

DISTRICT 3 EDUCATION



How to plan and book an education course:

Requests for schools/courses are made to your staff representative, who will coordinate with the District. To ensure there is adequate time to assign instructors, prepare materials and ship materials to the location of the school, we ask that a list of participants be submitted to the District office at least three weeks prior to the date of the school. There is a minimum requirement of ten students per class. However, there are times when due to special circumstances, that requirement cannot be met, for example, if a Local is preparing for negotiations and requests a Collective Bargaining Course for its bargaining committee, which is less than ten. In that case, the President or Staff Representative would make the request with the reason for the special circumstances. We also recommend a maximum of twenty students per class. Wood Council Locals may also contact the Wood Council Chair or the District Education Coordinator directly.

Who pays?

When a local or staff representative makes a request for a school through the District, the course materials, personal expenses, lost wages, travel and hotel for the instructor(s), which we approve or assign, are covered by the District Education Fund. Local Unions are responsible for any lost wages, personal expenses, travel and hotel costs for the students. The Local Unions also cover the cost of any facilities that are rented to accommodate the school.

Questions or Concerns

We are happy to assist in any way possible regarding the education of your members. If you wish to combine a number of courses into a school or just host one feel free to contact our education coordinator and we can design a program to meet your specific needs.

Or

At any time, if you have any questions on our Education Program, please call and speak to our District Education Coordinator, Dayna Sykes, at the District office, 604-683-1117 or email dsykes@usw.ca

STEWARD COURSES

STEELWORKER STEWARDS IN ACTION LEVEL I (Basic)

This course is designed for new and experienced stewards. It will help participants better understand the role stewards play in not only grievance handling, but also in building solidarity in the unit, local and the community.

The course covers:

- Responsibilities of the steward
- Grievance writing, handling and investigation
- Communicating in the union and with management

Course Length: 2 days

Prerequisite: None

STEELWORKER STEWARDS IN ACTION LEVEL II

This course is designed for stewards who have taken the Basic Stewards in Action course. It will help participants better understand proper grievance investigation and presentation and further enhance skills in "building solidarity" in the unit, local and the community. The course covers:

- Grievance writing and handling
- Investigating grievances
- Communicating in the union and with management
- Structure of union
- Stewards role in the local
- Mobilizing the membership

Course Length: 2 days

Prerequisite: Stewards Training Level I

ADVANCED GRIEVANCE HANDLING

This course is for stewards to have the tools for a final step meeting to know if they have enough support to proceed to arbitrations. This is an advanced course that will cover:

- Analyzing grievances
- Duty of Fair Representation
- Introduction to case law
- Researching jurisprudence

Course Length: 2-5 days
Prerequisite: Stewards Levels I & II

ARBITRATION

This course is designed for Steward and Grievance Committee persons who will be preparing the presentation of arbitration cases.

Session will focus on:

- Facts vs. Evidence – legal argument
- Gathering information and evidence
- Selecting and preparing witnesses
- What to expect at the arbitration hearing
- Procedure – preliminary and; evidentiary issues
- Collective agreement interpretation
- Settlement discussions and agreements
- Duty to Fair Representation/Duty to Accommodate

Course Length: 5 days
Prerequisite: Advanced Grievance Handling

OCCUPATIONAL HEALTH AND SAFETY

HEALTH AND SAFETY LEVEL I

Occupational Health and Safety is one of the most important jobs of our union. This is an introductory class that will help new Occupational Health and Safety Committee members understand their role in the union.

This course will cover:

- The role of union activism in health and safety
- Hazard identification and controls
- Meeting with management
- Investigating hazards
- The unions role in joint committees
- Basic health and safety rights
- Accessing regulatory frameworks

Course Length: 2 days

Prerequisite: None

HEALTH AND SAFETY LEVEL II

This course is designed to go more in depth on the concepts in level 1 and will include:

- Advocating for members at the committee level
- BBS and other employer programs
- Incident investigations
- Lobbying for change
- Tools for joint committee meetings

Course Length: 2 days

Prerequisite: Level 1

ACCIDENT INVESTIGATION

This two day workshop will look at accident and occupational disease investigations, including identifying situations that warrant investigation, legal rights and the role of the union in investigations.

Topics will include:

- The legal requirements for an investigation
- How to conduct a proper investigation
- How to analyze the results of an investigation and to determine contributing factors and root cause
- Interview techniques
- Preparing a report
- Making recommendations

Course Length: 2 days

Prerequisite: For Health & Safety Committee Members

HEALTH CARE ERGONOMICS

This 3 hour Power Point Workshop is designed for health care workers to have an understanding of what ergonomics is and why it is important. It will cover what musculoskeletal disorders are, what workplace risk factors are and how they cause musculoskeletal disorders. It will also cover why work organization is central to all the other risk factors and how to analyze jobs for risk factors for ergonomic injuries and how to eliminate them.

Course Length: 3 hours

Prerequisite: None

WORKERS' COMPENSATION

This course takes the participant through methods to improve the quality of representation injured workers receive. Topics include:

- Duties of a Worker Representative
- Defining Issues in WCB Decision letters
- How to read a WCB file
- Assess evidence and prepare a case plan
- Gathering evidence and communication
- Written and oral submissions
- Post hearing and decision analysis

For more information please contact the District 3 Education Coordinator or Staff Representative

BARGAINING COURSES

BARGAINING HEALTH AND SAFETY LANGUAGE

This course will assist local union bargaining committees as they prepare for collective bargaining.

Sessions will focus on strong collective agreement language with samples of language participants can use as a guideline.

Course Length: 1 day
Prerequisite: None

BARGAINING TO WIN

This course will assist members who serve on Bargaining Committees to understand the collective bargaining process and prepare participants to work as part of the negotiating team. Participants will be better prepared for events in getting both themselves and the membership "ready and engaged" in the bargaining process. It will ensure participants are aware of the challenges they will face both within and outside of the committee while carrying out their responsibilities.

Communication with the membership will be a key part of this training.

Sessions will include:

- Determining issues
- Communicating with the membership
- Negotiating skills
- Contract language
- How to cost a package

Note: Where applicable—Bargaining Pensions Course is included.

Course Length: 2.5 days or 5 days
Prerequisite: None



UNDERSTANDING PENSIONS IN BARGAINING (BARGAINING PENSIONS)

This course is designed for bargaining or pension committees.

Sessions will focus on:

- How pensions work
- Assessing pension plans
- Pension plan finances
- Pension Benefits Legislation and Canada Pension Plan (CPP)

This course should be combined with Bargaining to Win where applicable.

Course Length: Refer to Bargaining to Win

Prerequisite: None

NOTE: Participants should bring a calculator, along with a copy of your collective agreement, pension plan, and actuarial report of pension plan. (Your Staff Representative can help you get these documents.)

BUILDING POWER – TAKING THE OFFENSIVE TO WIN A BETTER CONTRACT

Building Power is based on a need to build membership support around the union's bargaining issues. As a union, we know our biggest strength is our members, and that is why we have to engage our members in contract negotiations.

During this training, participants will develop specific plans to improve communications with all of your members by building a CAT (Communication & Action Team), and by the end of this training your group will have developed an overall strategic plan for your upcoming bargaining.

This training does not include bargaining table tactics; instead this training focuses on what the union can do away from the bargaining table to increase the leverage of the bargaining committee.

Course Length: 3 days

Prerequisite: None

ADVANCED BARGAINING

This is an advanced course that is for experienced bargaining committee members. Participants will practice leading bargaining, review legal requirements and prepare workplace campaigns. The course will focus on best practices and will include in depth case studies. This course is designed for local union presidents, business agents and local union staff.

- Practice techniques to lead bargaining
- Understand how the law works in different jurisdictions during the bargaining process
- Share knowledge and best practices with other USW members
- Broaden the understanding of process and strategy in bargaining

Course length: 4 days

Prerequisites: Bargaining to win and previous bargaining experience

BUILDING RESPECTFUL WORKPLACES

ANTI-HARASSMENT COMMITTEE TRAINING

What is harassment? How we can challenge discrimination? Harassment and discrimination are issues for everyone in the workplace. How can we work together to prevent and deal with incidents of harassment, and ensure that we can sustain healthy, respectful workplaces?

Through this course, participants should be able to effectively intervene in complaints and conflicts in the workplace.

Materials will cover:

- The role of joint committees in a unionized workplace
- Identification and development of interview skills, protocols and guidelines
- Simple and effective assessment and resolution tools
- Relevant legislation and policies dealing specifically with discrimination and harassment
- Bullying and harassment

This course is designed to give stewards tools to address workplace harassment and bullying. The course will look at defining harassment under prohibited



grounds, as well as the legal frameworks outside of the prohibited grounds. In addition participants will look at workplace policies, collective agreements, contributing factors, laws and regulations, and strategies to resolve complaints and support members who come forward. Participants are asked to bring a copy of their current collective agreement.

Course length: 2- 4 days
Prerequisite: Stewards 1

HUMAN RIGHTS ARE WORKERS' RIGHTS

All union activists by definition are human rights activists. When we combat racism or sexism, accommodate an injured worker or speak out against homophobia, we are helping to build understanding and respect in the union, and helping to build the solidarity we need to take on the struggles in the workplace, at the bargaining table and in our legislatures. Through this course, activists should be able to engage in the following areas:

- Action plan: map out and implement a human rights action plan for their own locals on return to work
- Collective bargaining: write human rights proposals, develop a human rights checklist and strategies for collective action
- Committees: apply specific leadership skills to create, maintain and participate in their local human rights committee
- Law and policies: use human rights law and union policies to prevent and deal with harassment and discrimination in their workplace and their local
- Global solidarity: understand the implications of globalization and respond to it by connecting their local to social and political alliances with local and global partners

Course Length: 5 days
Prerequisite: None



RESPECTUFL WORKPLACES – WORKPLACE TRAINING

The Building Respectful Workplace Training Program has been helping workers, managers and supervisors effectively address issues of harassment in workplaces across Canada. Facilitated by trained Steelworker instructors in workplaces during working hours, this two hour program has now reached over 50,000 employees, supervisors and managers.

NOTE: This course is negotiated with employers. For more information, please contact the District 3 Education Coordinator or your staff representative.

Course Length: 2 hours
Prerequisite: None

BE MORE THAN A BYSTANDER; BREAKING THE SILENCE ON GENDER BASED VIOLENCE

Developed by the End Violence Association of BC, with partnership from the BC Lions, a number of USW Spokesmen men have been trained to deliver presentations that confront gender based violence and the importance of speaking up to prevent violence against women. This program addresses the various forms of gender based violence, including sexual assault, physical assault, or emotional abuse by an intimate partner; physical or sexual abuse by family members or others and sexual harassment. Instead of taking traditional approaches this program will provide tools to address harassment and violence by giving participants the tools to interrupt the behavior and be more than a bystander. This course can be delivered as a presentation to local unions as well as by request from employers.

Course Length: 2 hours
Prerequisite: None



LOCAL UNION OFFICER TRAINING

FINANCIAL OFFICER

This is a workshop for local financial officers, trustees and other members interested in the financial operations of the union. Participants will practice the skills they need as a financial officer. This includes keeping a monthly ledger, allocating funds, cheque writing and the proper notations on the cheque stub, per capital tax reporting, and the actual auditing of the books.

Trustees will gain an understanding of what a complete set of books should look like by actually doing the books themselves. They'll look at how to budget in a way that helps their local achieve its objectives that serve the needs of the membership.

Session will include:

- Duties of the financial officers
- Financial officers guidance information
- Completing expense vouchers
- Financial secretaries cash book
- Calculate income tax, CPP/QPP and EI

Course Length: 2.5 days

Prerequisite: For Financial Officers & Trustees

OFFICERS IN ACTION

This course is designed for all current and potential Local and Amalgamated Local executive officers and unit chairpersons, and will focus on:

- Union, local and unit structure
- Committees and responsibilities
- Duties and roles of officers
- Parliamentary procedure
- Building solidarity and activism
- Consensus building
- Financial training (see: Financial Officers)

Course Length: 2.5 days

Prerequisite: For Local Union Officers & Unit Chairs

GLOBALIZATION AND INTERNATIONAL SOLIDARITY

This course will look at globalization and how trade unions and community organizations are responding to it, in Canada and around the world. This course will also focus on the Steelworkers Humanity Fund as a tool for members to become active on global questions.

Topics include:

- Corporate strategies for globalization
- Ways to strengthen trade unions globally
- IMF, World Bank and the free trade agenda
- One-way versus two-way solidarity
- Why, how and where the Humanity Fund works

Course Length: 5 days

Prerequisite: None

LEADERSHIP FOR ACTION

Steelworkers are leaders inside and outside of our workplaces; protecting workers' rights, speaking out for change, and motivating and encouraging the participation of members at work, in our communities and through political action.

Leadership for Action will help you develop leadership and communications skills, and build solidarity. Sessions focus on:

- Leadership styles
- Presentation skills
- Strategic planning
- Campaign management
- Mentoring
- Problem-solving
- Conflict resolution

Course Length: 5 days

Prerequisite: Stewards Level I & 11

ORGANIZING

Successful union strategies for organizing the unorganized in all fields of industry. Participants will learn to become successful Organizers for the United Steelworkers.

Module 1—The Union Advantage

This module covers why workers join unions and why it is essential that we organize.

Course Length: 1 day
Prerequisite: None

Module 2—The Organizing Campaign:

This module provides an overview of the organizing campaign.

Course Length: 1 day
Prerequisite: Module 1

Module 3—Community Outreach & Activism

This module explores ways we can outreach to non USW groups in order to help achieve union goals.

Course Length: 1 day
Prerequisite: Modules 1 & 2

Module 4—Building the Base

This module covers recruiting, motivating and expanding the activist and volunteer base of the union with a particular focus on building a strong, inside organizing committee.

Course Length: 1 day
Prerequisite: Modules 1, 2 & 3

Module 5—Talking Union

This module covers different techniques, i.e., door knocking, communication methods, face-to-face contact, that are used to deliver the Union message to unorganized workers.

Course Length: 1 day
Prerequisite: Modules 1, 2, 3 & 4



COMMUNICATIONG OUR MESSAGE

This new two day course will look at how we communicate with members, media and the public to get our message out. The course will focus on knowing your audience, and different tools for communicating with members and the public such as developing a message, public speaking and social media.

Course Length: 2 days
Prerequisite: None

STEELWORKER VOTE

This course is designed to raise awareness about the importance of politics in our everyday lives; build support in your workplace and community for Steelworker campaigns; identify ways Steelworkers can get involved and take political action to elect more New Democrats.

Course Length: Varies
Prerequisite: None

WOMEN OF STEEL

WOMENS' COMMITTEES: BUILDING LOCAL UNION POWER

This course is designed to prepare women to start or strengthen local and regional women's committees.

The course includes:

- Defining the role and mandate of women's committees
- How to involve women and build solidarity in the workplace
- Discussion of challenges facing women inside and outside of the workplace
- Action planning

Course Length: 2 days
Prerequisite: None



WOMEN OF STEEL LEADERSHIP DEVELOPMENT

This course is for women interested in getting more active in the union.

Sessions will include:

- Communication skills
- Assertiveness and confidence communication techniques
- Understanding how the union works
- Leadership and public speaking skills
- Strategic planning

Course Length: 2 days

Prerequisite: None

YOU AND YOUR UNION

Regardless of whether you're new to the union or you're a long-time member, this course will help you find out what the union is all about.

The theme for this one-day course is: *What You Should Know about Your Union*. Members will have an opportunity to learn more about the Steelworkers.

The course looks at the structure of the union, why we pay dues and services the United Steelworkers provides. The participants will meet the people who work on their behalf. There will be discussion about the different union committees, and how to get involved.

The course provides a comfortable atmosphere so that each person can walk away with a better understanding of the union.

Course Length: 1 day

Prerequisite: None



FACING MANAGEMENT

This course offers an opportunity to learn new skills and strategies for steelworker activists to use in joint labour-management committees and as a shop steward.

This course is designed for new and experienced activists that would like to learn 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.

Course Length: 5 days/or 2 days

Prerequisite: None