

Sponsored by the Union Development Department, CUPE

**CUPE** *education*



## Saskatchewan 2018 Winter School



Temple Gardens Hotel & Spa  
Moose Jaw, Saskatchewan

.....  
Monday, January 29 to  
Thursday, February 1, 2018

# Saskatchewan 32<sup>nd</sup> Annual Winter School

## Who Can Attend?

The School is open to all CUPE Members.

Class sizes will be limited to approximately 20 participants. Participants will be registered on a first come - first choice basis. It is very important to indicate a first and **second** choice.

Your registration fees **must** be received by the registration deadline, **Thursday, January 4, 2018**.

In order to provide the best learning environment, the Education Representative reserves the right to:

- cancel any course
- transfer or assign participants to any course
- limit the number of members any one local may send to a course

## **Scholarship Program**

**(See pages 7, 8 and 9 for details and application forms)**

The following three scholarships are available for CUPE members to attend the upcoming Winter School, **January 29 to February 1, 2018**.

1. **CUPE Saskatchewan Division - Glen Makahonuk Memorial Scholarship**
2. **CUPE Saskatchewan Division - Equity-Seeking Groups Scholarship**
3. **CUPE Saskatchewan Division - Young Worker Group Scholarship**

For information please phone: 1-306-382-8262

**Send scholarship applications by email, fax or mail to**

Kim Draeger, Registrar  
CUPE Saskatoon Area Office  
250 Cardinal Crescent  
Saskatoon, SK S7L 6H8  
E-mail: [kdraeger@cupe.ca](mailto:kdraeger@cupe.ca)  
Fax: 1-306-382-8188

**Scholarship application deadline is Tuesday, January 2, 2018**

# 2018 Winter School INFORMATION

## Accommodation

Participants and their locals are responsible for booking and paying for their accommodation.

Rooms have been block-booked at the Temple Gardens Hotel & Spa in Moose Jaw. Please make your room reservations directly with the hotel prior to **Saturday, December 30, 2017** in order to take advantage of this block-booking. Please quote **CUPE Winter School CUPE2018** when reserving your room.

## Temple Gardens Hotel & Spa

24 Fairford Street East

Moose Jaw, SK S6H 0C7

Website: <http://www.templegardens.sk.ca/>

Phone: 1-800-718-7727 or (306) 694-5055

Fax: (306) 694-8310

## Spa Facilities

Coupons for a 15% discount for spa services from Monday to Thursday will be available at registration. Bring your swimsuit.

## Parking

Local participants can get parking passes from the hotel front desk for \$7.00 per day, the same fee as hotel guests pay.

## General Information

All participants are expected to attend the Opening Session. Please note that Temple Gardens Hotel & Spa is a non-smoking facility. Guaranteed check-in at the hotel is 4:00 p.m., although some rooms may be available sooner.

## Refund Policy

- ◆ up to Jan. 11, 2018: full refund
- ◆ after Jan. 11, 2018: no refund

## Code of Conduct

All participants are advised that a high standard of trade union behaviour is expected of them. All forms of harassment are unacceptable. Incidents will be dealt with in a fair and quick fashion and in accordance with the Code of Conduct. The CUPE Education Representative has the right to send participants home without refund for inappropriate behaviour.

## Scents and Fragrances

In response to the health concerns of our members and staff, CUPE has implemented a Scent-Free Policy at all of our workshops. Scented products such as hair spray, perfume and deodorant can trigger reactions such as respiratory distress and headaches. Facilitators and participants are asked to refrain from using scented products while attending our workshops and meetings. Thank you for your cooperation.

## Meals

Please note on the registration form any special dietary needs you have.

## The registration fee includes the following meals

Breakfast:	Tuesday, Wednesday and Thursday
Lunch:	Tuesday and Wednesday
Banquet Supper:	Wednesday

These will be served in Salon A of the hotel.

## This brochure is also available on

CUPE Saskatchewan Division's website: [www.cupe.sk.ca](http://www.cupe.sk.ca)

# 2018 Winter School REGISTRATION FORM

Name \_\_\_\_\_

Local # \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Confirmation of workshop will be  
emailed.**

## Dietary Needs and Accommodation Requests

Please note on the registration form any special dietary needs or specific accommodation you may require. Specific requests for accommodation should be supported with medical documentation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Winter School Fees**  
**\$350.00 per participant**

**Registration Deadline**  
**Thursday, January 4, 2018**

## Course Selection

We do our best to ensure you are enrolled in the course of your choice. However, each course enrolment is limited and registration will be on a first-come, first-served basis.

**Please give us your first and second choices.**

Choices	1 <sup>st</sup>	2 <sup>nd</sup>
<b>Course #1</b> – Intro to Stewarding & Steward Learning Series	<input type="checkbox"/>	<input type="checkbox"/>
<b>Course #2</b> – Steward Learning Series	<input type="checkbox"/>	<input type="checkbox"/>
<b>Course #3</b> – Local Executive Training/ Leadership Training	<input type="checkbox"/>	<input type="checkbox"/>
<b>Course #4</b> – Health & Safety Series	<input type="checkbox"/>	<input type="checkbox"/>

**Make cheque payable to: CUPE**

**Mail your completed registration  
form and cheque to**

Kim Draeger  
CUPE Saskatoon Area Office  
250 Cardinal Crescent  
Saskatoon, SK S7L 6H8

Phone: (306) 382-8262  
Fax: (306) 382-8188  
E-mail: [kdraeger@cupe.ca](mailto:kdraeger@cupe.ca)

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# 2018 Winter School AGENDA

## Monday, January 29

Registration – Salon A	1:30 – 3:00 p.m.
Opening Session – Salon A	3:00 – 4:00 p.m.
Course Workshops	4:00 – 5:00 p.m.

## Tuesday, January 30

Breakfast	7:30 – 8:45 a.m.
Course Workshops	9:00 – 12:00 noon
Lunch	12:00 – 1:00 p.m.
Course Workshops	1:00 – 4:30 p.m.

## Wednesday, January 31

Breakfast	7:30 – 8:45 a.m.
Course Workshops	9:00 – 12:00 noon
Lunch	12:00 – 1:00 p.m.
Course Workshops	1:00 – 4:30 p.m.

## BANQUET

<i>Refreshments</i>	<i>6:00 p.m.</i>
<i>Supper</i>	<i>6:30 p.m.</i>

## Thursday, February 1

Breakfast	7:30 – 8:45 a.m.
Course Workshops	9:00 – 11:00 a.m.

# 2018 Winter School COURSE DESCRIPTIONS

Choose one course from the following four courses.  
Remember to make a second choice.

## COURSE #1

### INTRODUCTION TO STEWARDING & STEWARD LEARNING SERIES

*Tony Head, CUPE National  
Representative (Prince Albert)*

&

*Denise Fortin, Member Facilitator  
CUPE Local 5430 (Regina)*

#### 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:

- investigating workplace problems
- filing a grievance
- meeting with management
- dealing with workplace complaints

#### Steward Learning Series

This class will present the following two modules from the Steward Learning Series:

- Notetaking
- Handling Grievances

## COURSE #2

### STEWARD LEARNING SERIES

*Alex Lenko, CUPE National  
Representative (Regina)*

&

*Jan Goy, Member Facilitator,  
CUPE Local 5430 (Prince Albert)*

Calling all stewards! CUPE is once again proud to offer our Steward Learning Series.

This series recognizes that the steward has an important role to play in a number of areas in the workplace and the union. It provides an opportunity for stewards to explore a number of topics – all from a steward's point of view.

This Winter School presents the following five modules from the Steward Learning Series:

- Conflict Resolution
- What Stewards Need to Know about Health & Safety
- Challenging Racism in the Workplace
- Creating Harassment-free Workplaces
- What Stewards Need to Know about Arbitration

**In order to register, you need to have taken the nine-hour Introduction to Stewarding workshop. Please bring your Collective Agreement, Steward Handbook and Steward Learning Series passport.** Stewards may take a module more than once.



## COURSE #3

### LOCAL EXECUTIVE TRAINING/ LEADERSHIP TRAINING

*Mira Aujeska, CUPE National  
Representative (Prince Albert)*  
&

*Lori Sutherland, CUPE National  
Representative (Regina)*

This new training program helps local executives and members to build their skills and understand their roles, and allowing them to make good decisions in representing Union members.

This Winter School presents the following three workshops from the Local Executive Training Program:

- Parliamentary Procedure
- Introduction to Ally Skills
- Duty of Fair Representation



## COURSE #4

### HEALTH & SAFETY LEARNING SERIES

*Troy Winters, Senior Officer  
CUPE Health & Safety (National Office)*  
&

*Dolores Douglas, CUPE National  
Representative (Regina)*  
&

*Will Bauer, CUPE National  
Representative (Saskatoon)*

This Winter School presents the following five modules from the Health & Safety Learning Series:

- Basics of Incident Investigations
- Ergonomics
- Law and Orders
- Identifying and Documenting Hazards
- Women and Work Hazard

**In order to register, you need to have taken the nine-hour Introduction to Health & Safety workshop.**

**Please bring your Health & Safety passport with you.**

Members may take a module more than once.

# SASKATCHEWAN WINTER SCHOOL 2018



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## APPLICATION FOR GLEN MAKAHONUK MEMORIAL SCHOLARSHIP

### CUPE SASKATCHEWAN DIVISION SCHOLARSHIP Glen Makahonuk Memorial Scholarship

- ◆ Covers the cost of registration, travel allowance, accommodation, per diem and lost wages.
- ◆ Local must be affiliated and in good standing with CUPE Saskatchewan.
- ◆ Previous recipients are not eligible to apply.
- ◆ **Applicants must provide the committee with a 1,000-word essay on one of the following topics:**
  - Labour history of Saskatchewan
  - Why aboriginal members should be active in the labour movement
  - Why youth (29 and under) should be active in their union
  - Why women should be active in their union
  - Why gay, lesbian, bisexual or transgender members should be active in their union.

Local #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Details

Course Selections 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Scholarship deadline is Tuesday, January 2, 2018**

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# SASKATCHEWAN WINTER SCHOOL 2018



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## APPLICATION FOR EQUITY-SEEKING GROUPS SCHOLARSHIP

### CUPE SASKATCHEWAN DIVISION SCHOLARSHIP Equity-Seeking Group

- ◆ Covers the cost of registration, travel allowance, accommodation, per diem and lost wages.
- ◆ Scholarship available only to CUPE members of an equity-seeking group (you must self-identify).
- ◆ Previous recipients are not eligible to apply.
- ◆ Equity seeking groups – women, aboriginal people, members with a disability, workers of colour, lesbian, gay, bi-sexual and transgender members.
- ◆ Local must be affiliated and in good standing with CUPE Saskatchewan.
- ◆ **Applicants must submit a written letter outlining why they believe their participation in the course would benefit their local union and their development as an activist.**

Local #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Equity Group: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

#### Details

Course Selections 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Scholarship deadline is Tuesday, January 2, 2018**

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# SASKATCHEWAN WINTER SCHOOL 2018



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## APPLICATION FOR YOUNG WORKER GROUP SCHOLARSHIP

### CUPE SASKATCHEWAN DIVISION SCHOLARSHIP Young Worker Group (29 years of age or younger)

- ◆ Covers the cost of registration, travel allowance, accommodation, per diem and lost wages.
- ◆ Scholarship available only to CUPE members of the young worker group (29 years of age or younger).
- ◆ Previous recipients are not eligible to apply.
- ◆ Local must be affiliated and in good standing with CUPE Saskatchewan.
- ◆ **Applicants must submit a written letter outlining why they believe their participation in the course would benefit their local union and their development as an activist.**

Local #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Details

Course Selections 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Scholarship deadline is Tuesday, January 2, 2018**

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