

UNIFOR ALBERTA EDUCATION SCHEDULE Winter/Spring 2015

	Course Name	Course Date	Registration Deadline	Course Location
1.	3-Day Grievance Handling & Workplace	February 25- 26-27	January 21	Edmonton Area Course Doubletree Hilton Hotel Silverbirch Conference Centre 16615 - 109 th Avenue Edmonton, AB T4P 4K8
2.	3-Day Grievance Handling & Workplace	March 11- 12- 13	February 11	Calgary Area Course Ramada Hotel Downtown Calgary Okanagan West Room 708 8 th Avenue S.W., Calgary, AB T2P 1H2
3.	1-Day Building A Respectful Workplace Environment (Anti-Harassment)	March 27	February 27	Edmonton Area Course Doubletree Hilton Hotel Silverbirch Conference Centre 16615 - 109 th Avenue Edmonton, AB T4P 4K8
4.	3-Day Local Union Finances	April 15- 16- 17	March 18	Edmonton Area Course Doubletree Hilton Hotel Silverbirch Conference Centre 16615 - 109 th Avenue Edmonton, AB T4P 4K8
5.	1-Day Getting to Know Your Union "New"	May 8	April 10	Calgary Area Course Ramada Hotel Downtown Calgary Okanagan West Room 708 8 th Avenue S.W., Calgary, AB T2P 1H2
6.	1-Day Getting to Know Your Union "New"	May 22	April 24	Edmonton Area Course Doubletree Hilton Hotel Silverbirch Conference Centre 16615 - 109 th Avenue Edmonton, AB T4P 4K8
7.	3-Day Human Rights are Workers' Rights	May 27- 28- 29	April 29	Grand Prairie Area Course Pomeroy Hotel & Conference Salon A 11633 - 100 th Street Grand Prairie, AB T8V 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, 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
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JERRY DIAS
National President
Président national

MICHEL OUMET
Quebec Director
Directeur québécois

PETER KENNEDY
National Secretary-Treasurer
Secrétaire-trésorier national

8 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

EDMONTON AREA COURSE 3-Day Grievance Handling & Workplace Leadership

This letter will announce the Edmonton 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: February 25- 26- 27, 2015

LOCATION: Doubletree Hilton Hotel
Silverbirch Conference Centre
16615 - 109th Avenue
Edmonton, AB T5P 4K8

TIME: 8:30 a.m. to 4:30 p.m.

**REGISTRATION
DEADLINE:** January 21, 2015

Delegates should check in at the Doubletree Hilton Hotel between 8:00 am to 8:30 am on February 25, 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 JANUARY 21, 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)



EDMONTON AREA COURSE

When: February 25- 26- 27, 2015

Where: Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8

Registration: 8:00 am to 8:30 am

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

REGISTRATION DEADLINE: JANUARY 21, 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

EDMONTON AREA COURSE

February 25- 26- 27, 2015

Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T4P 4K8

Participants are 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: JANUARY 21, 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 UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

CALGARY AREA COURSE 3-Day Grievance Handling & Workplace Leadership

This letter will announce the Calgary 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 11- 12- 13, 2015

LOCATION: Ramada Hotel Downtown Calgary
"Okanagan West Room"
708 8th Avenue S.W., Calgary, AB T2P 1H2

TIME: 8:30 a.m. to 4:30 p.m.

REGISTRATION DEADLINE: February 11, 2015

Delegates should check in at the Ramada Hotel Downtown Calgary between 8:00 am to 8:30 am on March 11, 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 11, 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)



CALGARY AREA COURSE

When: March 11- 12- 13, 2015

Where: Ramada Hotel Downtown Calgary "Okanagan West Room"
708 8th Avenue S.W. Calgary, AB T2P 1H2

Registration: 8:00 am to 8:30 am

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

REGISTRATION DEADLINE: FEBRUARY 11, 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)

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.

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- Technical skills (what is a grievance, how to conduct an investigation, writing and presenting grievances, duty of fair representation);
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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

CALGARY AREA COURSE

March 11- 12- 13, 2015

Ramada Hotel Downtown Calgary "Okanagan West Room"
708 8th Avenue S.W. Calgary, AB T2P 1H2

Participants are 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 11, 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 UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

EDMONTON AREA COURSE 1-Day Building A Respectful Workplace Environment (Anti-Harassment)

This letter will announce the Edmonton 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 27, 2015
LOCATION: Doubletree Hilton Hotel
Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8
TIME: 8:30 am to 4:30 pm
REGISTRATION DEADLINE: February 27, 2015

Delegates should check in at the Doubletree Hilton Hotel between 8:00 am to 8:30 am on March 27, 2015.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF FEBRUARY 27, 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.**

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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)



EDMONTON AREA COURSE

When: March 27, 2015

Where: Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8

Registration: 8:00 am to 8:30 am

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

REGISTRATION DEADLINE: FEBRUARY 27, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Building a Respectful Workplace Environment (Anti-Harassment)

1-Day

We all deserve to leave work each day with our safety and dignity intact. This course concentrates on defining harassment and exploring the legal and moral obligations of both employers and unions in creating and maintaining a harassment-free workplace. Using case studies, participants will analyse all forms of harassment, but particularly harassment based on race, gender, sexual orientation and disability. Participants will review the Unifor harassment policy and look at strategies and processes for challenging and preventing workplace harassment. This course is important for workplace representatives and

leadership and for all of those working to make our workplaces safer and more respectful.

AVAILABLE FOR ALL BARGAINING UNIT MEMBERS

EDMONTON AREA COURSE

March 27, 2015

Doubletree Hilton Hotel, Silerbirch Conference Centre
16615 - 109th Avenue
Edmonton, AB T5P 4K8

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

1-Day Building A Respectful Workplace Environment (Anti-Harassment)

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 27, 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

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Greetings!

EDMONTON AREA COURSE 3-Day Local Union Finances

This letter will announce the Edmonton 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 15- 16- 17, 2015
LOCATION:	Doubletree Hilton Hotel Silverbirch Conference Centre 16615 - 109 th Avenue Edmonton, AB T5P 4K8
TIME:	8:30 a.m. to 4:30 p.m.
REGISTRATION DEADLINE:	March 18, 2015

Delegates should **check in** at the Doubletree Hilton Hotel between 8:00 am to 8:30 am on April 15, 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 MARCH 18, 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
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E-mail: robin.fairchild@unifor.org

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

cc (sent by e-mail)



EDMONTON AREA COURSE

When: April 15- 16- 17, 2015

Where: Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8

Registration: 8:00 am to 8:30 am

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

REGISTRATION DEADLINE: MARCH 18, 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

EDMONTON AREA COURSE

April 15- 16- 17, 2015

Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmtonon, AB T4P 5K8

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: MARCH 18, 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.**

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8 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

CALGARY AREA COURSE 1-Day Getting to Know Your Union "New"

This letter will announce the Calgary 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 8, 2015
LOCATION: Ramada Hotel Downtown Calgary
Okanagan West Room
708 8th Avenue S.W., Calgary, AB T2P 1H2
TIME: 8:30 am to 4:30 pm
REGISTRATION DEADLINE: April 10, 2015

Delegates should check in at the Ramada Hotel Downtown Calgary between 8:00 am to 8:30 am on May 8, 2015.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF APRIL 10, 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.

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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)



CALGARY AREA COURSE

When: May 8, 2015
Where: Ramada Hotel Downtown Calgary
Okanagan West Room
708 8th Avenue S.W., Calgary, AB T2P 1H2

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

REGISTRATION DEADLINE: APRIL 10, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Getting to Know Your Union - NEW! 1-Day

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

CALGARY AREA COURSE

May 8, 2015

Ramada Hotel Downtown Calgary, Okanagan West Room
708 8th Avenue S.W., Calgary, AB T2P 1H2

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

1-Day Getting to Know Your Union "New"

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 10, 2015

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AUTHORIZED BY:

(Local Union President or Recording Secretary)

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Secrétaire-trésorier national

8 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

EDMONTON AREA COURSE 1-Day Getting to Know Your Union "New"

This letter will announce the Calgary 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 22, 2015
LOCATION: Doubletree Hilton Hotel
Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8
TIME: 8:30 am to 4:30 pm
REGISTRATION DEADLINE: April 24, 2015

Delegates should check in at the Ramada Hotel Downtown Calgary between 8:00 am to 8:30 am on May 22, 2015.

Registration forms should be sent to the attention of Bonnie Morgan, Education Department **BEFORE THE DEADLINE DATE OF APRIL 24, 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)



EDMONTON AREA COURSE

When: May 22, 2015
Where: Doubletree Hilton Hotel
Silverbirch conference centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8

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

REGISTRATION DEADLINE: APRIL 24, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Getting to Know Your Union - NEW! 1-Day

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

EDMONTON AREA COURSE

May 22, 2015

Doubletree Hilton Hotel, Silverbirch Conference Centre
16615 - 109th Avenue, Edmonton, AB T5P 4K8

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

1-Day Getting to Know Your Union "New"

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 24, 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

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

8 January 2015

President, Recording Secretary, Financial Secretary, Education Chairperson and UNIFOR Local 1-M, 21-A, 34-G, 52-A, 71, 72-A, 99, 100, 101-R, 250-A, 288, 328, 350, 431, 445, 446, 447, 474, 501-A, 508-A, 530-A, 539, 551, 591, 658-A, 707-A, 728-A, 773, 777, 815, 829, 835, 855, 880, 899, 909, 1010, 1016, 1087, 1400, 1947, 1990, 2000-A, 2002, 2245, 3000-CA, 4000, 4001, 4050, 4209, 4325, 4534 & 5454

Greetings!

GRAND PRAIRIE AREA COURSE 3-Day Human Rights are Workers' Rights

This letter will announce the Grand Prairie 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 27- 28- 29, 2015
LOCATION: Pomeroy Hotel & Conference "Salon A"
11633 - 100th Street
Grand Prairie, AB T8V 3Y4
TIME: 8:30 a.m. to 4:30 p.m.
REGISTRATION DEADLINE: April 29, 2015

Delegates should check in at the Pomeroy Hotel & Conference centre between 8:00 am to 8:30 am on May 27, 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 29, 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)



GRAND PRAIRIE AREA COURSE

When: May 27- 28- 29, 2015
Where: Pomeroy Hotel & Conference "Salon A:
11633 100th Street, Grand Prairie, AB T8V 3Y4

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

REGISTRATION DEADLINE: APRIL 29, 2015
Class size is limited, so register early to ensure your spot.

LUNCH IS PROVIDED AT NO CHARGE



Human Rights are Workers' Rights (3-day course)

Our three-day Human Rights are Workers' Rights Course provides Unifor leadership and activists with the opportunity to develop the skills and perspectives we need to build a stronger, more inclusive union. Our union will only benefit from our diversity when we pull from the strengths of all of our members.

Employers use racism, sexism, homophobia and discrimination against people with disabilities to divide us as workers. We'll focus on the role the union can and does play in advancing equality and challenging employers.

This program is rooted in class struggles - learning how racism, sexism, homo/transphobia, and disability issues operate within the context of capitalism and the economy, and learning how movements for equality have always been tied to worker's rights and struggles.

Through case study, video and discussion, this course provides practical information for taking on workplace harassment, bargaining collective agreements that promote real equity, and building stronger unions. Part critical thinking, part strategy, part skill development; this program is a must for leadership in our growing, diverse union.

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

AVAILABLE FOR ALL BARGAINING UNIT MEMBERS

GRAND PRAIRIE AREA COURSE

May 27- 28- 29, 2015

Pomeroy Hotel & Conference "Salon A"
11633 - 100th Street, Grand Prairie, AB T8V 3Y4

8:30 am to 4:30 pm

- NO CHARGE FOR SEMINAR - LUNCH IS PROVIDED -

3-Day Human Rights are Workers' Rights

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 29, 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