



LONDON REGIONAL OFFICE (R.O.) BASIC EDUCATION SPRING 2012 SCHEDULE

Please Post

WEEK- END BASIC COURSES				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
Sat. JAN. 28 – Sun. JAN. 29	9:00 am to 5:00 pm	<i>Thursday Jan 25</i>	TALKING UNION BASICS (registration form at last page)	FOGOLAR FURLAN CLUB 1800 North Service Rd Windsor, Ontario N8W 1Y3
Sat. FEB 04 Sun. FEB 05	9:00 am to 5:00 pm	<i>Thursday Feb 02</i>	TALKING UNION BASICS (registration form at last page)	U. of WATERLOO J. G. Hagey Hall in Humanities Bldg, Rm 139 Kitchener, Ontario http://uwaterloo.ca/map/ closest parking to Hagey Hall is Lot HV - \$5.00 coin entry
Sat. APR. 21 Sun. APR. 22	9:00 am to 5:00 pm	<i>Thursday Apr 19</i>	GRIEVANCE HANDLING (registration form at last page)	PSAC REGIONAL OFFICE 480 Sovereign Rd., u-11 LONDON ON N6M 1A4 519-659-1124
Sat. MAY 12 Sun. MAY 13	9:00 am to 5:00 pm	<i>Thursday May 10</i>	WSIB Level II (Benefits & Representation) (registration form at last page)	PSAC REGIONAL OFFICE 480 Sovereign Rd., u-11 LONDON ON N6M 1A4 519-659-1124

**The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs.
Grievance Handling and TUB are both prerequisites for the Advanced Stewards Course.
Applications must be completed and submitted to your Regional Office by the indicated deadline.**

SMOKEFREE: All PSAC events, including this course, are smoke free.

SCENTFREE: To assist members with environmental sensitivities, all courses will be scent free events.

STATEMENT ON HARASSMENT: Alliance Education courses are harassment free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SPECIAL NEEDS – ACCESS AND DIET REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs on the application form and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

BASIC COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE BASIC WEEK-END COURSES ARE ENTITLED TO THE FOLLOWING:

Family care expenses of \$50 per day for the first dependant and \$25 per day for every additional dependant. Original receipt and Family Care Allowance Form are required. What is not covered are family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work.

\$25.00 per day upon successful completion.

Members who attend a course which they have already completed within the previous two years are not eligible to receive this per diem.

Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid loss of salary (including shift and weekend premium) provided they complete a Member Expense Claim Form and submit a copy of their shift schedules.

Members who must travel more than 125km to the course location may be provided with overnight accommodation (Saturday night only)....prior approval from PSAC London RO must be obtained.

TALKING UNION BASICS (TUB) (2 Days)

This is the Union's key introductory course. If you have wondered what it means to be a Union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. It is recommended that members take this course first, as it provides the basic knowledge you need to get the most from other PSAC courses. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members, and new members are encouraged to apply.

GRIEVANCE HANDLING (2-Days)

The Grievance Handling Seminar will develop your knowledge, skills and confidence in effectively handling grievances at the workplace. A major portion of time is spent on the relevant technical skills – *i.e.*: identifying, investigating, writing up, and presenting grievances. This training is a must for stewards and other workplace representatives, or members who want to use the acquired knowledge and skills to solve problems in the workplace. You will find out what the law says about grievances, grievors and their representatives, and the protections built in for those who choose to use the grievance procedure to solve problems. You will develop grievance-handling and problem-solving skills through “hands-on” exercises on gathering facts, analyzing a problem, drafting grievance wording, building a complete file, framing the arguments and presenting the case to the employer. You will work on case studies based on actual grievances and, in the process, improve your knowledge of case law.
Open to all members.

WorkPlace Insurance Level II - Benefits and Representation

This 12 hour course provides participants with the knowledge of the benefits and services available and how to properly conduct themselves as representatives in the workers' compensation system. Benefits and services will be explained in detail, including NEL, FEL, LOE, LMR and PPD. Participants will be shown how the Board calculates injured workers' benefits. Short term and long term calculations will be explained so that participants understand what and when monetary items such as overtime are included in the worker's earnings basis. Legislative and policy changes including Bills 162, 165, 15 and 99 will be discussed. Participants will gain an appreciation of the Board's Service Delivery Model which will foster better interaction techniques. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. Hands on experience will be received through a series of exercises using a Board file.

Pre-requisites are the Level 1 ODRT course or equivalency, which would include currently doing WSIB files for PSAC members..

REGISTRATION FORM ON NEXT PAGE

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 480 Sovereign Road, Unit 11, London, ON, N6M 1A4,
 Phone: 519-659-1124, Fax: 519-659-1132, eatonl@psac.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME			
COMPONENT/LOCAL/DCL			
LOCAL UNION POSITION TITLE			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
WORK TELEPHONE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
WORK EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TALKING UNION BASICS (TUB) COURSE			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:	YES	NO	Contact By (Please Circle): Personal Email - Work Email - Mail - Phone

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