

CUPE WORKSHOPS AT UVIC

Spring 2014

**Workshops sponsored by CUPE Locals 917, 951, 3886, 4163
Vancouver Island District Council and Union Education
Flyer produced by Unifor**

We're bringing an ambitious series of workshops to the University of Victoria in a unionized facility to benefit CUPE members in the Victoria area and beyond.

Avoid disappointment! Register at least two weeks prior to the course – space is limited so get your names in now! Waiting too long to register can also result in cancellations due to low numbers as we are required to have a minimum of 10 and a maximum of 25 participants. You must register ahead of time and not just show up at the workshop.

Please bring your Collective Agreement and your Steward Handbook (if your Local has one) to the workshops.

February 17 & 18, 2014 Retirement Planning

This workshop is designed to emphasize the importance of retirement planning, and to provide information and resources about issues that should be considered as retirement approaches and to motivate participants to do something about formulating a realistic retirement plan NOW. Individual and group activities will help participants to establish long-term plans of action as well as a commitment to implement at least some planning ideas now.

***This workshop does not include presentations from the BC Pension Corporation (Municipal Pension Plan) or the Federal Income Security Plans (Canada Pension Plan and Old Age Security).**

February 24-25, 2014 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 the steward
- Investigating workplace problems
- CUPE'S structure
- Filing a grievance
- Meeting with Management
- Dealing with workplace complaints

March 10 & 11, 2014 Financial Officers

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

March 17 & 18, 2014 Note Taking

This workshop is aimed at executive members and shop stewards who are required to keep notes and keep a record of meetings with management.

You will get a chance to improve your listening skills, practice taking notes capturing the important points raised in the meeting, and how to take different styles of notes, whether it is disciplinary, grievance or bargaining meetings.

March 24 & 25, 2014 Bargaining Skills

This course is for bargaining committee members, who will learn more about the bargaining process by role-playing and discussing bargaining strategies. Learn how to develop a bargaining plan, present a proposal to management, and build support from the membership during bargaining.

March 31 & April 1, 2014 Public Speaking

This workshop will help you gain the confidence you need to speak up at a meeting or public event. Take the opportunity to practice speaking on various issues and resolutions. Learn ways to deal with nervousness and prepare and present both a short and long speech in front of a supportive group.

Please see back of page for details on parking, cost and location.

All workshops are at the University Club

University of Victoria

<http://www.uvic.ca/maps/2dmap.html>

map location 3A ~ parking lot 9

9:00-4:00 each day

1-day workshops \$45, 2-day workshops \$90

Registration cost covers room rental in unionized facility, tea, coffee and lunches

Breakfast not included!

Outside food not permitted by the facility except personal snacks for dietary reasons

Payment of fees to:

CUPE Local 951

University of Victoria, TEF Room 221

PO Box 1700 STN CSC

Victoria, B.C. V8W 2Y2

Registration contact: Kira Bradley

cupe951@uvic.ca 250-853-3658

Please do not use any products with fragrances on days you are attending workshops as many people have chemical sensitivities and allergies to perfumes, hand creams etc.