

UNIFOR MANITOBA EDUCATION SCHEDULE Winter/Spring 2015

	Course Name	Course Date	Registration Deadline	Course Location
1.	3-Day Grievance Handling	March 4- 5- 6	February 4	Winnipeg Area Course Unifor Winnipeg Area office 1376 Grant Avenue, 2 nd Floor Winnipeg, MB R3M 3Y4
2.	1-Day Getting to Know Your Union	April 10	March 13	Winnipeg Area Course Unifor Winnipeg Area office 1376 Grant Avenue, 2 nd Floor Winnipeg, MB R3M 3Y4
3.	3-day Local Union Finances	May 6- 7- 8	April 8	Winnipeg Area Course Unifor Winnipeg Area office 1376 Grant Avenue, 2 nd Floor Winnipeg, MB R3M 3Y4

PLEASE REGISTER EARLY**

All courses commence at 8:30 a.m. and end at 4:30 p.m. unless otherwise noted at the beginning of the course.

**We require a minimum of 15 participants to run a course. In order to maintain a manageable class size for our discussion leaders, once 20 participants have registered for a course, we will consider it full.

If you have any questions regarding registration please contact Bonnie Morgan 416-718-8489, or e-mail areacourses@unifor.org. For registration forms, please contact your local.

We are in the planning stage for Winter/Spring 2015. If you would like to have a course scheduled in your area please contact Robin Fairchild Clennell robin.fairchild@unifor.org

NOTE: This schedule is subject to change. Please check our website www.unifor.org/education.en for the most up to date information and course descriptions.

National Office
205 Placer Court
Toronto, Ontario M2H 3H9



Bureau national
205 Placer Court
Toronto (Ontario) M2H 3H9

JERRY DIAS
National President
Président national

MICHEL OUMET
Quebec Director
Directeur québécois

PETER KENNEDY
National Secretary-Treasurer
Secrétaire-trésorier national

7 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and
Unifor Local 7, 100, 101-R, 144, 191, 341, 342, 468, 561, 681, 755, 816-M, 819-M, 826-
M, 830, 867, 1016, 1403, 2000-A, 2002, 2169, 2245, 3000-CA, 3003, 3005, 3007,
4002, 4209, 4212, 5454

Greetings!

WINNIPEG AREA COURSE 3-Day Grievance Handling & Workplace Leadership

This letter will announce the Winnipeg Area Course. A registration form containing a description of the course(s) is attached. This area course, as with all area courses is open to all bargaining unit members.

DATE:	March 4- 5- 6, 2015
LOCATION:	Unifor Winnipeg Area office 1376 Grant Avenue, 2nd Floor Winnipeg, MB R3M 3Y4
TIME:	8:30 a.m. to 4:30 p.m.
REGISTRATION DEADLINE:	February 4, 2015

Delegates should check in at the Unifor Winnipeg Area offices between 8:00 am to 8:30 am on March 4, 2015.

For three-day courses there are no registration fees, Local Unions and the National Union share the lost-time costs of participants on a 50/50 basis.

In certain exceptional circumstances, participants may have to travel a distance to attend these programs. In these cases, travel and overnight accommodation expenses must be pre-approved by my office and will also be covered on a 50/50 cost sharing basis. Local unions are required to cover all costs up front, and then submit an invoice of costs incurred for 50% reimbursement. A reimbursement form and the Guidelines for Reimbursement has been enclosed for all locals registering participants.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF FEBRUARY 4, 2015.**

Fax: (416) 495-6554
E-mail: bonnie.morgan@unifor.org

Your local union education committee and leadership are requested to promote this school as much as possible and to encourage leadership participation at all levels.

Please advise your members who have registered that our arrangements for meals, materials, instructors, etc., are based on their attendance. If any member has to cancel they should contact the local directly, who in turn should contact our office with that information as soon as possible.

I have enclosed a colourful education poster to advertise each course in the workplace. These are sent to you by email. Please contact Bonnie Morgan if you wish to have additional posters mailed to you.

I've also enclosed information on Frequently Asked Questions for Area courses.

Please let me know if you have any other questions.

In solidarity,



ROBIN FAIRCHILD CLENNELL
National Representative
Unifor Education Department
E-mail: robin.fairchild@unifor.org

RFC/bm:cope343
H:\Schools\Masters\CallLetter 2014-3day.docx

cc (sent by e-mail)



WINNIPEG AREA COURSE

When: March 4- 5- 6, 2015
Where: Unifor Winnipeg Area offices
1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4

Registration: 8:00 am to 8:30 am
Course Hours: 8:30 am to 4:30 pm

REGISTRATION DEADLINE: February 4, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Grievance Handling & Workplace Leadership (3-day course)

Prerequisite: Participants should bring their own Collective Agreement for this course.

Are you a Chairperson, Steward or a Committeeperson? Would you like to develop or sharpen your skills?

Are you a Chairperson, Steward or a Committeeperson? Would you like to develop or sharpen your skills? The role of workplace

representatives is critical to our union strength – it is a rewarding and challenging job.

In this three-day course using case studies and hands-on practical activities, we focus on three key themes related to the role of the workplace representative:

- Technical skills (what is a grievance, how to conduct an investigation, writing and presenting grievances, duty of fair representation);
- Communication skills (listening, asking questions, formulating arguments);
- Union building skills (actions and strategies for strengthening the union at the local and national level).

This program is designed to equip workplace leaders with the skills and tools needed to defend the rights of workers and to develop an understanding of the role of a workplace representative in building a strong membership and local union.

Note: There is considerable overlap between this course and the week-long Grievance Handling Course. The three-day programs are designed for those with limited (or no) access to PEL.

Get the tools you need to best represent our members when they need it most!

AVAILABLE FOR ALL BARGAINING UNIT MEMBERS

WINNIPEG AREA COURSE

March 4- 5- 6, 2015

Unifor Winnipeg Area office, 1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4

Participants encouraged to bring their Collective Agreements

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

3-Day Grievance Handling & Workplace Leadership

This will certify that the following persons listed below are accredited delegates representing Unifor Local _____ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

REGISTRATION DEADLINE: FEBRUARY 4, 2015

Return registration form to the attention of
Bonnie Morgan, Education Department
by fax: (416) 495-6554
by e-mail: bonnie.morgan@unifor.org

AUTHORIZED BY:

(Local Union President or Recording Secretary)

****ONLY THOSE LOCALS WITH REGISTRATIONS WILL BE NOTIFIED OF COURSE
CANCELLATION, IF NEEDED.**

mb/bm.cope343

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8 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and
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4002, 4209, 4212, 5454

Greetings!

WINNIPEG AREA COURSE 1-Day Getting to Know Your Union

This letter will announce the Winnipeg Area Course. A registration form containing a description of the course(s) is attached. This area course, as with all area courses is open to all bargaining unit members.

DATE: April 10, 2015
LOCATION: Unifor Winnipeg Area offices
1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4
TIME: 8:30 am to 4:30 pm
**REGISTRATION
DEADLINE:** March 13, 2015

Delegates should **check in** at the Unifor Winnipeg Area offices between 8:00 am to 8:30 am on April 10, 2015.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF MARCH 13, 2015.**

Fax: (416) 495-6554
E-mail: bonnie.morgan@unifor.org

Your local union education committee and leadership are requested to promote this course as much as possible and to encourage leadership participation at all levels. There are no registration fees for any of our courses. One day courses are mostly run outside of working time with an expectation that members will attend on their own time. A strong union is built through rank-and-file activism. Our one day courses support building that activism.

Please advise your members who have registered that our arrangements for meals, materials, instructors, etc., are based on their attendance. If any member has to cancel they should contact the local directly, who in turn should contact our office with that information as soon as possible.

I have enclosed a colourful education poster to advertise each course in the workplace. These are sent to you by email. Please contact Bonnie Morgan if you wish to have additional posters mailed to you.

I've also enclosed information on Frequently Asked Questions for Area courses.

Please let me know if you have any other questions.

In solidarity,



Robin Fairchild Clennell
National Representative
Unifor Education Department
E-mail: robin.fairchild@unifor.org
RFC/bm:cope343

cc (sent by e-mail)



WINNIPEG AREA COURSE

When: April 10, 2015
Where: Unifor Winnipeg Area offices
1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4

Registration: 8:00 am to 8:30 am
Course Hours: 8:30 am to 4:30 pm

REGISTRATION DEADLINE: MARCH 13, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Getting to Know Your Union (1-day course)

This interactive one-day course is a basic introduction to Unifor. It provides an overview of who we are, how our union works, how we represent members in the workplace, and explores the reasons and ways we contribute to building our communities and a more compassionate society. This course is ideal for anyone - whether you are new to the union or have been a long time member of the CEP or CAW - who wants to better understand our new union and learn about the many ways you can get involved!

AVAILABLE FOR ALL BARGAINING UNIT MEMBERS

mb/bm:cope343

WINNIPEG AREA COURSE

April 10, 2015

Unifor Winnipeg Area offices
1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

1-Day Getting to Know Your Union

This will certify that the following persons listed below are accredited delegates representing Unifor Local _____ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

REGISTRATION DEADLINE: MARCH 13, 2015

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Bonnie Morgan, Education Department
by fax: (416) 495-6554
by e-mail: bonnie.morgan@unifor.org

AUTHORIZED BY:

(Local Union President or Recording Secretary)

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Greetings!

WINNIPEG AREA COURSE 3-Day Local Union Finances

This letter will announce the Winnipeg Area Course. A registration form containing a description of the course(s) is attached. This area course, as with all area courses is open to all bargaining unit members.

DATE:	May 6- 7- 8, 2015
LOCATION:	Unifor Winnipeg Area offices 1376 Grant Avenue, 2nd Floor Winnipeg, MB R3M 3Y4
TIME:	8:30 a.m. to 4:30 p.m.
REGISTRATION DEADLINE:	April 8, 2015

Delegates should check in at the Unifor Winnipeg Area offices between 8:00 am to 8:30 am on May 6, 2015.

For three-day courses there are no registration fees, Local Unions and the National Union share the lost-time costs of participants on a 50/50 basis.

In certain exceptional circumstances, participants may have to travel a distance to attend these programs. In these cases, travel and overnight accommodation

expenses must be pre-approved by my office and will also be covered on a 50/50 cost sharing basis. Local unions are required to cover all costs up front, and then submit an invoice of costs incurred for 50% reimbursement. A reimbursement form and the Guidelines for Reimbursement has been enclosed for all locals registering participants.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF APRIL 8, 2015.**

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E-mail: bonnie.morgan@unifor.org

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ROBIN FAIRCHILD CLENNELL
National Representative
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RFC/bm:cope343
H:\Schools\Masters\CallLetter 2014-3day.docx

cc (sent by e-mail)



WINNIPEG AREA COURSE

When: May 6- 7- 8, 2015
Where: Unifor Winnipeg Area offices, 1376 Grant Avenue
2nd Floor, Winnipeg, MB R3M 3Y4

Registration: 8:00 am to 8:30 am
Course Hours: 8:30 am to 4:30 pm

REGISTRATION DEADLINE: APRIL 8, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Local Union Finances (3 day)

Prerequisite: Must hold a current Local Union position as Treasurer, Financial Secretary, Secretary-Treasurer or Trustee.

The Local Union Finances Course is for Treasurers, Financial Secretaries, Secretary-Treasurers, and can also be attended by Trustees.

The program will cover all aspects of recording and safeguarding the funds and financial records of a local union; and the duties of the financial officer as an integral part of the Local Union Executive.

This includes best practices for maintaining and preserving records of income and expenses, creating and upholding a budget; complying with the requirements of the Constitution of Unifor and Local Union Bylaws; as well as preparing the quarterly report for the independent audit of the trustees /auditor.

Get the tools you need to best represent our members when they need it most!

AVAILABLE FOR ALL BARGAINING UNIT MEMBERS

WINNIPEG AREA COURSE

May 6- 7- 8, 2015

Unifor Winnipeg Area Office
1376 Grant Avenue, 2nd Floor
Winnipeg, MB R3M 3Y4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

3-Day Local Union Finances

This will certify that the following persons listed below are accredited delegates representing Unifor Local _____ to this education seminar.

NAME <i>Please Print Clearly</i>	CONTACT PHONE #	DIETARY Requirements?

REGISTRATION DEADLINE: APRIL 8, 2015

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by fax: (416) 495-6554
by e-mail: bonnie.morgan@unifor.org

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(Local Union President or Recording Secretary)

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