



Please Post

NORTHEASTERN REGION SUDBURY REGIONAL OFFICE BASIC EDUCATION 2012 SCHEDULE

February 2, 2012

BASIC COURSES				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
February 11 th & 12 th	9:00 a.m. 5:00 p.m.	<i>Friday February 10th</i>	Talking Union Basics	Comfort Inn Sturgeon Falls Small Conference Room 11 Front Street, Sturgeon Falls, ON 705-753-5665
March 17 th -18 th	9:00 a.m. 5:00 p.m.	<i>Friday March 9th</i>	Introduction to Local Officers	Best Western Champlain "A" 700 Lakeshore Drive North Bay, ON 705-474-5805
March 24 th – 25 th	9:00 a.m. 5:00 p.m.	<i>Friday March 16th</i>	Introduction to Local Officers	Delta SSM Waterfront Hotel Simpson Suite A&B 208 St. Mary's River Dr, SSM, ON 705-949-0611
March 30 th – 31 st	9:00 a.m. 5:00 p.m.	<i>Friday February 24th</i>	WSIB Level II	Days Inn Sudbury President's Room-117 Elm Street Sudbury, ON 705-674-7517
June 2 nd – 3 rd	9:00 a.m. 5:00 p.m.	<i>Friday May 26th</i>	Talking Union Basics	Hockey Heritage North Sunny Room 400 Government Rd. W. Kirkland Lake, ON 705-568-4422
September 15 th – 16 th	9:00 a.m. 5:00 p.m.	<i>Friday September 7th</i>	Political & Social Action Training	Sudbury Regional Office 10 Elm Street – Suite 500A Sudbury, ON 705-674-6907
September 29 th – 30 th	9:00 a.m. 5:00 p.m.	<i>Friday September 21st</i>	Grievance Handling	Delta SSM Waterfront Hotel Simpson Suite A&B 208 St. Mary's River Dr, SSM, ON 705-949-0611

**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 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 worked 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.

INTRODUCTION TO LOCAL OFFICERS (2 Days)

This is an ideal course for anyone elected to the Local Executive. You will learn how to use the structure and services of the Alliance to solve problems on behalf of your local. You will explore strategies to increase attendance at meetings, and learn how to run effective meetings by improving your working knowledge of Rules of Order. You will find out what the local executive needs to do to organize the local including strategic planning. You will develop some administrative skills. Some of these are transferable skills which can be useful as you participate in volunteer organizations within your community.

Open to: All Local Executive members and those that wish to upgrade their skills.

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

GRIEVANCE HANDLING (GH) (2 DAYS)

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. Grievance Handling (GH) is a prerequisite to Advanced Stewards Training (AST).

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

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

POLITICAL ACTION TRAINING (2 days)

We are affected by decisions of many levels of government as workers, voters and consumers. Political and Social Action provides an opportunity for you to think seriously about the kind of government we want and the kind of society we want to build together. If you are interested in political action - working with others in the workplace or community, between elections or during election campaigns - this may be the course for you. Topics include direct action, working with the media, coalition building, the political system, defending public services, creating membership awareness, lobbying elected representatives, use of the Internet in relation to social and political action, mobilization techniques, globalization and trade.

Open to: Area Council Members, Regional Committee Members including Women's Committee Members, Local Political Action Committee Members, and Social Activists.

Prerequisite: Demonstrated commitment to social justice issues.

<p style="text-align: center;">WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) Levels II</p>
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Level 2 provides members with the advocacy skills and knowledge required to represent injured workers in the initial steps of a worker's claim. Participants will acquire an understanding of the benefits and services available to injured workers, including changes resulting from Bill 165 and Bill 99. Complete examination of files, communications with physicians and Insurance Board staff, and cutting through red tape and mediation skills are integral parts of the training.

Open to: All members. Of particular interest to Shop Stewards, Local Executive Members, Health and Safety Committee Members and Injured Workers.

Prerequisite: WSIB Level I

Application form must be faxed, emailed or sent before deadline to:
 10 Elm Street, Suite 500A, Sudbury, ON, P3C 5N3
 Phone: 705-674-6907 Fax: 705-674-8652 email: Region2_edu@psac-afpc.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S)

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME	6		
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 #			
AEROPLAN #			
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
<p>SMOKE-FREE: All PSAC events, including this course, are smoke-free.</p> <p>SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.</p> <p>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.</p> <p>SPECIAL NEEDS – ACCESS REQUIREMENTS: The PSAC is committed to ensuring that the accessibility 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.</p>			