



# UNIFOR ONTARIO EDUCATION SCHEDULE Fall 2017

	Course Name	Course Date	Registration Deadline	Course Location
1.	3-day Health and Safety: Beyond the Basics	September 13- 14- 15	August 18	Toronto Area Course Unifor Local 6007 1120 - 45 Dunfield Avenue Toronto, ON M4S 2H4
2.	3-day Grievance Handling and Workplace Leadership	September 27- 28- 29	September 1	Windsor Area Course Unifor Local 195 3400 Somme Avenue Windsor, ON N8W 1V4
3.	1-day Planning for your Future	September 29	September 1	Guelph Area Course Unifor Local 1917 611 Silvercreek Parkway North R R 5 Guelph, ON N1H 6J2
4.	3-day WSIB (Worker's Compensation - Ontario)	October 2- 3- 4	September 8	Toronto Area Course Unifor Local 6007 1120- 45 Dunfield Avenue Toronto, ON M4S 2H4
5.	3-day Women Activists	October 2- 3- 4	September 8	Thunder Bay Area Course Unifor Local 1075 112 West Gore Street Thunder Bay, ON P7E 3V9
6.	3-day Local Union Finances	October 2- 3- 4	September 8	Windsor Area Course Unifor Local 195 3400 Somme Avenue Windsor, ON N8W 1V4
7.	1-day Building a Respectful Workplace	October 14	September 15	Windsor Area Course Unifor Local 195 3400 Somme Avenue Windsor, ON N8W 1V4
8.	3-day Pay Equity	October 16- 17- 18	September 22	London Area Course Unifor London Area Office 140 Pine Valley Blvd London, ON N6K 3X3

	Course Name	Course Date	Registration Deadline	Course Location
9.	1-day Employee & Family Assistance Program	October 20	September 22	Guelph Area Course Unifor Local 1917 611 Silvercreek Parkway North R R 5 Guelph, ON N1H 6J2
10.	1-day Lead Hand Training	October 22	September 29	Oakville Area Course Unifor Local 707 475 North Service Road East Oakville, ON L6H 1A5
11.	3-day Grievance Handling and Workplace Leadership	October 26- 27- 28	September 29	Hamilton Area Course Unifor Local 504 307 Queenston Road Hamilton, ON L8K 1H3
12.	1-day Lead Hand Training	October 29	September 29	Windsor Area Course Unifor Local 444 1855 Turner Road Windsor, ON N8W 3K2
13.	3-day Women Activists	November 1- 2- 3	October 6	Windsor Area Course Unifor Local 444 1855 Turner Road Windsor, ON N8W 3K2
14.	3-day Grievance Handling and Workplace Leadership	November 1- 2- 3	October 6	Thunder Bay Area Course Unifor Local 1075 112 West Gore Street Thunder Bay, ON P7E 3V9
15.	3-day Human Rights are Workers Rights	November 6- 7- 8	October 13	Thunder Bay Area Course Unifor Local 1075 112 West Gore Street Thunder Bay, ON P7E 3V9
16.	3-day Women Activists	November 6- 7 -8	October 13	Toronto Area Course Unifor Local 6007 1120 - 45 Dunfield Avenue Toronto, ON M4S 2H4
17.	3-day Women Activists	November 6- 7- 8	October 13	Ottawa Area Course Unifor Ottawa Area office 5 Gurdwara Drive Ottawa, ON K2E 7X6
18.	3-days Health and Safety: Beyond the Basics	November 8- 9- 10	October 13	Belleville Area Course Unifor Local 1839 160 Catharine Street Belleville, ON K8P 1M8
19.	1-day Lead Hand Training	November 12	October 20	Brampton Area Course Unifor Local 1285 23 Regan Road Brampton, ON L7A 1B3

	Course Name	Course Date	Registration Deadline	Course Location
20.	3-day Human Rights are Workers Rights	November 12- 13- 14	October 20	Guelph Area Course Unifor Local 1917 611 Silvercreek Parkway North R R 5 Guelph, ON N1H 6J2
21.	1-day Planning for your Future	November 18	October 20	Hamilton Area Unifor Local 5555 McMaster University Campus Hamilton, ON
22.	1-day Lead Hand Training	November 19	October 27	Oshawa Area Course Unifor Local 222 1425 Phillip Murray Avenue Oshawa, ON L1J 8L4
23.	3-day Collective Bargaining	November 20- 21- 22	October 27	Ottawa Area Course Unifor Ottawa Area Office 5 Gurdwara Drive Ottawa, ON K2E 7X6
24.	3-day Women Activists	November 20- 21- 22	October 27	Oshawa Area Course Unifor Local 222 1425 Phillip Murray Avenue Oshawa, ON L1J 8L4
25.	3-day Collective Bargaining	November 22- 23- 24	October 27	Windsor Area Course Unifor Local 195 3400 Somme Avenue Windsor, ON N8W 1V4

**PLEASE REGISTER EARLY \*\***

All Courses commence at 8:30 a.m. and end at 4:30 p.m. unless otherwise noted at the beginning of the Course.

**\*\*We require a minimum of 15 participants to run a Course. In order to maintain a manageable class size, once 20 participants have registered for a Course, we will consider it full.**

If you have any questions regarding registration please contact Bonnie Morgan 416-718-8489, or e-mail [areaCourses@unifor.org](mailto:areaCourses@unifor.org).

For registration forms, please contact your local.

NOTE: This schedule is subject to change. Please check our website [www.unifor.org/education-en](http://www.unifor.org/education-en) for the most up to date information and Course descriptions.



2 August 2017

TO: President, Recording Secretary, Financial Secretary, Education Chairperson

Greetings!

## Area Courses – Ontario 1-day & 3-day

This letter will announce the Fall Schedule for Ontario Area Courses. A registration form containing a description of the course(s) is attached. These area courses, as with all area courses are open to all bargaining unit members.

Delegates should **check in** between 8:00 am to 8:30 am on the first day of the course.

For three-day courses there are no registration fees, Local Unions and the National Union share the lost-time costs of participants on a 50/50 basis.

In certain exceptional circumstances, participants may have to travel a distance to attend these programs. In these cases, travel and overnight accommodation expenses must be pre-approved by my office and will also be covered on a 50/50 cost sharing basis. Local unions are required to cover all costs up front, and then submit an invoice of costs incurred for 50% reimbursement. A reimbursement form and the Guidelines for Reimbursement have been enclosed for all locals registering participants.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department.

Fax: (416) 495-6554  
E-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

Your local union education committee and leadership are requested to promote this school as much as possible and to encourage leadership participation at all levels.

Please advise your members who have registered that our arrangements for meals, materials, instructors, etc., are based on their attendance. **If any member has to cancel they should contact the local directly, who in turn should contact our office with that information as soon as possible.**

I have enclosed a colourful education poster to advertise each course in the workplace. These are sent to you by email. Please contact Bonnie Morgan if you wish to have additional posters mailed to you.

I've also enclosed information on Frequently Asked Questions for Area courses.

Please let me know if you have any other questions.

In solidarity,



**BOB VAN CLEEF**  
National Representative  
Unifor Education Department  
E-mail: [bob.vancleef@unifor.org](mailto:bob.vancleef@unifor.org)  
Attachment:  
bvc/bm:cope343  
H:\Schools\Masters\Call let 1-day & 3-day courses.docx

cc (sent by e-mail)

# WINDSOR AREA COURSE

## September 27- 28- 29, 2017

Unifor Local 195  
3400 Somme Avenue  
Windsor, ON N8W 1V4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

### 3-Day Grievance Handling and Workplace Leadership

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: SEPTEMBER 1, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

**\*\*ONLY THOSE LOCALS WITH REGISTRATIONS WILL BE NOTIFIED OF COURSE CANCELLATION, IF NEEDED.**

## Grievance Handling & Workplace Leadership (3-day course)

Prerequisite:

Are you a Chairperson, Steward or a Committeeperson? Would you like to develop or sharpen your skills? The role of workplace representatives is critical to our union strength - it is a rewarding and challenging job.

In this three-day course using case studies and hands-on practical activities, we focus on three key themes related to the role of the workplace representative:

- Technical skills (what is a grievance, how to conduct an investigation, writing and presenting grievances, duty of fair representation);
- Communication skills (listening, asking questions, formulating arguments);
- Union building skills (actions and strategies for strengthening the union at the local and national level).

This program is designed to equip workplace leaders with the skills and tools needed to defend the rights of workers and to develop an understanding of the role of a workplace representative in building a strong membership and local union.

***Note: There is considerable overlap between this course and the week-long Grievance Handling Course. The three-day programs are designed for those with limited (or no) access to PEL.***

Get the tools you need to best represent our members when they need it most!

**AVAILABLE FOR ALL BARGAINING UNIT MEMBERS**

# WINDSOR AREA COURSE

## October 2- 3- 4, 2017

Unifor Local 195  
3400 Somme Avenue  
Windsor, ON N8W 1V4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

### 3-Day Local Union Finances

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: SEPTEMBER 8, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

**\*\*ONLY THOSE LOCALS WITH REGISTRATIONS WILL BE NOTIFIED OF COURSE CANCELLATION, IF NEEDED.**



## **Local Union Finances (3-day course)**

Must hold a current Local Union position as Treasurer, Financial Secretary, Secretary-Treasurer or Trustee.

The Local Union Finances Course is for Treasurers, Financial Secretaries, Secretary-Treasurers, and can also be attended by Trustees.

The program will cover all aspects of recording and safeguarding the funds and financial records of a local union; and the duties of the financial officer as an integral part of the Local Union Executive.

This includes best practices for maintaining and preserving records of income and expenses, creating and upholding a budget; complying with the requirements of the Constitution of Unifor and Local Union Bylaws; as well as preparing the quarterly report for the independent audit of the trustees /auditor.

***AVAILABLE FOR ALL BARGAINING UNIT MEMBERS***

# WINDSOR AREA COURSE

## October 14, 2017

Unifor Local 195  
3400 Somme Avenue  
Windsor, ON N8W 1V4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

## 1-Day Building a Respectful Workplace

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: SEPTEMBER 15, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

**\*\*ONLY THOSE LOCALS WITH REGISTRATIONS WILL BE NOTIFIED OF COURSE CANCELLATION, IF NEEDED.**

## **Building a Respectful Workplace Environment (1-day course)**

We all deserve to leave work each day with our safety and dignity intact. This course concentrates on defining harassment and exploring the legal and moral obligations of both employers and unions in creating and maintaining a harassment-free workplace. Using case studies, participants will analyse all forms of harassment, but particularly harassment based on race, gender, sexual orientation and disability. Participants will review the Unifor harassment policy and look at strategies and processes for challenging and preventing workplace harassment. This course is important for workplace representatives and leadership and for all of those working to make our workplaces safer and more respectful.

***AVAILABLE FOR ALL BARGAINING UNIT MEMBERS***

# WINDSOR AREA COURSE

## October 29, 2017

Unifor Local 444  
1855 Turner Road  
Windsor, ON N8W 3K2

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

### 1-Day Lead Hand Training

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: SEPTEMBER 29, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

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## **Lead Hand Program: Understanding the Law & Legal Accountability (1-day course)**

Are you a Lead Hand, Team Leader, Journey person, Shift Leader, Head Cashier, or similar?

Are you in a position that gives you a certain amount of "Supervisory" duties, yet you are a union brother or sister? Does management delegate their duties onto you? If so it is important to understand your legal responsibilities under occupational health and safety law.

No matter what province or jurisdiction we work under - whether it is provincial or federal we all have legal duties that we have to abide by depending on your level of responsibility. You may have legal accountability under the Criminal Code of Canada!

This course is designed for our "Union" members who provide direction to other members in their workplace. This course will identify your responsibilities with-in the law and the importance of due diligence. We will answer any questions of legal accountability and discuss strategies to effectively negotiate language in your collective agreement to strengthen our union.

***AVAILABLE FOR ALL BARGAINING UNIT MEMBERS***

# WINDSOR AREA COURSE

## November 1- 2- 3, 2017

Unifor Local 444  
1855 Turner Road  
Windsor, ON N8W 3K2

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

### 3-Day Women Activists

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: OCTOBER 6, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

**\*\*ONLY THOSE LOCALS WITH REGISTRATIONS WILL BE NOTIFIED OF COURSE CANCELLATION, IF NEEDED.**

## **Women Activists (3-day course)**

The course covers a wide range of issues, such as women's work, history and activism. We will discuss the issues that women face and how we can work towards equality. This course identifies opportunities for involvement and strategies to overcome barriers to participation. Participants will strengthen their communication and critical thinking skills, increase their comfort level in order to speak up and take action on issues in the workplace, the union and the community.

This course reinforces Unifor's commitment to take on and advance the goals of women in the union.

***AVAILABLE FOR ALL BARGAINING UNIT MEMBERS***

# WINDSOR AREA COURSE

## November 22- 23- 24, 2017

Unifor Local 195  
3400 Somme Avenue  
Windsor, ON N8W 1V4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

### 3-Day Collective Bargaining

This will certify that the following persons listed below are accredited delegates representing Unifor Local \_\_\_\_\_ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

**REGISTRATION DEADLINE: OCTOBER 27, 2017**

Return registration form to the attention of  
Bonnie Morgan, Education Department  
by fax: (416) 495-6554  
by e-mail: [bonnie.morgan@unifor.org](mailto:bonnie.morgan@unifor.org)

**AUTHORIZED BY:**

\_\_\_\_\_  
(Local Union President or Recording Secretary)

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## **Collective Bargaining (3-day course)**

In this 3-day Collective Bargaining program we will focus on maximizing our bargaining power by developing a strategic approach to bargaining. We will discuss the importance of preparation including generating proposals from the membership, assessing the climate of bargaining, building a strong committee, determining bargaining priorities and developing a strong proposal package.

Through a role play activity, participants will have an opportunity to draft contract language, negotiate an agreement and deepen their understanding around the role of the bargaining committee throughout negotiations. We will discuss the ratification process and the role of the committee in presenting a tentative agreement to members. Attention will also be given to the importance of collective bargaining as an opportunity to engage members, connect members to the union and, as a result, strengthen the local union.

This program will provide bargaining committee members with a solid foundation for their work at the bargaining table.

***AVAILABLE FOR ALL BARGAINING UNIT MEMBERS***