amherst Drive, Hwy. 104 (exit 4) Amherst, NS	PREREQUISITE Members must have previously taken - Health & Safety Series: an introduction
December 2 – 3, 2017	Public speaking	Dartmouth Atlantic Regional Office 271 Brownlow Avenue Dartmouth, NS	
December 2 – 3, 2017	Health & Safety: an introduction	Liverpool Best Western Plus Liverpool 63 Queens Place Drive Liverpool, NS	

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WORKSHOP DESCRIPTIONS

Conflict Resolution

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will:

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

Duty to Accommodate

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

- explore case law, key concepts and the prohibited grounds of discrimination under human rights law
- learn to make the case for accommodating workers and how to help union reps and employers come up with appropriate accommodations for members
- look at how we can break down stereotypes and stigma to support the accommodation process for those who need it.

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: Ergonomics

This module looks at the musculoskeletal injuries in the workplace, such as strains or carpal tunnel syndrome, the risk factors and the employers' obligations to prevent these types of injuries.

H&S Series: Harassment Prevention in the Workplace*

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: Law and Order(s)

This module covers the basic origins of health and safety law, how to find, read and interpret relevant sections of law and highlights some of the more important aspects of the specific health and safety law that applies to you.

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.

H&S Series: Preventing Violence in the Workplace

This module examines the risk factors that lead to violence in the workplace, and the employers' obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

H&S Series: Solidarity Beyond Borders

Health and safety standards are starkly different around the world. Trade deals signed by our government not only keep workers in other countries down, but can also hurt Canadian workers. This module examines a few of the socioeconomic and political realities of the global workforce to illustrate how poor health and safety laws around the world make it harder for us to bring positive change to workers in Canada.

H&S Series: Using our Mobilization Power to Advance Health and Safety

This module will introduce participants to techniques to mobilize their membership on specific issues and the basics of how a message can be taken public through campaigns or other venues.

H&S Series: Violence Prevention in the Workplace

This module examines the risk factors that lead to violence in the workplace, and the employer's obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

H&S Series: Women and Work Hazards

This module looks at the impact of the physical and social work environment on women's health, and ways to influence research, policy and practice to reduce the health disparities related to gender.

H&S Series: Workload and Overwork*

* **Modules are subject to change depending on availability.**

Nova Scotia Pension Plans

Pensions are our deferred wages. This workshop will provide information on pensions generally and specifically on the major public plans in Nova Scotia.

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.

Social Media

Facebook, Twitter, YouTube. . . How can they benefit my local? How are groups using social media for activism? How can I deal with people's resistance? What are the guidelines for using social media? Explore questions like these and get lots of hands-on practice in CUPE's Social Media workshop.

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

STEWARDSHIP 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: Building Your Case

Good grievance handling means keeping well organized files. Learn how to research a case thoroughly, how to separate fact from opinions, and tips for taking good notes.

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: Challenging Racism in the Workplace

This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

SLS: Conflict Resolution Skills for Stewards

Conflict is a natural part of our lives. It often leads to positive change. Knowing how to handle it well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communications skills that will help in situations of conflict.

SLS: Connecting with Indigenous Workers

As demographics shift, Indigenous workers are playing an ever-increasing role in the workplace, stewards will explore strategies for making your locals more inclusive to indigenous workers.

SLS: Creating an Accommodation-Friendly Workplace

Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the duty to accommodate
- what a good accommodation process and plan look like
- what to do if the employer is not willing to provide reasonable accommodation.

SLS: Creating Gender Equality

How do you know if gender inequality is happening in your workplace? Learn about gender inequality and ideas for how stewards can challenge sexism in the workplace.

SLS: Creating Harassment-free Workplaces

It is the employer's responsibility to ensure a harassment-free workplace, but the union also has a role to play. Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.

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: 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: Handling Discipline and Discharge

Learn about key legal concepts and terms, the role of the steward during the employer's investigation, when discipline is given, and during the grievance meetings, and how to develop effective arguments.

SLS: Handling Grievances

In this module stewards teach each other "best practices" and share strategies for handling difficult grievances.

SLS: Literacy Awareness for Stewards

This module covers the role in a steward's job and within the union, what literacy looks like and what we can do to help and support our members.

SLS: Mobilizing Workers

Stewards can play a key role when the union needs to mobilize its members, whether it's to support the bargaining committee, or stop the employer's attempts to contract out union work. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.

SLS: Representing Your Members in Front of Management

This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations.

SLS: Resolving Grievances Without Going to Arbitration

The union wins most grievances without going to arbitration. In this module, stewards discuss the pros and cons of going to arbitration, and develop strategies and skills to settle grievances.

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 Steward Needs to know about Arbitration

Although most grievances get settled, some go to arbitration. Learn about the arbitration process, terms, mediated settlements, and the role of the steward before and during arbitration.

SLS: What Stewards Need 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.

Analyzing Your Collective Agreement - ONE DAY WORKSHOP

Aimed at new members, this 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



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 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)

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 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.

ONLINE REGISTRATION INFORMATION

We now have online registration at:

www.cupe.ca →union education →choose your province →select workshop.

At the bottom of the workshop description is the register button (red). Locals must **first** register online before forwarding their form and payment to the regional office. You can only register one member at a time and will need an email address for each member. If the registration button (bottom of page) isn't there then the workshop is full or the deadline has passed. But keep checking – there are cancellations. Please remember - members must go through their locals first before registering individually.

You can register anytime until the deadline date but after that date you can call the office and if there are spots available, I can manually register your member(s). Also, if you registered a member online but for some reason they can't go – again, call me and I can cancel their registration.

In solidarity,

Jessica Scott

902-455-4180

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