

## SASKATCHEWAN 2018/19 Workshop Calendar

Date/Time	Workshop	Deadline	Location
<b>Sept. 27/18</b> 9:00 am-12 noon & 1:00-4:00 pm  <b>Sept. 28/18</b> 9:00 am-12 noon	<b>SLS – Disability Issues for Stewards</b> <b>SLS – Being an Ally for Equality</b> <b>SLS – Connecting with Aboriginal Workers</b> (Bring SLS Passport)		CUPE Saskatoon
<b>Oct. 2/18</b> 9:00 am-12 noon & 1:00-4:00 pm	<b>HSLs – Violence Prevention in the Workplace</b> <b>&amp;</b> <b>HSLs – Workload and Overwork</b> (Bring HSLs Passport/Binder)		CUPE Regina
<b>Oct. 4/18</b> 9:00 am-12 noon & 1:00-4:00 pm  <b>Oct. 5/18</b> 9:00 am-12 noon 1:00-4:00 pm	<b>SLS – Disability Issues for Stewards</b> <b>SLS – Being an Ally for Equality</b> <b>SLS – Connecting with Aboriginal Workers</b> <b>SLS – Representing Members in Front of Management</b> (Bring SLS Passport)	Oct. 1/18	CUPE Prince Albert
<b>Oct. 9/18</b> 9:00 am-4:00 pm	<b>Financial Essentials</b> <b>Day 1 – for all elected positions in local</b> (Bring bylaws / computer)	Oct. 1/18	CUPE Regina
<b>Oct. 10/18</b> 9:00 am-4:00 pm	<b>Financial Officers</b> <b>Day 2 – for treasurers and trustees</b> <b>Must have taken Day 1</b> (Bring bylaws / computer)	Oct. 1/18	CUPE Regina
<b>Oct. 30/18</b> 9:00 am-4:00 pm	<b>Conflict at Work</b>	Oct. 22/18	CUPE Regina
<b>Nov. 14 &amp; 15/18</b> 1:00-4:00 pm 9:00 am-4:00 pm	<b>Introduction to Stewarding</b> (please bring your collective agreement)	Nov. 5/18	CUPE Saskatoon
<b>Nov. 19 &amp; 20/18</b> 1:00-4:00 pm 9:00 am-4:00 pm	<b>Introduction to Stewarding</b> (please bring your collective agreement)	Nov. 8/18	CUPE Regina
<b>Nov. 28 &amp; 29/18</b> 5:30-8:30 pm & 9:00 am-4:00 pm	<b>Women Speaking Up</b>	Nov. 22/18	CUPE Regina
<b>Nov. 28/18</b> 9:00 am-12 noon & 1:00-4:00 pm  <b>Nov. 29/18</b> 9:00 am-12 noon & 1:00-4:00 pm	<b>SLS – Handling Discipline &amp; Discharge</b> <b>SLS – Building Your Case</b> <b>SLS – Representing Members in Front of Management</b> <b>SLS – Conflict Resolution Skills for Stewards</b> (Bring SLS Passport)	Nov. 19/18	CUPE Prince Albert
<b>Nov. 29/18</b> 9:00 am-4:00 pm	<b>Financial Essentials</b> <b>Day 1 – for all elected positions in local</b> (Bring bylaws / computer)	Nov. 20/18	CUPE Saskatoon
<b>Nov. 30/18</b> 9:00 am-4:00 pm	<b>Financial Officers</b> <b>Day 2 – for treasurers and trustees</b> <b>Must have taken Day 1</b> (Bring bylaws / computer)	Nov. 20/18	CUPE Saskatoon
<b>January 27 to January 30, 2019</b>	<b>Saskatchewan 2019 Winter School</b> <ul style="list-style-type: none"> <li>• <b>Communicating CUPE</b></li> <li>• <b>Labour Law</b></li> <li>• <b>Steward Learning Series</b></li> <li>• <b>Saying "NO" to Harassment</b></li> </ul>	Jan. 3/19	Temple Gardens Hotel & Spa Moose Jaw, SK

**PLEASE NOTE:**

- Please be advised that there are no registration fees for these workshops.
- **Pre-requisite of Introduction to Stewarding for ALL SLS modules.**
- **Pre-requisite of Introduction to Health & Safety for ALL HSLs modules.**
- **Due to limited space, members are encouraged to register early. A minimum of 10 participants is required for the workshop to go ahead or it will be cancelled.**

REGISTER ONLINE AT:

[www.cupe.ca](http://www.cupe.ca)

REGISTRAR:

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306-382-8188

# **WORKSHOP DESCRIPTIONS**

## **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 – Being an Ally for Equality**

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

## **SLS – Connecting with Aboriginal Workers**

Explore how your local can demonstrate solidarity with Indigenous members. Stewards discuss strategies for making your locals more inclusive to Indigenous members.

## **SLS – Representing 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.

## **HSLs – 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.

## **HSLs – Workload and Overwork**

As employers pull back resources, they expect workers to do more with less. This module will examine workload, the cause and effects of overwork, and strategies to overcome the ever-increasing workload that is damaging not just our health at work but also the relationships we have outside of work.

## **Financial Essentials**

This workshop is for all members in an elected position within the local union. Whether you are a trustee or a member of the executive, learning about the basics of the local union's finances is a priority. In this workshop, you will learn about your duties within the finances of the union, budgeting, and how to be transparent and accountable to members.

## **Financial Officers**

Once secretary-treasurers and trustees complete the Financial Essentials 1-day workshop, they will spend a second day learning about bookkeeping and auditing.

Treasurers will learn how to use the CUPE electronic ledger, manage the local union's funds and accounts, and prepare reports to the membership and the trustees.

Trustees will learn how to properly perform an audit of the local union's books, accounts, properties and assets. At the end of this workshop, trustees will be able to make recommendations to the local union to improve the local union's financial health.

## **Conflict at Work**

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.

## **Introduction to Stewarding**

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: the role of a steward; CUPE's structure; meeting with management; investigating workplace problems, filing a grievance, dealing with workplace complaints.

## **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.

## **SLS – Handling Discipline & Discharge**

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

## **SLS – Building Your Case**

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

## **SLS – Conflict Resolution Skills for Stewards**

Knowing how to handle conflict well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.

## **Saskatchewan 2018 Winter School**

### **1. Communicating CUPE**

### **2. Labour Law**

### **3. Steward Learning Series modules:**

- Creating Accommodation-Friendly Workplaces
- Challenging Racism in the Workplace
- Mobilizing Workers
- Popular Economics for Stewards
- Literacy Awareness for Stewards

### **4. Saying "NO" to Harassment**