

WORKSHOP CATALOGUE

SPRING 2025 WEEKLONG SCHOOL

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 BYLAWS****

COLLECTIVE BARGAINING

This 3-day workshop will provide participants 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, as well as discussing CUPE's Bargaining Policy and other recommended practices and policies, including template language on a variety of human rights and equity issues. Finally, it will provide opportunity for hands on practice and skill development in preparing for and negotiating parts of a collective agreement, through role-plays and mock bargaining. Participants are strongly encourage to bring a lap-top computer for this workshop.

****PLEASE BRING YOUR COLLECTIVE AGREEMENT & LOCAL BYLAWS****

NAVIGATING CONFLICT

Conflict is a part of our lives - at work, in the union, and at home. In this workshop we'll build our conflict skills by looking at:

- How our beliefs about conflict and our conflict style affect what happens in a conflict.
- Sources of conflict in the union and at work.
- Conflict dynamics, cultural differences and power.
- Choosing the best responses in a conflict.
- Conflict communication skills and difficult conversations.

STEWARDS LEARNING SERIES

This is for NEW Shop Stewards but MUST have already taken Introduction to Stewarding.

****PLEASE BRING YOUR COLLECTIVE AGREEMENT, LOCAL BYLAWS 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 - Grievance Handling

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

SLS - Ally skills for stewards

Effective stewards are champions for human rights and equality. Explore what it means to be an ally, and ways that stewards can step up as allies in the workplace and the union.

SLS - Duty of Fair Representation

Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

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 - Creating harassment-free workplaces


Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.

SLS - Solidarity with Indigenous workers

Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workspace.

SLS - 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.



HEALTH & SAFETY SERIES

The Union Education Department is excited to announce that the BC Fed Health and Safety Centre will offer the following health and safety workshops at this year's Spring School. More information about the BC Fed Health and Safety Centre and these workshops can be found [here](#):

Occupational Health and Safety Committee Part 1

This introductory or 'fundamentals' Occupational Health and Safety course will introduce new committee members to the basic principles of workplace health and safety. This course also serves as a great 'back to basics' course for those OH&S Committee members who desire refresher training. *Note: This course meets the (provincial) mandatory minimum training requirements for new joint committee members.*

Occupational Health and Safety Committee Part 2

The OH&S Part 2 course has been designed to allow participants to pick up where our OH&S Part 1 leaves off to further develop the concepts, tools and resources needed to tackle advanced OH&S issues.

Incident Investigations

When an incident or "near hit" happens at the workplace, an investigation by the employer and the OH&S Committee must take place. In provincially-regulated workplaces, parties are required to perform a preliminary investigation within 48 hours of an incident occurring and then a comprehensive investigation within 30 days. Incident investigation is a serious matter. It is the investigators responsibility to gather the facts, objectively assess those facts, and arrive at corrective recommendations to prevent future incidents. Incident investigations are a fundamental function and responsibility of supervisors and Joint Health and Safety Committees, but they often don't have the proper insight on how to conduct an effective investigation. This course will provide participants with the opportunity to improve their investigative skills, determine "root causes" and develop effective recommendations.

Prevention of Violence in the Workplace (Provincial)

This course is designed for provincially-regulated workplaces in British Columbia. Workplace violence can take the form of physical aggression such as hitting, biting or kicking. It also includes verbal threats, swearing, name calling and bullying. Violence is not part of anyone's job and the repercussions of workers being exposed to violence can be devastating, affecting their physical and mental health as well as their job satisfaction. For employers, it can result in reduced productivity and financial losses. This course is intended to assist Joint OH&S Committees to identify potential hazards in the workplace, conduct a risk assessment and recommend corrective actions as they pertain to workplace violence. Participants will have the opportunity to develop a plan for violence prevention.

