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**N.B. Fall/Automne 2017**

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| **Date** | **Workshop / Atelier** | **Deadline / Échéance** | **Location / Endroit** |
| Sept. 20-21, 2017 | **SLS: Discipline & Discharge, Representing Members in Front of Management, Building Your Case** | Sept. 13, 2017 | CUPE Saint John |
| Sept. 26-27, 2017 | **Introduction to CUPE** | Sept. 15, 2017 | Fredericton Inn |
| Oct. 11-12, 2017 | **SDS : Mesures disciplinaires et congédiement, Représentation des membres devant la direction, Faire valoir votre cause** | Oct. 2, 2017 | Days Inn & Suites Moncton |
| Oct. 17-18, 2017 | **Secretary-Treasurer Training**  **Bring Bylaws & Computer** | Oct. 6, 2017 | CUPE Bathurst  **\*\*TWO FULL DAYS\*\*** |
| Oct. 17, 2017 | **SLS: What Stewards Need to Know About Social Media** | Oct. 6, 2017 | CUPE Saint John  6:00 – 9:00 p.m. |
| Oct. 24-25, 2017 | **Stewarding – An Introduction**  **Bring Bylaws and CA** | Oct. 13, 2017 | Fredericton Inn |
| Oct. 26-27, 2017 | **Introduction to Health & Safety** | Oct. 13, 2017 | CUPE Dalhousie |
| Oct. 30, 2017 | **SLS: What Stewards Need to Know About Social Media** | Oct. 20, 2017 | Days Inn & Suites, Moncton, N.B.  6:00 – 9:00 pm |
| Oct. 30-31, 2017 | **How Bargaining Works / Mobilizing** | Oct. 20, 2017 | CUPE Saint John |
| Nov. 1, 2017 | **SLS: What Stewards Need to Know About Social Media** | Oct. 20, 2017 | CUPE Bathurst  6:00 – 9:00 p.m. |
| Nov. 1-2, 2017 | **SLS: Disability Issues, Harassment Free Workplaces, What Stewards Need to Know About Arbitration** | Oct. 20, 2017 | Best Western, Woodstock |
| Nov. 2-3, 2017 | **Introduction au délégué syndical Apportez vos règlements et convention collective** | Oct. 20, 2017 | Villégiature Deux Rivières, Tracadie |
| Nov. 6-7, 2017 | **Trustee Training**  **Bring Bylaws** | Oct. 27, 2017 | Days Inn & Suites  Moncton |
| Nov. 15-16, 2017 | **SST- Assurer le bon fonctionnement des comités, Prévention de la violence au travail, Enquêter en cas d’accident** | Nov. 3, 2017 | Best Western, Edmundston |
| Nov. 21-22, 2017 | **Duty to Accommodate** | Nov. 10, 2017 | Fredericton Inn |
| Dec. 4-5, 2017 | **Secretary-Treasurer Training**  **Bring Bylaws and Computer** | Nov. 24, 2017 | CUPE Saint John  **\*\*TWO FULL DAYS\*\*** |
| Dec. 5, 2017 | **SLS: What Stewards Need to Know About Social Media** | Nov. 24, 2017 | Fredericton Inn  6:00 – 9:00 pm |
| Dec. 11-12, 2017 | **HSM: Making Committees Work Preventing Violence, Incident Investigations** | Dec. 1, 2017 | Rodd Inn Miramichi |
| Dec. 12-13, 2017 | **Stewarding – An Introduction**  **Bring Bylaws and CA** | Dec. 1, 2017 | Days Inn & Suites Moncton |
| **PLEASE NOTE:**   * All classes are from 9:00 am to 4:00 pm on the first day and from 9:00 am to 12:00 noon on the second day unless otherwise indicated. * For nursing home members, please contact the NBCNHU executive, funding might be available. * **Due to limited space, members are encouraged to register early. A minimum of 10 participants is required for the workshop to go ahead or will be cancelled**. (Turn over)   **REMARQUES:**   * L’atelier débute à 9 h jusqu’à 16 h le premier jour et de 9 h à midi le deuxième jour sous réserve d’indication contraire. * Les membres des foyers de soins sont invités à communiquer avec les membres du comité de direction du   CSFSNB afin de savoir si le financement est disponible.   * **Les espaces sont limités, donc, inscrivez-vous dès maintenant**.  **Un minimum de 10 participants est requis pour que l’atelier aille de l’avant**. | | | |

REGISTER ONLINE AT: [www.cupe.ca](http://www.cupe.ca)

RETURN REGISTRATION BY: **EMAIL**: [maritimeseducation@cupe.ca](mailto:maritimeseducation@cupe.ca)

**FAX**: 506-452-1702

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CUPE MARITIME REGIONAL OFFICE

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**WORKSHOP DESCRIPTIONS**

**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.

**Trustees Training** – 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.

**Financial Officer (Two full days - 12 hours) -** 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. You will also learn about bookkeeping. The treasurer 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.

**Health & 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.

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| **Health and Safety Modules:**  **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.  **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.  **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. |

**How Bargaining Works and Mobilizing for Bargaining -** These modules will cover the legal framework for collective bargaining and where we get our power as a union.  We will also look at effective ways to engage members before bargaining begins, and throughout the bargaining process.

**Introduction to CUPE -** Learn about CUPE structure and about the values and principles of the labour movement. Understand the roles and responsibilities of elected officers, and the bylaws and constitutions that structure our organization. Leave knowing how to make your voice heard at a union meeting and how to participate in the decisions of your union.

**Série de cours sur la santé et la sécurité au travail (SST)**

**Assurer le bon fonctionnement des comités:** Ce module explore la structure, le rôle et la fonction des comités de santé et de sécurité, leurs forces et leurs limites et la façon dont ils peuvent le mieux fonctionner dans le cadre législatif et dans notre syndicat.

**Prévention de la violence au travail:** Ce module examine les facteurs de risque qui mènent à la violence au travail et les obligations de l’employeur pour empêcher les travailleurs d’être exposés à la violence et d’être blessés au travail. Nous étudions les lois pertinentes en santé-sécurité et commençons à élaborer des stratégies pour rendre nos milieux de travail plus sûrs.

**Enquêter en cas d’accident: les éléments de base: Apprenez à connaître les causes profondes des incidents, blessures et maladies au travail, les voies d’entrée habituelles des substances toxiques et votre rôle dans le processus d’enquête**.

**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 about investigating workplace problems; filing a grievance; meeting with management, and dealing with workplace complaints.

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| **Steward Learning Series Modules:**  **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.  **Social Media:** More and more of our members are using social, and also our locals. Find out what the do’s and don’ts, and how to avoid possible discipline.  **Handling Discipline and 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.  **Creating Harassment-Free Workplaces:** Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.  **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.  **What Stewards Need 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.  **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. |

**Série de cours pour les personnes déléguées syndicales (SDS)**

**Mesures disciplinaires et congédiement:** Apprenez-en plus sur les grands concepts et expressions des lois, le rôle des personnes déléguées syndicales pendant l’enquête de l’employeur en cas de mesure disciplinaire et pendant les réunions de grief, et la préparation d’arguments efficaces

**Représentation des membres devant la direction:** Ce module aide les personnes déléguées syndicales à être proactives dans les rencontres avec la direction. Apprenez à rendre les réunions efficaces et à acquérir de la confiance en vous exerçant avant les réunions.

**Faire valoir votre cause:** Un bon traitement de grief exige des dossiers bien organisés. Apprenez à faire des recherches approfondies sur une cause, à séparer les faits des opinions et à prendre de bonnes notes.