



CANADIAN UNION OF PUBLIC EMPLOYEES

UNION DEVELOPMENT DEPARTMENT &
EASTERN GREAT LAKES DISTRICT CUPE COUNCIL

PRESENTS

EDUCATIONAL WORKSHOPS

LOCATION:

Queen's University Campus
MacIntosh – Corry Hall
Kingston, ON

REGISTRATION TIME:

Sat. April 16 – 8:30 am – 9:00 am

DATES: April 16 & 17, 2011

CLASS TIMES:

Saturday, April 16 - 9:00 am – 5:00 pm
Sunday, April 17 – 9:00 am – 12:00 pm

REGISTRATION DEADLINE: Friday, March 25, 2011

REGISTRATION FEE:

\$75.00 Affiliated Locals
\$100.00 Non-Affiliated Locals
All registration fees to be paid in advance.
**REGISTRATIONS WILL NOT BE
ACCEPTED WITHOUT PAYMENT**

REGISTRATION INCLUDES: Course materials

Coffee/Juice/Snacks for morning Break on
Saturday. Lunch on Saturday
Please advise of dietary requests.

CANCELLATION POLICY:

Please provide in writing by Friday, March 25,
2011 your cancellation request. Please ensure
you provide your local number, address and
contact numbers. **Any cancellations received
after Friday, March 25, 2011 will not be
refunded.**

REGISTRAR
CarOlyn Layfield
615 Norris Court
Kingston, ON K7P 2R9
Tel: (613) 542-2069
Fax: (613) 542-2778

Email:
clayfield@cupe.ca

WORKSHOPS

1. 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 and dealing with workplace complaints.

2. New Stewards Learning Series (2 classes)

Class 1 - Handling Grievances, Building Your Case, What to Expect at Arbitration

Class 2 - Representing Members in Front of Management, What's Our Duty and Member to Member Conflict

Please specify which class you are interested in when filling out the registration form.

3. Running an Effective Meeting

If you have ever wondered what "point of order" is, this workshop is for you. After attending this workshop, CUPE members can play a more active role in union meetings and conventions. You will learn the meaning of many new terms and how we make decisions within the union (formerly known as Parliamentary Procedure).

4. 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



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TO BE MAILED TO THE REGISTRAR ----->

REGISTRATION DEADLINE: FRIDAY, MARCH 25, 2011

NAME	ADDRESS	PHONE NO. <small>(please include in case of course change/cancellation)</small>	COURSE	LOCAL

REGISTRATION FEE ENCLOSED: \$75.00 Local Affiliates (please indicate which CUPE District Council your local is affiliated with)
(includes light supper on Friday and lunch on Saturday)
\$100.00 Non-Affiliates (Includes light supper on Friday and lunch on Saturday)
TO BE PAID IN ADVANCE. REGISTRATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT.
Please advise of any dietary concerns on registration form

MAKE CHEQUES PAYABLE TO: Eastern Great Lakes CUPE Council (attach both registration form and cheque together)

NO REFUNDS FOR CANCELLATIONS AFTER FRIDAY, MARCH 25, 2011

