

SASKATCHEWAN 2019 Workshop Calendar

Date/Time	Workshop	Deadline	Location
Mar. 28 & 29/19 1:00-4:00 pm & 9:00 am-4:00 pm	LET - Recording Secretaries	Mar. 19/19	CUPE Regina
Apr. 11/19 9:00 am-4:00 pm	LET - Financial Essentials Day 1 – for all elected positions in local (Bring bylaws / computer)	Apr. 1/19	CUPE Saskatoon
Apr. 12/19 9:00 am-4:00 pm	LET - Financial Officers Day 2 – for treasurers and trustees Must have taken Day 1 (Bring bylaws / computer)	Apr. 1/19	CUPE Saskatoon
Apr. 15 & 16/19 1:00-4:00 pm & 9:00 am-4:00 pm	Introduction to Stewarding (please bring your collective agreement)	Apr. 8/19	CUPE Regina
Apr. 30 & May 1/19 9:00 am-4:00 pm	Introduction to Stewarding SLS – Notetaking (please bring your collective agreement)	Apr. 18/19	CUPE Saskatoon
May 11/19 9:00 am-4:00 pm	BARG – How Bargaining Works SLS – What Stewards Need to Know About Bargaining (Bring SLS passport)		CUPE Saskatoon
May 26-31/19	Saskatchewan 2019 Summer School <ul style="list-style-type: none"> • Navigating Interpersonal and Group Conflict • Bargaining Solidarity • Mental Health • Local Executive Training <ul style="list-style-type: none"> - Leadership Essentials - Conflict-Ready Executives - Leading as a Team - Duty of Fair Representation - Essentials for Inclusive Unions - Parliamentary Procedure-Refresher 	Apr. 10/19	Waskesiu Lake, Saskatchewan
PLEASE NOTE: <ul style="list-style-type: none"> • Please be advised that there are <u>no registration fees</u> for these workshops, except Sask. Summer School 2019. • Pre-requisite of Introduction to Stewarding for ALL SLS 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

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WORKSHOP DESCRIPTIONS

Introduction to Stewarding

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: the role of a steward; CUPE's structure; meeting with management; investigating workplace problems, filing a grievance, dealing with workplace complaints.

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

LET - 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.

Saskatchewan 2019 Summer School

- 1. Navigating Interpersonal and Group Conflict**
- 2. Bargaining Solidarity**
- 3. Mental Health**
- 4. Local Executive Training**
 - Leadership Essentials
 - Conflict-Ready Executives
 - Leading as a Team
 - Duty of Fair Representation
 - Essentials for Inclusive Unions
 - Parliamentary Procedure-Refresher

BARG – How Bargaining Works

This module can be added to other parts of the Bargaining Education Program. It covers the legal framework for collective bargaining and where we get our power as a union.

SLS – What Stewards Need to Know About Bargaining

Learn about the different steps in the bargaining process, the responsibilities of different activists throughout bargaining, and the role during bargaining.

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.

LET - Recording Secretaries

Recording Secretaries play a vital role in keeping local unions strong. Learn how to: take clear and accurate meeting minutes, organize files, process and write correspondence, communicate effectively with members.