

SHOP STEWARD LEARNING SERIES

This is for **NEW** Shop Stewards but **MUST have already taken Introduction to Stewarding**. Please bring your Collective Agreement and Stewards Passport.

SLS - Notetaking

Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

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.

SLS - Grievance Handling

Share tips and successful practices with other stewards and learn strategies for handling difficult grievances.

SLS – 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.

SLS – HS – Preventing Mental Injuries at Work

New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause or a contributor to mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

SLS - Handling discipline and discharge

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

SLS – Challenging Racism in the Workplace

This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.

SLS – Mediating Member-to-Member Conflict

Practice coaching members who are in conflict with other members, and work with a four-step approach to basic mediation.

FINANCIAL OFFICERS

LET – 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 regarding the finances of the union, budgeting and how to be transparent and accountable to members.

LET – Financial Officers

Following the completion of LET - Financial Essentials, this 6-hour workshop allows Secretary-treasurers and Trustees to delve deeper into local finances.

Secretary-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.

COLLECTIVE BARGAINING

Participants will leave with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process and provides opportunities for hands-on practice and skills development in preparing for and negotiating parts of a collective agreement. This course is aimed at new bargaining committee members and local union officers. You may want to bring a calculator for this course.

ADVANCED GRIEVANCE HANDLING

Advanced Grievance Handling: Building the best case from Grievance to Arbitration.

Here is a little-known fact about grievance arbitrations: they are sometimes won or lost even before any hearing dates are set. How a grievance is investigated, processed, and organized can have a huge impact. This workshop will teach participants about how to best prepare grievances to increase their locals' chances of success at arbitration.

Topics include: grievance investigation and witness interviews, with a focus on issues that arise in allegations of member-on-member harassment; advanced note-taking; duty of fair representation; grievance file management and what a file should include; the grievance procedure, timelines and corresponding with the employer; basic evidence and select advanced evidence topics, including surveillance and medical information; and an overview of the arbitration procedure including preliminary objections and hearings.

This advanced workshop is geared to experienced stewards, Lead Shop Stewards, and Local Executive members. (Note: Participants will not learn how to present arbitrations).

**** PLEASE BRING YOUR COLLECTIVE AGREEMENT ****

LOCAL EXECUTIVE TRAINING

Anti-Harassment & Bystander Training

When we are disrespected in our union, or when harm, harassment, and discrimination happen we are unsafe. We would not accept it from our supervisors and managers at work, and it is not ok in our union space. When we witness others being harmed, oppressed or injured, we can intervene in safe and effective ways before, during, or after a harassing or violent situation.

In this 3-hour workshop, learn and practice how to intervene.

LET – 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.

LET – Duty of Fair Representation

Learn about your local's duty to represent the members in your union, the legal requirements of fair representation and how it applies to your collective agreement and other laws covering your workplace.

LET – Bylaw Essentials

Good bylaws are an essential component of a well-functioning local. In this workshop, you will learn the principles of good bylaws and how to make sure they are in compliance with CUPE's national constitution. We'll also look at how clear language bylaws help our members get involved in the work of the union.

LET – Parliamentary Procedures

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.

LET – Conflict-Ready Executives

In this workshop, participants will explore:

- The value of conflict for effective groups
- How our beliefs about conflict shape how we respond
- The kinds of conflict executives struggle with
- Productive ways to resolve conflict on an executive

LET – Financial Essentials (Condensed)

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 regarding the finances of the union, budgeting and how to be transparent and accountable to members.

