



# **CUPE** education **ALBERTA REGION**

**January to June 2017**

Please explore the calendar and find out what is available. You can also look on the CUPE National website [www.cupe.ca](http://www.cupe.ca) You can register directly on the [www.cupe.ca](http://www.cupe.ca) site under Union Education or with Education Secretary, Melody Voykin [mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
*(Please note workshops will be added online by Dec 21)*

Remember that workshops listed in this calendar are subject to change. Be aware of **registration deadlines** for workshops. Your promptness in registering will help ensure courses are full and run.

**For the most current information on available workshops, please visit the website.**

## **Alberta Union Development at a Glance**

- The Alberta Education Department is located in the Alberta Regional Office
- Many different types of schools and workshops including Local CUPE District Schools, Regional Schools, Weeklong Schools and individual workshops are available
- Jurisdictional Conference and Convention Support
- Education Representative - Edmonton – Audrey Barr [abarr@cupe.ca](mailto:abarr@cupe.ca)
- Education Secretary – Calgary – Melody Voykin [mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)

If you have any Education requests or questions, please contact Audrey Barr at the Edmonton office 780-484-7644 or [abarr@cupe.ca](mailto:abarr@cupe.ca)

## **Health & Safety Learning Series (HSLs)**

The HSLs is a series will give participants a wide range of knowledge and skills related to workplace health and safety. After the nine-hour introductory workshop, participants can take any of the three-hour workshop modules in the three sections outlined below. To receive a certificate, participants need to complete the introduction workshop, all four skills workshops, at least three perspectives workshops and at least three specific hazard workshops.

## **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 co-operation.

## Workshops

DATE	LOCATION	WORKSHOP
Jan 13 & 14	Drumheller	Introduction to Stewarding
Jan 13 & 14	Fort McMurray	Health & Safety Modules - TBA
Jan 13, 14 & 15	Edmonton	Financial Officers
Jan 28 & 29	Calgary @ Local 37	Retirement Planning
Jan 28	Edmonton	Parliamentary Procedure (3hour)
Feb 3 & 4	Calgary	Steward Learning Series Creating an accommodation friendly workplace / Challenging racism in the workplace / Notetaking
Feb 3 & 4	Edmonton	Introduction to Stewarding
Feb 10 & 11	Calgary	Pensions – An Introduction
Feb 11	Edmonton	Influencing Politicians – Lobbying Workshop
Feb 10, 11 & 12	Calgary @ Local 37	Financial Officers
Feb 24 & 25	Calgary	Duty to Accommodate
Feb 24 & 25	Edmonton	Pensions – An Introduction
Mar 3 & 4	Edmonton	Steward Learning Series Creating Psychologically Healthy and Safe Workplaces / Understanding Mental Health / Being an ally for equality
Mar 10 & 11	Edmonton	Duty to Accommodate
Mar 11	Red Deer	Influencing Politicians – Lobbying Workshop
Mar 18	Red Deer	Alberta Division Education Day (6 hour workshops) SLS – Understanding Mental Health / Building Strong Local Unions / Combating workplace bullying / Introduction to CUPE
Mar 24 & 25	Red Deer	Steward Learning Series Connecting with Aboriginal workers / Disability issues for Stewards / What Stewards need to know about arbitration
Apr 1	Calgary	Parliamentary Procedure (3hour)
Apr 7 & 8	Calgary @ Local 37	Steward Learning Series Creating Harassment Free Workplaces / Challenging racism in the workplace / Representing members in front of management
Apr 8 & 9	SADC	Duty to Accommodate
Apr 21 & 22	Edmonton	Introduction to Health & Safety
Apr 21 & 22	Grande Prairie	Steward Learning Series What Stewards need to know about bargaining / Handling discipline and discharge / Connecting with Aboriginal workers

<b>DATE</b>	<b>LOCATION</b>	<b>WORKSHOP</b>
Apr 21 & 22	Lethbridge	Introduction to Health & Safety
Apr 28 & 29	Calgary @ Local 37	Introduction to Health & Safety
Apr 28 & 29	Fort McMurray	Steward Learning Series What Stewards need to know about Health & Safety / Building your case / Creating accommodation friendly workplaces
May 1 to 6	Red Deer College	Weeklong School – Workshops TBA
May 13	Grande Prairie	Parliamentary Procedure (3hour)
May 26 & 27	Grande Prairie	Steward Learning Series Challenging homophobia in the workplace / Creating psychologically healthy and safe workplaces / Understanding mental health



## CUPE WORKSHOP

# Introduction to Stewarding – Drumheller January 13 & 14

**Location:** TBA

**Registration Deadline:** January 4, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

### Stewarding – 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

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

### Health & Safety Learning Series – Fort McMurray January 13 & 14, 2017

**Location:** Keyano College  
8115 Franklin Avenue  
Fort McMurray

**Registration Deadline:** Jan 4, 2017

#### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

Workshop Modules to be determined

#### Health & Safety Learning Series (HSLs)

The HSLs is a series will give participants a wide range of knowledge and skills related to workplace health and safety. After the nine-hour introductory workshop, participants can take any of the three-hour workshop modules in the three sections outlined below. To receive a certificate, participants need to complete the introduction workshop, all four skills workshops, at least three perspectives workshops and at least three specific hazard workshops.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Financial Officers - Edmonton January 13, 14 & 15, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street  
Edmonton AB

**Registration Deadline:** Jan 4, 2017

### Workshop Details

Friday 6pm-9pm, Saturday & Sunday 9am-4pm

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

\*Remember to bring a calculator

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Retirement Planning - Calgary January 28 & 29, 2017

**Location:** CUPE Local 37  
5112 3rd Street SE  
Calgary AB

**Registration Deadline:** Jan 14, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

It's never too early to start planning for your retirement. Learn about government and workplace pensions and leave with some good tools to help you prepare financially and psychologically.

*NOTE: This workshop does not provide specific or personal financial advice.*

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Parliamentary Procedure - Edmonton January 28, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street  
Edmonton AB

**Registration Deadline:** Jan 14, 2017

### Workshop Details

Saturday 9am-12pm

Have you ever sat through formal proceedings at a meeting or convention and wondered what a "point of order" is?

If so, this workshop is for you! Come and learn how to participate better in union meetings and conventions.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**





## CUPE WORKSHOP

# Steward Learning Series - Calgary February 3 & 4, 2017

**Location:** CUPE Calgary Area Office  
240N 3015 5 Avenue NE  
Calgary AB

**Registration Deadline:** Jan 28, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**Creating an accommodation friendly workplace** - Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the duty to accommodate;
- what a good accommodation process and plan look like;
- what to do if the employer is not willing to provide reasonable accommodation.

**Challenging racism in the workplace** - Is there racism in your workplace? This workshop covers what racism looks like in the workplace, and your role as a steward in stopping racism.

**Notetaking** - Why do I have to take notes? What kind of notes should I take? What happens to my notes if a grievance goes to arbitration? Are my notes private? Is it better to take notes on a computer or by hand? What happens to the notes I take when the case is finished? This module answers important questions about notes, and provides practice time to work on note taking skills.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

### Steward Learning Series - Edmonton March 3 & 4, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street  
Edmonton AB

**Registration Deadline:** Feb 17, 2017

#### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**Creating Psychologically Healthy and Safe Workplaces** - What are the psychological hazards in a workplace? What is our role as stewards in making our workplaces psychologically healthy and safe?

**Understanding Mental Health** - Learn about mental health and mental illness, explore our own attitudes and stereotypes about mental health, and learn tools for representing members when mental health is an issue.

**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?

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Pensions – An Introduction - Calgary February 10 & 11, 2017

**Location:** CUPE Calgary Area Office  
240N, 3015 5<sup>th</sup> Avenue NE  
Calgary AB

**Registration Deadline:** Jan 28, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you?

The weeklong version of this workshop covers additional topics such as pension law, bargaining pensions, different kinds of pension plan benefits and socially responsible investment.

*NOTE:* If you have a pension plan in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too. This is NOT a retirement planning workshop.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Influencing Politicians – Lobbying Workshop Edmonton February 11, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street NW  
Edmonton AB

**Registration Deadline:** Jan 28, 2017

### Workshop Details

Saturday 9am-4pm

This workshop prepares participants to lobby local, municipal, school board, provincial or federal level politicians. By registering for the workshop, participants commit to participating in a lobby that will be arranged with CUPE in the weeks or months that follow.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under “Union Education”**



## CUPE WORKSHOP

### Financial Officers - Calgary February 10, 11 & 12, 2017

**Location:** CUPE Local 37  
5112 3rd Street SE  
Calgary AB

**Registration Deadline:** Jan 28, 2017

#### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm / Sunday 9am-4pm

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

\*Remember to bring a calculator

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Financial Officers - Calgary February 10, 11 & 12, 2017

**Location:** CUPE Local 37  
5112 3rd Street SE  
Calgary AB

**Registration Deadline:** Jan 28, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm / Sunday 9am-4pm

This workshop is for secretary-treasurers and trustees. You will practice:

- keeping a monthly ledger
- filling out the per capita tax form
- preparing a budget
- auditing the books

\*Remember to bring a calculator

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Duty to Accommodate - Calgary February 25 & 25, 2017

**Location:** CUPE Calgary Area Office  
240N 3015 5 Avenue NE  
Calgary AB

**Registration Deadline:** Feb 10, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate.

This workshop will:

- Explore the case law, key concepts and the prohibited grounds of discrimination under human rights law.
- Show you how to make the case for accommodating workers and help union reps and employers come up with appropriate accommodations for members.
- Show you how to break down stereotypes and stigmas and help bring other union members on board to support the accommodation process for those who need it.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Pensions – An Introduction - Edmonton February 24 & 25, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street  
Edmonton AB

**Registration Deadline:** Feb 10, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

Our pensions are our retirement wages. Do you want to get a pension plan in your workplace or improve the one you have? Do you want to understand the information you get about your pension? Do you wonder how government pension plans will work for you?

The weeklong version of this workshop covers additional topics such as pension law, bargaining pensions, different kinds of pension plan benefits and socially responsible investment.

*NOTE:* If you have a pension plan in your workplace, bring your annual pension statement with you. If you have a copy of your Canada Pension Plan statement, bring that too. This is NOT a retirement planning workshop.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**





## CUPE WORKSHOP

### Steward Learning Series - Edmonton March 3 & 4, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street  
Edmonton AB

**Registration Deadline:** Feb 17, 2017

#### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**Creating Psychologically Healthy and Safe Workplaces** - What are the psychological hazards in a workplace? What is our role as stewards in making our workplaces psychologically healthy and safe?

**Understanding Mental Health** - Learn about mental health and mental illness, explore our own attitudes and stereotypes about mental health, and learn tools for representing members when mental health is an issue.

**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?

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Duty to Accommodate - Edmonton March 10 & 11, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street NW  
Edmonton AB

**Registration Deadline:** Mar 24, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

Learn about the rights and responsibilities of both employers and unions under the Duty to Accommodate.

This workshop will:

- Explore the case law, key concepts and the prohibited grounds of discrimination under human rights law.
- Show you how to make the case for accommodating workers and help union reps and employers come up with appropriate accommodations for members.
- Show you how to break down stereotypes and stigmas and help bring other union members on board to support the accommodation process for those who need it.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Influencing Politicians – Lobbying Workshop Red Deer March 11, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street NW  
Edmonton AB

**Registration Deadline:** Feb 24, 2017

### Workshop Details

Saturday 9am-4pm

This workshop prepares participants to lobby local, municipal, school board, provincial or federal level politicians. By registering for the workshop, participants commit to participating in a lobby that will be arranged with CUPE in the weeks or months that follow.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under “Union Education”**



# CUPE WORKSHOP

## Steward Learning Series – Red Deer

### March 24 & 25, 2017

**Location:** CUPE Red Deer Office  
250, 5002 55<sup>th</sup> Street  
Red Deer AB

**Registration Deadline:** Mar 10, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**Connecting with Aboriginal workers** - As demographics shift, Aboriginal workers are playing an ever-increasing role in the workplace. In this workshop, stewards will explore strategies for making your locals more inclusive to Aboriginal members.

**Disability issues for stewards** - Disabilities can be physical or mental, visible or invisible, permanent or temporary. There are workers with disabilities in every workplace. In this module, stewards learn about different kinds of disabilities and what they can do to create accessible workplaces.

**What stewards need to know about arbitration** - "Although most grievances get settled, some do go to arbitration. In this module, stewards become familiar with the arbitration process, arbitration terms, mediated settlements, and the role of the steward before and during arbitration.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website**  
**[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Parliamentary Procedure - Calgary April 1, 2017

**Location:** CUPE Calgary Area Office  
240N, 3015 5<sup>th</sup> Avenue NE  
Calgary AB

**Registration Deadline:** Mar 17, 2017

### Workshop Details

Saturday 9am-12pm

Have you ever sat through formal proceedings at a meeting or convention and wondered what a “point of order” is?

If so, this workshop is for you! Come and learn how to participate better in union meetings and conventions.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under “Union Education”**



## CUPE WORKSHOP

# Steward Learning Series - Calgary April 7 & 8, 2017

**Location:** CUPE Local 37  
5112 3rd Street SE  
Calgary AB

**Registration Deadline:** Mar 24, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm / Sunday 9am-4pm

**Creating Harassment Free Workplaces** - It is the employer's responsibility to ensure a harassment-free workplace, but the union also has a role to play. Learn how to recognize harassment, educate the members about harassment, and represent members who are involved in harassment complaints.

**Challenging Racism in the Workplace** – Is there racism in your workplace? This workshop covers what racism looks like in the workplace, and your role as a steward in stopping racism.

**Representing Members in front of Management** – Stewards and supervisors are equals when they meet about labour relations. This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings, and build confidence by practicing meeting situations.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Introduction to Health & Safety - Edmonton April 21 & 22, 2017

**Location:** CUPE Alberta Regional Office  
300, 10235 124 Street NW  
Edmonton AB

**Registration Deadline:** Apr 7, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

This course serves as an introduction into the world health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of Health and safety committees
- The general duty clause
- Basics on the right to refuse

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Steward Learning Series - Grande Prairie April 21 & 22, 2017

**Location:** CUPE Grande Prairie Office  
101, 10126 117 Avenue  
Grande Prairie AB

**Registration Deadline:** April 7, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**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 that stewards play during bargaining.

**Handling Discipline & Discharge** – For many stewards, discipline and discharge cases are the hardest grievances to handle. Learn about:

- key legal concepts and terms;
- the role of a steward during the employer's investigation; when discipline is given; and during grievance meetings;
- how to develop effective arguments.

**Connecting with Aboriginal Workers** - Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the duty to accommodate;
- what a good accommodation process and plan look like;
- what to do if the employer is not willing to provide reasonable accommodation.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

or Darlene Frizzell  
Grande Prairie Office 780-538-1669  
Toll free 1-866-538-1669

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**





## CUPE WORKSHOP

# Introduction to Health & Safety - Lethbridge April 21 & 22, 2017

**Location:** CUPE Local 408 Office  
105B-3305 18 Avenue North  
Lethbridge AB

**Registration Deadline:** April 7, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

This course serves as an introduction into the world health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of Health and safety committees
- The general duty clause
- Basics on the right to refuse

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Introduction to Health & Safety - Calgary April 28 & 29, 2017

**Location:** CUPE Local 37  
5112 3rd Street SE  
Calgary AB

**Registration Deadline:** April 14, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

### Introduction to Health & Safety

This course serves as an introduction into the world health and safety, and explores different basic concepts such as:

- Identification of hazards
- Hierarchy of controls
- The basic role of Health and safety committees
- The general duty clause
- Basics on the right to refuse

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Steward Learning Series - Ft. McMurray April 28 & 29, 2017

**Location:** Keyano College  
8115 Franklin Ave  
Fort McMurray

**Registration Deadline:** April 7, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**What Stewards need to know about Health & Safety** - Stewards need to work with health and safety committee members and health and safety activists to ensure that the workplace is healthy and safe for our members. Learn about health and safety rights and how stewards can support this important area of union work.

**Creating an accommodation friendly workplace** - Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the duty to accommodate;
- what a good accommodation process and plan look like;
- what to do if the employer is not willing to provide reasonable accommodation.

**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.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Parliamentary Procedure - Grande Prairie May 13, 2017

**Location:** CUPE Grande Prairie Office  
101, 10126 117 Avenue  
Grande Prairie AB

**Registration Deadline:** April 28, 2017

### Workshop Details

Saturday 9am-12pm

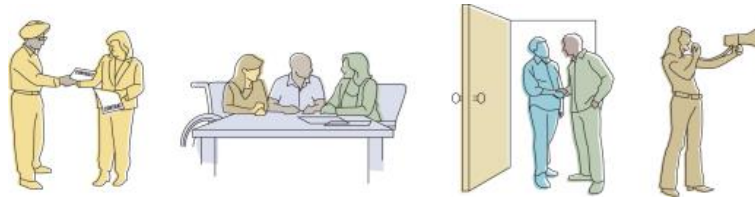
Have you ever sat through formal proceedings at a meeting or convention and wondered what a "point of order" is?

If so, this workshop is for you! Come and learn how to participate better in union meetings and conventions.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin      or      Darlene Frizzell  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)      Grande Prairie Office 780-538-1669  
403-235-6955      Toll free 1-866-538-1669

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**



## CUPE WORKSHOP

# Steward Learning Series - Grande Prairie May 26 & 27, 2017

**Location:** CUPE Grande Prairie Office  
101, 10126 117 Avenue  
Grande Prairie AB

**Registration Deadline:** May 12, 2017

### Workshop Details

Friday 6pm-9pm / Saturday 9am-4pm

**Challenging Homophobia in the Workplace** - When homophobia goes unchallenged it leads to a toxic workplace. This module will explore what it is like for lesbian, gay, bisexual and transgender people to live in a world that is geared towards straight people.

**Creating Psychologically Healthy and Safe Workplaces** - What are the psychological hazards in a workplace? What is our role as stewards in making our workplaces psychologically healthy and safe?

**Understanding Mental Health** - Learn about mental health and mental illness, explore our own attitudes and stereotypes about mental health, and learn tools for representing members when mental health is an issue.

***Please remember all workshops are a \*Scent Free Environment\****

Registrar: Melody Voykin  
[mvoykin@cupe.ca](mailto:mvoykin@cupe.ca)  
403-235-6955

or

Darlene Frizzell  
Grande Prairie Office 780-538-1669  
Toll free 1-866-538-1669

**Please register online via the CUPE National Website  
[www.cupe.ca](http://www.cupe.ca) under "Union Education"**