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TORONTO REGIONAL OFFICE (R.O.) BASIC & ADVANCED EDUCATION 2011 WINTER/SPRING SCHEDULE

Revised: January 20, 2011

DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
Sat. Jan. 29 & Sun. Jan. 30	9:00 am to 5:00 pm	<i>Friday, Jan. 21</i>	Grievance Handling	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Toronto, Ontario M4P 2Y3
Sat. Feb. 19 & Sun. Feb. 20	9:00 am to 5:00 pm	<i>Friday, Feb. 4</i>	Talking Union Basics	Niagara Falls Crown Plaza 5685 Falls Avenue Canadian A&B Room http://www.niagarafallscrowneplazahotel.com/index.php
Sat. Mar. 5	9:00 - 12 OR 1 - 4 pm	<i>Monday, Feb. 28</i>	Convention Procedures Workshops	Toronto Best Western Roehampton 808 Mount Pleasant Road, Toronto, ON http://book.bestwestern.com/bestwestern/productInfo.do?propertyCode=66068#null
Sat. April 9 & Sun. April 10	9:00 am to 5:00 pm	<i>Friday, Mar. 25</i>	Grievance Handling	Hamilton TBA
Sat. Apr 16	9:00 am to 5:00 pm	<i>Friday, Apr. 1</i>	Return To Work	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Toronto, Ontario M4P 2Y3
Thurs., April 28th	6 - 9 pm	<i>Monday, April 25</i>	Convention Procedures Workshop	Hamilton Workers Arts and Heritage Centre 51 Stuart Street Hamilton, ON http://www.wahc-museum.ca/
Sat., April 30	9:00 - 12 OR 1 - 4 pm	<i>Monday, April 25</i>	Convention Procedures Workshops	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Toronto, Ontario M4P 2Y3
Tues., May 3	6 - 9 pm	<i>Friday, April 29</i>	Convention Procedures Workshop	Hamilton Workers Arts and Heritage Centre 51 Stuart Street Hamilton, ON http://www.wahc-museum.ca/

DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
Tues., May 3	6 – 9 pm	<i>Friday, April 29</i>	Convention Procedures Workshop	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Toronto, Ontario M4P 2Y3
Thurs., May 5	6 – 9 pm	<i>Monday, May 2</i>	Convention Procedures Workshop	PSAC Toronto R.O. 90 Eglinton Ave. E, 6 th . Floor Toronto, Ontario M4P 2Y3
Sat. & Sun., May 28 and May 29	9:00 am to 5:00 pm	<i>Friday, April 22</i>	Talking Union Basics	Toronto Ontario Federation of Labour 15 Gervais Drive Ken Fortier Room, 8 th . Floor http://www.ofl.ca/

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.

IF THERE ARE MORE THAN 25 APPLICANTS, WE WILL PRIORITIZE TO A MAXIMUM OF 25 PARTICIPANTS AND THE REMAINING APPLICANTS WILL BE PUT ON A WAITING LIST

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 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.

COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE 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.

COURSE DESCRIPTION

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

This training is a must for stewards and other workplace representatives, or members who want to use the enhanced knowledge and skills to solve problems at 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 and resources, analyzing a problem, drafting grievance wording, building a complete file, and presenting the case to the employer. You will work with case studies based on actual grievances, and in the process, improve your knowledge of case law.

Open to: All members and new Local Stewards are encouraged to apply.

Prerequisite: Talking Union Basics (TUB), Building Union Solidarity (BUS) or its equivalent.

RETURN TO WORK

Participants will learn how the Mandate of Return to Work is applied, who the mandate covers and how it is applied, the protocols and legislation that govern Return to Work agreements. Participants will work on different scenarios to develop Return to Work agreements.

Open to: Local Stewards and Local Executive Officers

WORKSHOP DESCRIPTION - Convention Procedures

In this three (3) hour workshop, you will learn the purpose and function of conventions; the procedures of conventions including elections, budgets, and reports; roles of convention committees, committee chair persons and the convention chair person, resolution writing, caucuses, rules of order, voting procedures including voting on a committee's recommendation; about speaking at conventions.

Open to: All members/delegates attending PSAC Regional/Component Regional Conventions and Conferences this year and members interested in developing their union convention skills.

PSAC EDUCATION BASIC COURSE & WORKSHOP REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
Phone: 416-485-3558, Fax: 416-485-8607, [PSAC Toronto Mail@psac-afpc.com](mailto:PSAC_Toronto_Mail@psac-afpc.com)

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

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

SMOKE-FREE: All PSAC events, including this course, are smoke-free.

SCENT-FREE: 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 REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs above 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.

***This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information.*

ADVANCED COURSES

DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
Thursday to Sunday Course TBA			Local Officers Advanced Training	TBA

ADVANCED COURSE DETAILS

EXPENSES COVERED PER PSAC EDUCATION POLICY:

Details will be provided upon acceptance to the learning event. Usually about 4 weeks before the event.

- All Participants are eligible for in-residence single accommodation. In-residence candidates will be covered by the PSAC Travel Policy including meal allowances or meal-plans and/or lunches and incidentals. Transportation, as required, taking into consideration economy and speed.
- Compensation for actual loss of wages. You are encouraged to request Salary Replacement from your Employer.
- Family Care Expenses of \$50 per day for the first dependant and \$25 per day for every additional dependant. An additional \$30 per child per night will be paid if overnight care is provided. Family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work are not covered. Please see the reverse of the Family Care Policy form for further details.
- **Receipts, Official Shift or Compressed Work Week Schedule, Expense Claim and Family Care Allowance Form is required.**

COURSE DESCRIPTION

LOCAL OFFICER ADVANCED TRAINING (LOAT)

Ideally, two or more members of the same local executive should participate in this course. You will develop leadership skills, problem-solving skills, and mobilization skills. Course content includes the role of the local executive, strategic planning, local activities, local committees and terms of reference, communicating and recruiting, representation issues and the Duty of Fair Representation, local meetings, improving the effectiveness of union management consultation and rights and protections of union representatives. You will learn about social activism and how to involve members in the broader labour movement. You will participate in a module on the implementation of PSAC Anti-Harassment Policy including the roles and responsibilities of the Local.

Open to: Local Executive members.

Prerequisite: The Talking Union Basics(TUB), Building Union Solidarity (BUS) or its equivalent.



ADVANCED LOCAL OFFICER'S TRAINING COURSE REGISTRATION FORM

Public Service Alliance of Canada website at: www.psic.com/Ontario

Application form must be faxed, emailed or sent before deadline to:
90 Eglinton Avenue East, Suite 608, Toronto, ON, M4P 2Y3,
Phone: 416-485-3558, Fax: 416-485-8607, [PSAC Toronto Email@psac.com](mailto:PSAC_Toronto_Email@psac.com)

Regional Office:	
Dates:	Location:

Name:			
PSAC ID #:			
Address:			
City:	Province:	Postal Code:	
Component/Local/DCL			
Position in Local:			
Employer:			
Home Phone:		Work Phone:	
Fax:		Email:	
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
Community/Volunteer Experience:			

Self- Identification (Optional) – PLEASE CIRCLE

Are you a member of any of these Equity Groups?	– Woman – Aboriginal Member – Racially Visible Member – Member with Disabilities – Gay, Lesbian, Bisexual, or Transgendered Member
Are you a Young Worker? (Age 30 or Under)	YES NO

TRAVEL ARRANGEMENTS - Participants are expected to travel by the most direct, economical means.
Please indicate your mode of travel: Air – Rail – Bus – Driving – Car Pooling – Other –

Briefly outline how you plan on utilizing the training and what motivated you to register:	<hr/> <hr/> <hr/> <hr/> <div style="text-align: right;"><i>(use additional if necessary)</i></div>
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Signature of applicant

Date

I recommend this member for the course

Signature of - PSAC Local President/Chair of Regional Council Committee, Chair of a Regional Women's Committee, Chair of a Human Rights Committee, President of a Area Council **Title**

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