



2014 Canadian Labour Congress Winter School - INFORMATION SHEET -

Week One:	January 19 – 24, 2014
Week Two:	January 26 – 31, 2014
Week Three:	February 2 – 7, 2014
Week Four:	February 11 – 14, 2014 *
Week Five:	February 16 – 21, 2013

* Professional Development Week – runs Tuesday – Friday

ALL MEMBERS ARE ELIGIBLE FOR SCHOLARSHIPS TO ATTEND THE FOLLOWING COURSES:

- 1. Facing Management** (weeks one, two, three, five)
This course offers an opportunity to learn new skills, tactics, and strategies for unions to use in joint labour-management committees. This is a perfect course for newer activists that want to learn more about union-management relations, traditional and modern management theories and systems, and the history of work organization. Communication skills, group dynamics training, and conflict resolution skills will be emphasized. The course offers hands-on practice sessions in skill-building techniques so that you will be as comfortable in the boardroom as you are at a union meeting.
- 2. Parliamentary Procedure and Public Speaking** (weeks one and five)
This is a two-part course. Parliamentary Procedure covers how to run a meeting effectively, the duties of a chairperson and secretary, and how rules of order can provide a democratic and fair process to get the business of the union accomplished. Public Speaking covers how to speak persuasively to various groups and how different formats are used to speak at convention, debates, and impromptu gatherings.
- 3. Women in Leadership Level 1** (week one)
This course offers union women an opportunity to develop and enhance their leadership skills and knowledge in a variety of current and emerging labour issues. A major component of the course will cover communication and motivational skills that are important for women activists.
- 4. Building a Diverse and Representative Labour Leadership** (week two)
The world of work is changing rapidly. But is the labour movement keeping pace? Workers of colour and aboriginal workers are growing in numbers. Aboriginal youth are joining the workforce earlier than others; and workers of colour make up the majority of new Canadians entering the workforce. For the labour movement to grow, labour leadership needs to understand and better reflect our changing workforce. This course is designed for aboriginal and/or workers of colour to advance their leadership skills in the following areas: governance & leadership; advancing equity at the bargaining table; campaign organizing; lobbying and communications; improve presentation skills; campaign organizing; health & safety issues; an overview of grievances and arbitration; and emerging issues affecting the labour movement

5. Bullying & Harassment (weeks two and five)

Responsibility for bullying in the workplace is shared between workers, the employer, and the union. This course will explore different approaches and tools to address bullying in the workplace, from education programs, legislation, workplace policies and procedure, grievances, and other means within the collective agreement language like labour management committees. The course will also explore the relationship and differences between legislation covering bullying and harassment. We will also look at what the rest of Canada is doing on the topic of bullying and pull examples and lessons from their experiences. Finally, we will review the new BC Legislation put out by Worksafe and the implications of this language for OHS Committees and Worksafe WCB claims.

6. Critical Incident Stress (week two)

Although we hope that incidents and accidents in the workplace never occur, quite often they do and the Union is challenged to help its' members deal with the impacts and aftermath. This course develops an understanding of critical incident stress and how it can affect people. From there, the course helps unions develop a critical incident stress response system which can be implemented in the workplace. Participants will examine key elements of critical incident response systems, including a review of collective agreement language covering emergency responders and other workers. Finally, the course will look at what challenges exist within the health and WCB system which requires our advocacy action, to make change happen.

7. Young Workers in Action (week two)

This course is designed to give young union activists the skills they need to be effective in their workplace. The course will cover public speaking, how meetings are run, how to read your contract, grievance handling, and basic collective bargaining process. Participants are requested to bring a copy of their collective agreement.

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8. Using Modern Tools to Talk with Your Members (week three)

Beginning with an internal union communications audit, this course will teach participants how to use a variety of communications tools in order to reach union members with the union's message and culminate with a custom internal communications plan. The course will take a look at websites, newsletter/bulletin design and writing skills, crafting effective emails, starting and managing email lists, and basic poster design. Participants will also learn the basics of taking great photos and producing short, engaging videos to better communicate with their union members.

9. Candidate Training for Women (week four)

Are you a women who has been elected in your local union, provincial, or community organization? Are you looking to increase your support base and engage a wider audience? Have you run or considered running in a municipal, provincial, or federal campaign? If you answered yes to any of these questions, then this course is for you!

This course is a next step for women leaders, designed to address the real challenges women candidates face and will introduce ways to balance the day to day challenges in the face of high stress campaigns. Bringing together leaders from various sectors, communities, and levels of government, participants will take away new ways of campaigning, strategic planning, and framing our message. By building on communication and presentation skills, participants will leave with tools to best communicate their message in on camera interviews, face to face debates, and with new media.

10. Successful Meeting – Parliamentary Procedure (week four)

This course focuses on the nuts and bolts of how to run union meetings at the local level. Not only will you learn the basics of Parliamentary Procedure but we'll also discuss how to make committees and other small groups work more effectively. We'll also explore new meeting formats and how to use our time in meeting to get tasks done.

11. Transforming Conflict (week five)

Transforming Conflict approaches conflict in a novel way. It recognizes that conflict isn't always negative but that it is the outcome of the conflict that is negative or positive. The course will teach participants how to listen to people involved in a conflict, get to the root causes of a conflict, and how to coach people involved in a conflict to identify shared interests. Participants will learn how to use those shared interests to help people involved in a conflict find solutions and turn the conflict and shared interests into union activism.

12. Women's Health and Safety in the Workplace (week five)

All workers face health and safety issues at work - injuries, workplace hazards, disease, and stress. Many of these issues also have a gender dimension - they affect women's bodies in particular ways. In this course, participants will discuss and learn about how women's health (including reproductive health) is affected by toxic workplace substances, the way work is often designed to fit men's bodies, and workplace stresses such as violence and harassment. The program gives participants skills for assessing workplace hazards, and provides participants with key health and safety principles (hazard control, precautionary principles, right to refuse, right to know, and the right to participate). This program is geared to women who are health and safety committee members, and to all women who want to know more about how to make our workplaces and lives safer and healthier.

This course meets the criteria for the 8-hr annual educational leave that OH&S Committee members and worker representatives are entitled to under the Workers Compensation Act.