

SASKATCHEWAN 2018 Workshop Calendar

Date/Time	Workshop	Deadline	Location
TIME CHANGE Sept. 20/18 9:00 am-12 noon & 1:00-4:00- 5:00 pm	SLS – Understanding Mental Health & SLS – Psychologically Healthy and Safe Workplaces (Bring SLS Passport)	Sept. 14/18	CUPE Prince Albert
TIME CHANGE Sept. 21/18 9:00 am-12 noon & 1:00-4:00- 5:00 pm	SLS – Understanding Mental Health & SLS – Psychologically Healthy and Safe Workplaces (Bring SLS Passport)	Sept. 17/18	CUPE Saskatoon
Sept. 24/18 1:00-4:00 pm Sept. 25/18 9:00 am-12 noon & 1:00-4:00 pm	SLS – What’s Our Duty SLS – Representing Members in Front of Management SLS - Notetaking (Bring SLS Passport)	Sept. 17/18	CUPE Regina
Sept. 27/18 9:00 am-12 noon & 1:00-4:00 pm Sept. 28/18 9:00 am-12 noon	SLS – Disability Issues for Stewards SLS – Being an Ally for Equality SLS – Connecting with Aboriginal Workers (Bring SLS Passport)	Sept. 24/18	CUPE Saskatoon
Oct. 2/18 9:00 am-12 noon & 1:00-4:00 pm	HSLs – Violence Prevention in the Workplace & HSLs – Workload and Overwork (Bring HSLs Passport/Binder)	Sept. 24/18	CUPE Regina
Oct. 4/18 9:00 am-12 noon & 1:00-4:00 pm Oct. 5/18 9:00 am-12 noon	SLS – Disability Issues for Stewards SLS – Being an Ally for Equality SLS – Connecting with Aboriginal Workers (Bring SLS Passport)	Oct. 1/18	CUPE Prince Albert
Oct. 9/18 9:00 am-4:00 pm	Financial Essentials Day 1 – for all elected positions in local (Bring bylaws / computer)	Oct. 1/18	CUPE Regina
Oct. 10/18 9:00 am-4:00 pm	Financial Officers Day 2 – for treasurers and trustees Must have taken Day 1 (Bring bylaws / computer)	Oct. 1/18	CUPE Regina
Oct. 29 & 30/18 1:00-4:00 pm & 9:00 am-4:00 pm	Conflict Resolution	Oct. 22/18	CUPE Regina
Nov. 28 & 29/18 5:30-8:30 pm & 9:00 am-4:00 pm	Women Speaking Up	Nov. 22/18	CUPE Regina
Nov. 28/18 9:00 am-12 noon & 1:00-4:00 pm Nov. 29/18 9:00 am-12 noon & 1:00-4:00 pm	SLS – Handling Discipline & Discharge SLS – Building Your Case SLS – Representing Members in Front of Management SLS – Conflict Resolution Skills for Stewards (Bring SLS Passport)	Nov. 19/18	CUPE Prince Albert
Nov. 29/18 9:00 am-4:00 pm	Financial Essentials Day 1 – for all elected positions in local (Bring bylaws / computer)	Nov. 20/18	CUPE Saskatoon
Nov. 30/18 9:00 am-4:00 pm	Financial Officers Day 2 – for treasurers and trustees Must have taken Day 1 (Bring bylaws / computer)	Nov. 20/18	CUPE Saskatoon

PLEASE NOTE:

- Please be advised that there are no registration fees for these workshops.
- **Pre-requisite of Introduction to Stewarding for ALL SLS modules.**
- **Pre-requisite of Introduction to Health & Safety for ALL HSLs modules.**
- **Due to limited space, members are encouraged to register early. A minimum of 10 participants is required for the workshop to go ahead or it will be cancelled.**

REGISTER ONLINE AT:

www.cupe.ca

REGISTRAR:

Kim Draeger

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306-382-8188

WORKSHOP DESCRIPTIONS

SLS – 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.

SLS – 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.

SLS – 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.

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 – 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 notetaking skills.

HSLs – 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.

HSLs – 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.

SLS – 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.

SLS – Being an Ally for Equality

Championing human rights in the workplace and the union is an important role for stewards. But what does it really mean to be a good ally?

SLS – Connecting with Aboriginal Workers

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

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

Financial Officers

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.

Conflict Resolution

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will: deepen your understanding of conflict; strengthen your communication skills; practice responding to conflict.

Women Speaking Up

Feel more comfortable "speaking up" in different situations – speeches, meetings, and one-on-one communication. In this workshop, you will: know what makes a speech or presentation effective; learn and practice tips for dealing with nervousness; prepare an outline for a speech or presentation; gain experience speaking in front of a supportive group.

SLS – Handling Discipline & 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.

SLS – 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.

SLS – Conflict Resolution Skills for Stewards

Knowing how to handle conflict well will improve your relationships with members and the employer. Learn about the different responses to conflict and practice communication skills that will help in situations of conflict.