



TORONTO RO EDUCATION SCHEDULE WINTER/SPRING 2018

Updated January 09, 2018

WEEKEND BASIC COURSES				
DATE(S)	TIME	REGISTRATION DEADLINE	Course Title	LOCATION
March 3-4, 2018	9am-5pm	Feb. 23, 2018	Talking Union Basics BARRIE	Holiday Inn room: TBD 20 Fairview Road Barrie, ON L4N 4P3
March 3-4, 2018	9am-5pm	Feb. 23, 2018	Talking Union Basics TORONTO	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
March 24-25, 2018	9am-5pm	March 16, 2018	Talking Union Basics HAMILTON	Hamilton Chamber of Commerce Lloyd D. Jackson Square 120 King Street West Hamilton ON L8P 4V2 (plaza level)
May 5-6, 2018	9am-5pm	April 27, 2018	Respectful Workplace/Anti-Harassment Training TORONTO	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
June 9-10, 2018	9am-5pm	June 1, 2018	Employment Equity TORONTO	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
June 23, 2018	9am-5pm	June 15, 2018	Introduction to Duty to Accommodate and Human Rights Training TORONTO	The Centre for Social Innovation room: TBD 215 Spadina Ave, Toronto, ON M5T 2C7
Sept. 15-16, 2018	9am-5pm	Sept. 7, 2018	Grievance Handling BARRIE	Holiday Inn room: TBD 20 Fairview Road Barrie, ON L4N 4P3
Sept. 15-16, 2018	9am-5pm	Sept. 7, 2018	Grievance Handling HAMILTON	Hamilton Chamber of Commerce Lloyd D. Jackson Square 120 King Street West Hamilton ON L8P 4V2 (plaza level)
October 6, 2018	9am-5pm	Sept. 28, 2018	Representing Members with Mental Health Disabilities TORONTO	PSAC Toronto Regional Office Large Boardroom, 6th Floor 90 Eglinton Ave East, Toronto, ON M4P 2Y3
Nov. 3-4, 2018	9am-5pm	Oct. 26, 2018	Representing and Advocating Against Racism HAMILTON	Hamilton Chamber of Commerce Lloyd D. Jackson Square 120 King Street West Hamilton ON L8P 4V2 (plaza level)

THERE ARE A MAXIMUM OF 25 APPLICANTS PER COURSE. REGISTRATIONS RECEIVED AFTER THE 25 MAXIMUM WILL PLACED ON A WAITING LIST.

To register for courses, complete the BASIC registration form attached or Register online at <http://ontario.psa.com/toronto-basic-course-online-registration-form-winterspring-2018>

STATEMENT ON HARASSMENT:

Alliance Education courses are harassment-free. We will neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SCENT-FREE:

To assist members with environmental sensitivities, all courses will be scent-free events

COURSE DESCRIPTIONS

Talking Union Basics (TUB)

Introduces members to the PSAC and prepares them for more advanced union education. It provides an historical and structural overview of the union, introduces participants to the collective agreement and gives them a chance for hands-on practice in problem-solving.

Open to: All members

Grievance Handling (GH)

Gives new shop stewards essential knowledge for handling Level I Grievances. Participants gain a better understanding of how to work with members at the initial stages of the grievance procedure and how to mobilize members around workplace problems.

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

Prerequisite: The Talking Union Basics (TUB) or its equivalent.

Representing Members with Mental Health Disabilities

This one day course will provide stewards with information and tools to effectively represent members with mental illness.

Course Objectives:

- Introduction to mental health in the workplace
- Improve our language and open our minds to the evolving respectful language
- Understand your role and responsibilities in representing members with mental health issue
- Understand the employer's responsibilities related to mental health accommodation in the workplace
- Build on resource file of websites, employee assistance programs and community support to educate ourselves and assist our members

Open to: All members

Employment Equity

By the end of the course participants will:

- Better understand the principles behind employment equity
- Understand how employment equity works
- Be able to defend employment equity and address commonly held myths about employment equity
- Understand the union's role in employment equity
- Be able to take action to support employment equity

Open to: All members

Representing and Advocating Against Racism

At the end of this course, members will:

Know:

- More about racism and racial discrimination
- What to anticipate in racial discrimination situations
- Options for addressing racial discrimination

Feel:

- Prepared to intervene effectively in racial discrimination cases
- Able to advocate and represent on race discrimination grievances

Be able to:

- Support racialized members who are victims of racism
- Carry out their responsibilities in ensuring our members' workplaces are free of racism
- Identify appropriate means of resolving workplace racial discrimination situations

Open to: Stewards, Local Officers, Anti-Racism Advocates and Human Rights Activists. Graduates of the Advanced Representation Training for Stewards course (ARTS) and the Advanced Human Rights Activism (AHRA) course are encouraged to apply.

Prerequisite: Participants must take the two-day Core Grievance Handling course OR have equivalent grievance handling experience OR have had experience in anti-racism advocacy (workplace or community).

This course assumes that participants know basic concepts around human rights and grievance handling. Participants who have grievance handling experience but limited human rights experience should take the PSAC on-line course "Human Rights are Workers' Rights". Participants with human rights experiences and limited grievance handling experiences should take the PSAC on-line course "Grievances and Representation Primer".

Respectful Workplace/Anti-Harassment Training

On day one, participants will; look at power relationships and how they affect the workplace, identify ways of effectively working across diversity, identify elements that make up a respectful workplace, discuss what is needed in order to establish and maintain a more respectful workplace, and identify and practice skills and methods for dealing effectively with workplace conflict.

On day two, participants will; define harassment and bullying and the impact they have at work, look at policies, processes and the legal framework that governs harassment in the workplace, identify measures for preventing workplace harassment as well as formal and informal recourse routes, outline the roles and responsibilities of the parties in dealing with workplace harassment, be able to identify when harassment occurs and work through some effective strategies for dealing with workplace harassment when it occurs.

Open to: All members

Introduction to Duty to Accommodate and Human Rights Training

This training is a must for Local Officers and other workplace representatives. You will learn Human Rights terminology and understand the importance of defending and advancing Human Rights issues in the workplace, as well as understanding your role as a union representative. You will learn what the law says about the Duty to Accommodate and how this law is applied in the workplace. These rights and our ability to enforce these rights have serious ramifications for the Members, the Union, and the Employer.

Open to: All members

BASIC COURSE DETAILS

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

\$50.00 per day upon successful completion.

Family care expenses of up to \$80 per day for the first dependent and up to \$55 per day for every additional dependent. 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.

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

Courses are being offered throughout the region, and we encourage members to attend courses that do not require them to be on travel status, which is not reimbursed by the PSAC.

PSAC Ontario Regional Office (RO) Education Travel and Expense Entitlement Policy is available online –http://ontario.pvac.com/sites/ontario.pvacadmin.ca/files/user-uploads/education_basic_travel_policy.pdf

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