



THUNDER BAY REGIONAL OFFICE (R.O.) BASIC AND ADVANCED EDUCATION 2009 SCHEDULE

Revised – **October 30th, 2009**

Please Post

BASIC COURSES FOR FALL				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
Sat. Nov. 7 – Sun. Nov. 8	9:00 am to 4:30 pm	<i>Friday Oct. 23</i>	Talking Union Basics	Valhalla Inn 1 Valhalla Inn Road Thunder Bay, Ontario (807) 577-1121 1-800-964-1121 http://valhallainn.com/
Mon. Nov. 9 – Tues. Nov. 10	9:00 am to 4:30 pm	<i>Friday Oct. 23</i>	Grievance Handling	Valhalla Inn 1 Valhalla Inn Road Thunder Bay, Ontario (807) 577-1121 1-800-964-1121 http://valhallainn.com/
Sat. Nov. 28 – Sun. Nov. 29	9:00 am to 4:30 pm	<i>Friday Nov. 13</i>	Talking Union Basics	Best Western Lakeside Inn 470 1st Avenue South Kenora, Ontario (807) 468-5521 1-800-465-1120
Mon. Nov. 30 – Tues. Dec. 1	9:00 am to 4:30 pm	<i>Friday Nov. 13</i>	Grievance Handling	Best Western Lakeside Inn 470 1st Avenue South Kenora, Ontario (807) 468-5521 1-800-465-1120

ADVANCED COURSES OFFERED IN THE FALL				
DATE	TIMES	REGISTRATION DEADLINE	COURSE PROGRAM	LOCATIONS
Thurs., Nov. 12 – Sun., Nov. 15	9:00 am to 5:00 pm	Offering cancelled	Representation Skills	
Dec. 2-6, 2009	8:30 am	Friday,	Union Development Program (UDP) UDP Level 1	University of Western Ontario Ivey Spencer Leadership Centre 551 Windermere Road,

(5 days) Jan. 27-31, 2010 (5 days)	to 5:00 pm	Oct. 2, 2009	UDP Level 2	London, Ontario N5X 2T1, Phone: 1.866.834.7410 http://www.dolce-spencer-leadership-centre-hotel.com/
Mar 2-7, 2010 (6 days)			UDP Level 3 <u>(See Appendix A for more Information)</u>	

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.

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 (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, and new Local Stewards are encouraged to apply.

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

Class is limited to 20 participants

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

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 1205 Amber Drive, Suite 109, Thunder Bay, ON, P7B 6M4,
 Phone: 807-345-8442, Fax: 807-344-0704, wickk@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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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 AND DIET 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 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

REPRESENTATION SKILLS (4 DAYS)

This course will be of interest to stewards who have some experience representing members on workplace issues. You will develop your representation and grievance handling skills, and also practice turning workplace problems into opportunities to involve members. Topics include the role of an effective union steward; duty of fair representation; collective agreement interpretation; building a complete file; discipline; resources within the union; dealing with harassment complaints. You will look at protections for union stewards and the limits to the "immunity" a steward enjoys. You will work with case studies based on actual arbitration/adjudication decisions and develop your knowledge of case law on a variety of topics.

Open to: Experienced and New Local Stewards. Directly Chartered Local Stewards are encouraged to apply.

You are encouraged to request Leave with Pay from your Employer. This course includes skills development in leadership and problem-solving.



REPRESENTATION SKILLS COURSE REGISTRATION FORM

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

Application form must be faxed, emailed or sent before deadline to:
 1205 Amber Drive, Suite #109, Thunder Bay, ON, P7B 6M4
 Phone: 807-345-8442, Fax: 807-344-0704, wickk@psac.com

Regional Office:	
Dates: Nov. 12 - 15, 2009	Location: Valhalla Inn

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/> <i>(use reverse if necessary)</i>
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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 an Area Council

Title

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