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**New Brunswick 2018 Nouveau-Brunswick**

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| **Date** | **Workshop / Atelier** | **Deadline / Échéance** | **Location / Endroit** |
| Jan. 25-26, 2018 | **Introduction to CUPE** | Jan. 15, 2018 | CUPE Dalhousie |
| Jan. 30-31, 2018 | **Duty to Accommodate** | Jan. 20, 2018 | Fredericton Inn |
| Feb. 1-2, 2018 | **Agents financiers** | Jan. 22, 2018 | Villégiature Deux Rivières, Tracadie, NB |
| Feb. 8-9, 2018 | **How Bargaining Works /**  **Mobilizing for Bargaining** | Jan. 29, 2018 | CUPE Saint John |
| Feb. 15-16, 2018 | **Introduction to Stewarding** | Feb. 5, 2018 | CUPE Bathurst |
| Feb. 20-21, 2018 | **Leadership Basics for Executives** | Feb. 10, 2018 | Days Inn & Suites Moncton |
| March 6-7, 2018 | **Financial Officer** | Feb. 24, 2018 | Fredericton Inn |
| Mar. 15-16, 2018 | **Série délégué syndical**  **Traitement des griefs, Discipline et congédiement, Représentation des membres devant la direction** | Mar. 5, 2018 | CUPE Edmundston |
| Mar. 22-23, 2018 | **Leadership Basics for Executives** | Mar. 12, 2018 | Best Western Woodstock |
| April 10-11, 2018 | **Série délégué syndical**  **Traitement des griefs, Mesures disciplinaires et congédiement, Représentation des membres devant la direction** | Mar. 30, 2018 | Days Inn & Suites Moncton |
| April 11-12, 2018 | **Steward Learning Series**  **Mental Health, What’s Our Duty, Psychologically Healthy Workplaces** | April 1, 2018 | CUPE Dalhousie |
| April 18-19, 2018 | **Trustee Training** | April 8, 2018 | CUPE Saint John |
| May 17-18, 2018 | **Parliamentary Procedures** | May 7, 2018 | CUPE Bathurst |
| May 22-23, 2018 | **Health & Safety**  **Making Committees Work, Violence Prevention, Incident Investigations** | May 12, 2018 | CUPE Saint John |
| May 24-25, 2018 | **Introduction au SCFP** | May 14, 2018 | CUPE Edmundston |
| May 31-June 1, 2018 | **Health & Safety**  **Work Overload, Harassment Prevention in the Workplace,**  **Indoor Air Quality** | May 21, 2018 | Days Inn & Suites Moncton |
| June 5-6, 2018 | **Steward Learning Series**  **Accommodation-Friendly Workplaces, Handling Grievances, Mobilizing in the Workplace** | May 26, 2018 | Fredericton Inn |
| **PLEASE NOTE:**   * **All Financial Officer workshops are two full days, 9:00 to 4:00.** All other 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.   REMARQUES:   * **Les ateliers d’agents financiers sont maintenant deux jours complets, de 9h à 16h**. Tous les autres ateliers sont de 9 h à 16 h (Jour 1) et de 9 h à midi (Jour 2) sauf d’avis 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. * L’espace est limité, 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/Courriel**: [maritimeseducation@cupe.ca](mailto:maritimeseducation@cupe.ca) INSCRIVEZ-VOUS EN LIGNE : [www.scfp.ca](http://www.scfp.ca) RETOURNER L’INSCRIPTION: **Fax/Télécopie :** 506-452-1702

**Mail/Poste**: CUPE Education SCFP

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Fredericton, NB E3C 0C5

**WORKSHOP DESCRIPTIONS DES ATELIERS**

**Agents financiers (12 heures)** - Après avoir suivi l’atelier Finances : les essentiels, la deuxième journée de formation sera consacrée à la formation des **secrétaires-trésoriers** et les **syndics.**  Les agents financiers apprendront la tenue de livres et la vérification des livres. **Les secrétaires-trésoriers** apprendront comment utiliser le grand livre électronique du SCFP, la gestion des fonds et des comptes de la section locale et la préparation de rapports à l’intention de l’effectif et des syndics. **Les syndics** apprendront à effectuer la vérification des livres, des comptes, des biens et des actifs de la section locale. À la fin de l’atelier, les syndics pourront faire des recommandations à la section locale pour améliorer sa santé financière.

**Duty to Accommodate (9 hours) -** 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 Officer (12 hours) -** 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.

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| **Health & Safety Modules (9 hours)**  **Basics of Incident Investigations** - 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.  **Creating Harassment-Free Workplaces** - Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.  **Indoor Air Quality** – New - Description not available at this time.  **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.  **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.  **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. |

**How Bargaining Works and Mobilizing for Bargaining (9 hours) -** 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 (9 hours) -** 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.

**Introduction au SCFP (9 heures)** - Dans cet atelier vous approfondirez votre compréhension des valeurs syndicales; apprendrez à connaître la structure du SCFP; apprendrez comment les syndicats règlent les problèmes et acquerrez des compétences qui vous aideront à jouer un rôle plus solide au sein de votre section locale du SCFP.

**Introduction to Stewarding (9 hours)** - 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.

**Leadership Basics for Local Executives (9 hours)** - 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.

**Parliamentary Procedure (9 hours)** - 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 chance to put the learning into practice.

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| **SLS - Steward Learning Series (9 hours)**  **Creating Accommodation-Friendly Workplaces** - Learn the legal framework for the duty to accommodate, what a good accommodation process and plan look like, and what to do if the employer is not willing to provide reasonable accommodation.  **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.  **Handling Grievances -** In this module stewards teach each other “best practices” and share strategies for handling difficult grievances.  **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.  **Mobilizing Workers in the Workplace -** Stewards can play a key role when the union needs to mobilize its members. Learn basic mobilization theory and practice new skills by working with current CUPE campaigns.  **What’s Our Duty -** Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace. |

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| **SDS - Série de cours pour les personnes déléguées syndicales (9 heures)**  **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.  **Traitement des griefs** - Dans ce module, les personnes déléguées syndicales échangent entre eux les « meilleures pratiques » et partagent des stratégies pour faire face aux griefs difficiles. |

scb491 December 8, 2017