



CUPE *education*
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**2016 ATLANTIC REGION'S
WINTER/SPRING
WORKSHOP SCHEDULE
FOR
NOVA SCOTIA**

LYNN McDougall
UNION DEVELOPMENT REPRESENTATIVE
CANADIAN UNION OF PUBLIC EMPLOYEES
ATLANTIC REGIONAL OFFICE
271 BROWNLOW AVENUE
DARTMOUTH, NS B3B 1W6
FAX: (902) 455-5915

FOR MORE INFORMATION CONTACT: JESSICA SCOTT @ 902-455-4180

TO REGISTER FOR WORKSHOPS PLEASE VISIT: WWW.CUPE.CA/UNIONEDUCATION

ATLANTIC REGIONAL OFFICE

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

DATE: December 22, 2015

TO: All Presidents of CUPE Locals in Nova Scotia

**RE: 2016 Atlantic Region's Winter/Spring Workshop Schedule
Nova Scotia**

Dear Sisters and Brothers:

I am pleased to enclose the schedule of workshops being offered to you from February to June of 2016. Also enclosed are the required registration forms. 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 will make arrangements to meet your local's needs.

Please note for your convenience we now offer **on-line pre-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,



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



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 anticipated co-operation.

**ATLANTIC REGION PRESENTS -
 2016 NOVA SCOTIA WINTER & SPRING
 WORKSHOP SCHEDULE**

DATE	WORKSHOP	LOCATION	EXTRAS
February 6 – 7, 2016	Conflict Resolution	Dartmouth	
February 6 – 7, 2016	Violence in the Workplace	Sydney	
February 27 - 28, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Representing Members In Front Of Management ▪ Handling Grievances ▪ Challenging Racism In The Workplace 	Dartmouth	PREREQUISITE Introduction to Stewarding
February 27 - 28, 2016	Parliamentary Procedures	Bridgewater	
March 12 – 13, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ What's Our Duty? ▪ Being an Ally for Equality ▪ Conflict Resolution Skills for Stewards 	Dartmouth	PREREQUISITE Introduction to Stewarding
March 12 – 13, 2016	Building Strong Local Unions (part 1)	Amherst	Location Super 8
March 19 - 20, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances ▪ Conflict Resolution Skills for Stewards ▪ What Stewards Need to Know About Arbitration 	Yarmouth	PREREQUISITE Introduction to Stewarding

April 9 – 10, 2016	Stress in the Workplace	Dartmouth	
April 9 – 10, 2016	Conflict Resolution	Bridgewater	
April 16 – 17, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Disability Issues for Stewards ▪ Creating an Accommodation Friendly Workplace ▪ Resolving Grievances Without Going to Arbitration 	Dartmouth	PREREQUISITE Introduction to Stewarding
April 16 – 17, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Understanding Mental Health ▪ What's Our Duty? ▪ Creating Psychologically Healthy and Safe Workplaces 	Sydney	PREREQUISITE Introduction to Stewarding
May 14 – 15, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Understanding Mental Health ▪ Representing Members In Front Of Management ▪ Creating Psychologically Healthy and Safe Workplaces 	Dartmouth	PREREQUISITE Introduction to Stewarding
May 14 -15, 2016	Building Strong Local Unions (part 1)	Yarmouth	
May 28 – 29, 2016	Financial Officers	Dartmouth	SUGGESTED: Bring a laptop if you have one & a pencil
May 28 – 29, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Discipline and Discharge ▪ Conflict Resolution Skills for Stewards ▪ Mobilizing Members 	Amherst	PREREQUISITE Introduction to Stewarding
June 11 – 12, 2016	Combating Workplace Bullying	Dartmouth	

June 11 – 12, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ What Stewards Need to Know About Arbitration ▪ Conflict Resolution Skills for Stewards ▪ Mobilizing Members 	Sydney	
June 18 – 19, 2016	Health & Safety: an introduction	Dartmouth	
June 18 – 19, 2016	Health & Safety: an introduction	Yarmouth	



NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

Winter/Spring
2016

ATLANTIC REGIONAL OFFICE

271 Brownlow Avenue, Dartmouth, NS B3B 1W6

DATE	WORKSHOP	EXTRAS
February 6 – 7, 2016	Conflict Resolution	
February 27 - 28, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Representing Members In Front Of Management ▪ Handling Grievances ▪ Challenging Racism In The Workplace 	PREREQUISITE Introduction to Stewarding
March 12 – 13, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ What's Our Duty? ▪ Being an Ally for Equality ▪ Conflict Resolution Skills for Stewards 	PREREQUISITE Introduction to Stewarding
April 9 – 10, 2016	Stress in the Workplace	
April 16 – 17, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Disability Issues for Stewards ▪ Creating an Accommodation Friendly Workplace ▪ Resolving Grievances Without Going to Arbitration 	PREREQUISITE Introduction to Stewarding
May 14 – 15, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Understanding Mental Health ▪ Representing Members in Front of Management ▪ Creating Psychologically Healthy & Safe Workplaces 	PREREQUISITE Introduction to Stewarding
May 28 – 29, 2016	Financial Officers	SUGGESTED: Bring a laptop if you have one
June 11 – 12, 2016	Combating Workplace Bullying	
June 18 – 19, 2016	Health & Safety: an introduction	

NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

**Winter/Spring
2016**

NEW GLASGOW – Super 8

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

DATE	WORKSHOP	EXTRAS
March 12 – 13, 2016	Building Strong Local Unions (part 1)	
May 28 – 29, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Discipline and Discharge ▪ Conflict Resolution Skills for Stewards ▪ Mobilizing Members 	PREREQUISITE Introduction to Stewarding



SYDNEY AREA OFFICE

500 George Street, Sydney, NS B1P 1K6

DATE	WORKSHOP	EXTRAS
February 6 – 7, 2016	Violence in the Workplace	
April 16 – 17, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Understanding Mental Health ▪ What's Our Duty? ▪ Creating Psychologically Healthy and Safe Workplaces 	PREREQUISITE Introduction to Stewarding
June 11 – 12, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ What Stewards Need to Know About Arbitration ▪ Conflict Resolution Skills for Stewards ▪ Mobilizing Members 	PREREQUISITE Introduction to Stewarding

NOVA SCOTIA WORKSHOP SCHEDULE BY LOCATION

Winter/Spring
2016

BRIDGEWATER – Best Western Plus
527 Hwy 10 (exit 12), Bridgewater, NS B4V 7P4

DATE	WORKSHOP	EXTRAS
February 27 – 28, 2016	Parliamentary Procedures	
April 9 - 10, 2016	Conflict Resolution	

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

DATE	WORKSHOP	EXTRAS
March 19 – 20, 2016	Steward Learning Series: <ul style="list-style-type: none"> ▪ Handling Grievances ▪ Conflict Resolution Skills for Stewards ▪ What Stewards Need to Know About Arbitration 	PREREQUISITE Introduction to Stewarding
May 14 – 15, 2016	Building Strong Local Unions (part 1)	
June 18 – 19, 2016	Health and Safety: an introduction	

js/cope491

REGISTRATION FORM

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 workshop will:

- Deepen your understanding of conflict
- Strengthen your communication skills
- Provide opportunities to practice responding to conflict

DATES: February 6 - 7, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **January 22, 2016**

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 pre-register at www.cupe.ca/unioneducation and forward registration form and payment to:

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

REGISTRATION FORM

VIOLENCE IN THE WORKPLACE

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: February 6 - 7, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Sydney Area Office
 500 George Street
 Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **January 22, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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:

- Representing Members In Front of Management
- Handling Grievances
- Challenging Racism In The Workplace

DATES: February 27 - 28, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **February 12, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

PARLIAMENTARY PROCEDURES

Have you ever sat through a 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.

DATES: February 27 - 28, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Best Western Plus
 527 Hwy. 10 (exit 12)
 Bridgewater, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **February 12, 2016**

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 Dartmouth, NS B3B 1W6
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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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's Our Duty?
- Being An Ally for Equality
- Conflict Resolution Skills for Stewards

DATES: March 12 -13, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **February 26, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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 271 Brownlow Avenue
 Dartmouth, NS B3B 1W6
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REGISTRATION FORM

BUILDING STRONG LOCAL UNIONS (part 1)

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: March 12 - 13, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Super 8
 40 Lord Amherst Drive, Hwy. 10 (exit 4)
 Amherst, NS B4H 4W6

FEE: \$25.00 per member

REGISTRATION DEADLINE: **February 26, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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
- Conflict Resolutions Skills for Stewards
- What Stewards Need to Know About Arbitration

DATES: March 19 - 20, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Mariner’s Centre
 31 Cottage Street
 Yarmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **March 4, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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

REGISTRATION FORM

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

DATES: April 9 - 10, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **March 25, 2016**

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.

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REGISTRATION FORM

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 workshop will:

- Deepen your understanding of conflict
- Strengthen your communication skills
- Provide opportunities to practice responding to conflict

DATES: April 9 - 10, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Best Western Plus
 527 Hwy. 10 (exit 12)
 Bridgewater, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **March 25, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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:

- Disability Issues for Stewards
- Creating An Accommodation Friendly Workplace
- Resolving Grievances Without Going to Arbitration

DATES: April 16 - 17, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **April 1, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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Canadian Union of Public Employees
 271 Brownlow Avenue
 Dartmouth, NS B3B 1W6
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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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:

- Understanding Mental Health
- What's Our Duty?
- Creating Psychologically Healthy and Safe Workplaces

DATES: April 16 - 17, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Sydney Area Office
 500 George Street
 Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **April 1, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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- Understanding Mental Health
- Representing Members in Front of Management
- Creating Psychologically Health and Safe Workplaces

DATES: May 14 -15, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **April 29, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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REGISTRATION FORM

BUILDING STRONG LOCAL UNIONS (part 1)

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: May 14 -15, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Mariner’s Centre
 31 Cottage Street
 Yarmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **April 29, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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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: May 28 - 29, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **May 13, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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 Discipline and Discharge
- Conflict Resolution Skills for Stewards
- Mobilizing Members

DATES: May 28 - 29, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Super 8
 40 Lord Amherst Drive, Hwy. 10 (exit 4)
 Amherst, NS B4H 4W6

FEE: \$25.00 per member

REGISTRATION DEADLINE: **May 13, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
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REGISTRATION FORM

COMBATING WORKPLACE BULLYING

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about:

- What bullying is, and isn't
- How bullying hurts the target, the witnesses, the employer, the union, and even the bully
- How not to be a bystander

DATES: June 11 - 12, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **May 27, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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REGISTRATION FORM

STEWARD LEARNING SERIES

This 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
- Conflict Resolution Skills for Stewards
- Mobilizing Members

DATES: June 11 – 12, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Sydney Area Office
 500 George Street
 Sydney, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **May 27, 2016**

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 pre-register at www.cupe.ca/unioneducation and forward registration form and payment to:

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

REGISTRATION FORM

HEALTH & SAFETY: An Introduction

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: June 18 - 19, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Atlantic Regional Office
 271 Brownlow Avenue
 Dartmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **June 3, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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- Basics on the right to refuse

DATES: June 18 - 19, 2016
 Saturday (9:00 – 4:00 pm) & Sunday (9:00 – completion)

LOCATION: Mariner’s Centre
 31 Cottage Street
 Yarmouth, NS

FEE: \$25.00 per member

REGISTRATION DEADLINE: **June 3, 2016**

LOCAL	NAME	EMAIL ADDRESS or CONTACT INFO	PHONE NUMBER
	PLEASE PRINT		

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