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CANADIAN LABOUR CONGRESS



CONGRES DU TRAVAIL DU CANADA

(4) 524-0391
Telex No. 04-351131

Pacific Regional Office

7621 Kingsway, Burnaby, B.C. V3N 3C7

June 9, 1988

To: All Local Unions affiliated to the
Vancouver and New Westminster and
District Labour Councils and to the
Canadian Labour Congress, in the
Lower Mainland.

GREETINGS:

Re: Lower Mainland Weekend Seminars

The Vancouver and New Westminster and District Labour
Councils, in conjunction with the Canadian Labour Congress and Simon
Fraser University are announcing the holding of two weekend seminars
on:

October 15th & 16th, 1988

and

April 8th & 9th, 1989

The courses are designed to equip our membership with the
knowledge to handle their many roles in the union. They are also
designed to respond to the needs of our members affected by
unemployment, layoffs and restrictive government legislation. A list
of the courses offered, along with registration forms and agenda are
attached.

We are sure you will agree that, during these difficult
times, it is more important than ever that Local Unions encourage,
by every means possible, the participation of their members in
educational seminars. Your co-operation and involvement are most
important.

Sincerely & Fraternaly,

David Rice
Regional Director
Educational Services

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LABOUR COUNCIL WEEKEND SEMINARS

COURSE DESCRIPTIONS

BASIC COURSES

1. ASSERTIVENESS TRAINING October & April

This course examines the differences between passive, aggressive and assertive behaviour; stereotyping and what to do about it; how to deal with criticism, put downs, manipulation and compliments.

2. BASIC STEWARD TRAINING October & April

This is an introductory course dealing with the day-to-day responsibilities of a steward as an organizer, educator, leader and communicator, as well as the basic preparation and handling of a grievance.

3. GRIEVANCE HANDLER October & April

This course is designed for stewards with limited experience, or for those wishing to upgrade their skills at processing grievances. Course content deals with identifying, investigating and processing grievances, up to but not including the arbitration stage.

4. EMPLOYMENT EQUITY FOR MINORITIES AND WOMEN October

This course is designed to build a basic awareness of the objectives of affirmative action and employment equity as a trade union strategy.

5. INTRODUCTION TO COLLECTIVE BARGAINING October

A course for trade unionists new to the bargaining process, it will acquaint students with their responsibilities and the functioning of bargaining committees. The legislative framework, bargaining preparation, techniques and communication needs will all be discussed. The primary context will be negotiations pursuant to B.C. legislation.

6. INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY October

A course designed for trade unionists who are newly active in the health and safety field, it will cover appropriate regulations; duties and responsibilities of union committee members; inspections and accident investigations. Specific reference will be made to B.C. law.

EL, RH, etc.

7. PARLIAMENTARY PROCEDURE

October & April

This course deals with the rules and procedures governing the preparation and conduct of various types of meetings. It covers the duties of the chairperson, secretary, sergeant-at-arms and committees, as well as with the agenda, the quorum, the motion and the amendment.

8. COLLECTIVE BARGAINING & PAY EQUITY

October

This course is designed to present students with an overview of the terms and issues surrounding the whole question of pay equity. More than half the course will be devoted to discussing the strategies proposed by labour to achieve pay equity.

INTERMEDIATE COURSES

9. INTRODUCTION TO ARBITRATION

April RH, PL.

A course designed to familiarize students with the arbitration process, it should be of special interest to experienced stewards or grievance committee members. It will examine alternatives to arbitration; completing the grievance investigation; the duty of fair representation; the arbitral framework for discipline cases; and basic arbitration research. This course is not intended to teach students how to present arbitration cases, but rather how to better evaluate them before the hearing.

10. LABOUR LAW - FEDERAL

April

This course will be of special interest to those union members working under Federal law. It will provide an introductory look at basic Federal labour law, including how laws are formed and enforced. Emphasis will be on the Canada Labour Code, Part V. Subject matter includes basic union rights, the Canada Labour Board, collective bargaining and picketing law.

11. LABOUR LAW - PROVINCIAL

October MQ;

This course provides an introductory look at labour law, including how laws are formed and enforced. Emphasis will be on the B.C. Industrial Relations Act created by 1987's Bill 19. Subject matter includes basic union rights, collective bargaining rights, picketing law and the powers of the new Industrial Relations Council. The Federation Boycott and its implications will also be discussed.

12. LEADERSHIP TRAINING

October & April

This course deals with the requirements and qualities of effective leadership. How do we build leadership? How do we involve people? How do we motivate people? How do we communicate effectively with members? This course is of importance to Local Union Officers and aspirants to leadership positions within the trade union movement.

13. TECHNOLOGICAL & SYSTEMS CHANGE

October & April

This will overview technological innovations and their significance for the labour movement. Emphasis in this course will be on contract language and legislation to anticipate and control technology in the workplace.

14. WORKERS COMPENSATION BOARD

October & April

Designed to give a general overview of workers' rights, this course will explain the structure and history of Workers Compensation. Relevant legislation, primarily the B.C. Workers Compensation Act and regulations will be explained. It will also deal with the basic claims process, appeals, the W.C.B. Boards of Review, and an explanation of labour's position with respect to the Workers Compensation Board. This course is intended to acquaint students with W.C.B. processes, problems, and claims procedures, not to make them proficient in the presentation of appeals.

15. BASIC ECONOMICS FOR LABOUR

April

This course will deal with the relationship of economic policy to politics, the structure of the Canadian economy, the role of government, and the changing nature of the labour force. It will assist trade unionists in better understanding our economic environment, and relating that to collective bargaining.

16. FACING MANAGEMENT

October & April

Examines the psychology of management, how it changes and how to deal with different types of management behaviour. Specific topics covered include Quality of Work Life schemes, union weakening, and management culture and values. Emphasis is on dealing with management in the workplace rather than across the bargaining table.

17. HOW TO DO EFFECTIVE NEWSLETTERS

April

This is a practical tool course for Local Union Officers and Stewards interested in putting out mimeographed newsletters to their membership. Layout, mimeo techniques, editing and content ideas will be discussed.

18. HUMAN RIGHTS

October ?

This course will develop a basic knowledge of human rights issues including rights of the disabled, aboriginal rights, racism and Federal and Provincial legislation. Practical strategies for combatting discrimination that can be used by union members will be worked out through case studies.

19. ON-THE-JOB CANVASS

October & April

Wages, working conditions, and job security are major collective bargaining goals. Are we falling behind in these areas? Do government decisions affect labour? Should unions be active politically? This course will discuss these questions as well as issues such as Free Trade, the move to deregulation and privatization, and membership communication techniques.

20. STRESS IN THE WORKPLACE

October & April ?

Stress is the invisible enemy, and has been linked to many health related problems. This course examines the causes of stress in the workplace, and considers ways, as a union, of countering those causes. Also covered are ways of coping with stress when it can't be dealt with at its source.

VANCOUVER - NEW WESTMINSTER & DISTRICT LABOUR COUNCILS -

WEEKEND SEMINAR - October 15th & 16th, 1988

R E G I S T R A T I O N F O R M

UNION: _____ LOCAL: _____
ADDRESS: _____ PHONE: _____
NAME OF SECRETARY: _____ PHONE: _____

C O U R S E S

- | | |
|---|--------------------------------------|
| 1. ASSERTIVENESS TRAINING | 11. LABOUR LAW - PROVINCIAL |
| 2. BASIC STEWARDS TRAINING | 12. LEADERSHIP TRAINING |
| 3. GRIEVANCE HANDLER | 13. TECHNOLOGICAL AND SYSTEMS CHANGE |
| 5. INTRODUCTION TO COLLECTIVE BARGAINING | 14. WORKERS COMPENSATION BOARD |
| 6. INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY | 16. FACING MANAGEMENT |
| 7. PARLIAMENTARY PROCEDURE | 18. HUMAN RIGHTS |
| 8. COLLECTIVE BARGAINING AND PAY EQUITY | 19. ON-THE-JOB CANVASS |
| | 20. STRESS IN THE WORKPLACE |

KINDLY FORWARD YOUR CHEQUE FOR REGISTRATION(S) IN THE AMOUNT OF \$20.00 PER DELEGATE AND REGISTRATION FORM(S) NOT LATER THAN OCTOBER 7th, 1988 TO CLC EDUCATIONAL SERVICES, 7621 KINGSWAY, BURNABY, B.C. V3N 3C7.

PLEASE MAKE CHEQUES PAYABLE TO: CLC EDUCATIONAL SERVICES

*** SATURDAY LUNCH INCLUDED IN REGISTRATION FEE ***

REGISTRATION FORM ON REVERSE

** IMPORTANT **

DUE TO THE POSSIBILITY OF OVER/UNDER ENROLMENT IN A COURSE, IT IS IMPORTANT THAT DELEGATES LIST A 1st and 2nd CHOICE OF COURSE.

VANCOUVER - NEW WESTMINSTER & DISTRICT LABOUR COUNCILS

WEEKEND SEMINAR

PLACE: Academic Quadrangle, Simon Fraser University,
Burnaby, B.C.

DATES: Saturday, October 15th & Sunday, October 16th, 1988

- and -

Saturday, April 8th & Sunday, April 9th, 1989

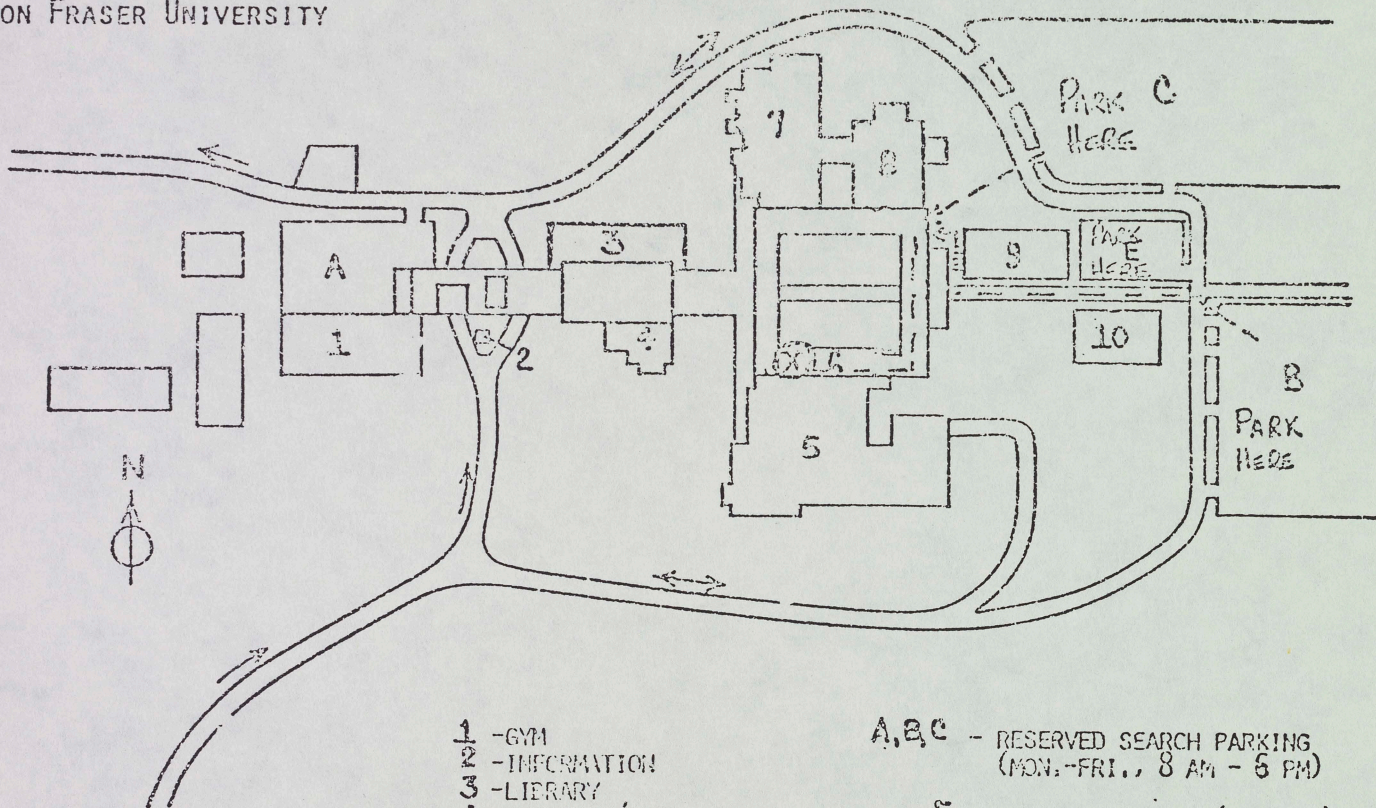
SCHEDULE

<u>SATURDAY</u>	8:30 a.m. - 9:00 a.m.	Registration & Coffee (by Registration Desk)
	9:00 a.m. - 9:30 a.m.	General Assembly
	9:30 a.m. - 12:00 p.m.	Individual Classes
	12:00 p.m. - 1:00 p.m.	Lunch (provided)
	1:00 p.m. - 4:30 p.m.	Individual Classes
<u>SUNDAY</u>	9:00 a.m. - 11:00 a.m.	Individual Classes
	11:00 a.m. - 11:15 a.m.	Coffee & Doughnuts (in classrooms)
	11:30 a.m. - 1:00 p.m.	Individual Classes

*** PARKING ***

AVAILABLE AT S.F.U. - SEE ATTACHED MAP

SIMON FRASER UNIVERSITY



- 1 - GYM
- 2 - INFORMATION
- 3 - LIBRARY
- 4 - THEATRE/PUB
- 5 - SCIENCE COMPLEX
- 6 - ACADEMIC QUADRANGLE
- 7 - CLASSROOM COMPLEX
- 8 - MULTI-PURPOSE COMPLEX
- 9 - ADMINISTRATION BLDG.
- 10 - EDUCATION BLDG.

A, B, C - RESERVED SEARCH PARKING
(MON.-FRI., 8 AM - 6 PM)

E - VISITOR PARKING (METERED)

"On week-ends delegates may park
any place".