

Spring 2018 Weeklong School

May 27 – June 1, 2018

Workshop Descriptions

1. INTRODUCTION TO STEWARDING & 5 STEWARD LEARNING SERIES MODULES



▪ 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:

- Investigating workplace problems
- Filing a grievance
- Meeting with management
- Dealing with workplace complaints

The 5 **Steward Learning Series** modules are:

▪ Connecting with Indigenous Workers

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

▪ Literacy Awareness for Stewards

Learn about the role of literacy in a steward's job and within the union, literacy resources within CUPE and the community, and what you can do to support members around literacy at work.

▪ 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.

▪ 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.

▪ 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.

Please bring your:
**Collective Agreement, Steward Handbook and Steward Learning
Series Passport**

2. CUPE INTRODUCTION TO HUMAN RIGHTS

This course provides leadership and activists the opportunity to develop the skills and perspectives we need to build a stronger, more inclusive union. Our union will only benefit from our diversity when we pull from the strengths of all of our members.

Employers use racism, sexism, homophobia, and discrimination against people with disabilities to divide us as workers. We'll focus on the role the union can and does play in advancing equality and challenging employers.

This program is rooted in class struggles – learning how racism, sexism, homo/transphobia, and disability issues operate within the context of capitalism and the economy, and learning how movements for equality have always been tied to workers' rights and struggles.

Through case study, video, and discussion, this course provides practical information for taking on workplace harassment, bargaining collective agreements that promote real equity, and building stronger unions. Part critical thinking, part strategy, part skill development, this program is a must for leadership in our growing, diverse union.

3. FINANCIAL OFFICERS

EXPANDED TO INCLUDE CUPE'S
ELECTRONIC LEDGER

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

You will require a calculator and a copy of your Local's bylaws. **Please bring three months, of each of the following, of your books for the audit activity if possible:**

- Ledger
- Bank statements/bank reconciliation statements
- Expense vouchers and invoices

Please bring your computer – we will be going through the Electronic Ledger in this workshop. Someone from CUPE National Accounting Department will be there to answer your questions.

4. POLITICS IN ACTION

Is your local ready for the October 20th, 2018 Community elections? Do you have friendly counsellors or trustees you would like to see re-elected? Maybe you have thought about running yourself, but want to learn more about campaigns.

Participants will learn the fundamentals of political action and election campaigns, including: why we should be involved in local politics, recruiting and endorsing candidates, campaign communications working with civic parties and community coalitions, and mobilizing your members to participate in campaigns.

5. LOCAL EXECUTIVE TRAINING

Strong, effective locals are inclusive, accessible and are the foundation of CUPE. We are Strongest when we all work together. This workshop is designed for all current and potential local executives and will focus on:

- **Leadership basics for Executives**

Who am I as a leader? Who are we as a local union? How do we fit into the broader movement? Learn how to use the power of your elected position to build power in the union, create space for more members to get involved, and strengthen solidarity in the labour movement and in our communities.

- **Leading as a Team**

In this workshop, executive teams explore power and responsibility that comes with it, how we work in teams and how to balance our leadership styles to engage the membership and work effectively across diversity.

- **Parliamentary Procedure**

This workshop is about following rules of order when chairing union meetings. Learn about the role of the chair and the different elements (motions, amendments, points of order, etc.). Get a change to put the learning into practice.

- **Duty of Fair Representation**

This workshop focuses on the elements of the duty of fair representation, how it came to be, it's limits and how to properly represent members.