



2018 Canadian Labour Congress Winter School - INFORMATION SHEET -

Week One:	January 14 – 19, 2018
Week Two:	January 21 – 26, 2018
Week Three:	January 28 – February 2, 2018
Week Four:	February 4 – 9, 2018
Week Five:	February 13 – 16, 2018 *

* Professional Development Week – runs Tuesday – Friday

ALL MEMBERS ARE ELIGIBLE FOR SCHOLARSHIPS TO ATTEND THE FOLLOWING COURSES:

1. **Building Psychologically Healthy Workplaces** (weeks one and four)

Current research confirms that mental health issues are prevalent in B.C. workplaces. Workers who experience mental health issues face incredible challenges in the workplace. Many are misunderstood, stigmatized, and under-utilized. From an organizational effectiveness and sustainability perspective, this is a significant business issue and one that requires attention. In a world where shortages of critical skills are, and will continue to be, a priority for many organizations, we cannot afford to allow the situation to continue.

Workplace stress, bullying, harassment, and violence are increasingly the predominant issue for Canadians. Awareness of the staggering economic cost of workplace stress and related issues (\$51 billion annually) grows steadily. Research also points to stress as a contributing factor in actual workplace accidents, injuries, and violence, making it a major factor in OH&S.

This course looks at all of the various workplace psychosocial factors and works on developing and implementing an effective plan that will improve the psychological health and safety of a workplace. The course examines strategies that eliminate, minimize, and accommodate psychological health issues.

2. **Bullying & Harassment** (week two)

Responsibility for bullying in the workplace is shared between workers, the employer, and the union. This course will explore different approaches and tools to address bullying in the workplace, from education programs, legislation, workplace policies and procedure, grievances, and other means within the collective agreement language like labour management committees. The course will also explore the relationship and differences between legislation covering bullying and harassment. We will also look at what the rest of Canada is doing on the topic of bullying and pull examples and lessons from their experiences. Finally, we will review the new B.C. Legislation put out by WorkSafe BC and the implications of this language for OH&S committees and WorkSafe BC claims.

Prerequisite: Applicants must be a steward or member of their Joint Occupational Health and Safety (JOSH) Committee, Bargaining Committee, or Union-Management Committee.

3. Candidate Development for Women (week five)

Are you a woman who has been elected in your local union, provincial, or community organization? Are you looking to increase your support base and engage a wider audience? Have you run or considered running in a municipal, provincial, or federal campaign? If you answered yes to any of these questions, then this course is for you!

This course is a next step for women leaders, designed to address the day to day challenges in the face of high stress campaigns. Participants will take away new ways of campaigning, strategic planning, and framing our message. By building on communications and presentation skills, participants will leave with the tools to best communicate their message in on camera interviews, face to face debates, and with new media

4. Collective Bargaining Level 1 (weeks one and two)

Participants will leave with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process and provides opportunities for hands-on practice and skills development in preparing for and negotiating parts of a collective agreement. Level 1 is aimed at new bargaining committee members and local union officers. You may want to bring a calculator for this course.

5. Facing Management Effectively (weeks one, two, three, four)

This course will look at economic, political, social forces at play between union and management. It will examine the roles and rights of each group and the different types of union/management relationships and styles. We will look at the power, bias, and privilege dynamics between union and management and how we can communicate effectively. We will focus on problem solving – understanding issues, developing strategies, finding and presenting facts and argument, finding areas of agreement, building solutions, implementing and maintaining solutions. Participants can expect lots of participation, interaction, and role-plays along with practical skills and tools for communication, analysis, strategy, and critical thinking.

6. Health and Safety Level 1 (week one)

This introductory Occupational Health and Safety (OH&S) course will introduce new committee members and worker representatives to the basic principles of workplace health and safety. This also serves as a great 'Back to Basics' course for those OH&S committee members who desire refresher training. In this course, participants will learn the responsibilities and duties of the Joint OH&S Committee, OH&S legislation (provincial and federal), workers' OH&S rights and the procedure for refusing unsafe work, how to conduct effective incident investigations and safety inspections, identify and assess ergonomic problems in the workplace, and ways of finding solutions.

7. Health and Safety Level 2 (week two)

The Health and Safety Level 2 course has been designed to empower participants to develop the tools, resources, and strategies necessary to build on successes and to tackle the tough OH&S issues at their workplaces. In this course, participants will discuss barriers facing joint OH&S committees and develop some creative strategies and solutions to deal with them. Participants will gain an understanding of the theory and practice of occupational hygiene monitoring and interpreting occupational hygiene reports. Learn about the requirements of a violence prevention program in OH&S legislation and the joint committee's fundamental role in its development. Participants will also learn how to conduct proper risk assessments and how to increase committee effectiveness. Prerequisite: Health and Safety Level 1.

8. Health and Safety Level 3, building activism (week three)

Union health and safety activists will share and learn the proven strategies to initiate and conduct a fully effective health and safety campaign in their workplaces and larger communities. Participants will learn how to use their OH&S committees to drive a safety agenda in their workplace. Setting up the proper messaging and communications infrastructure as well as gaining capacity and building allies both internal and external to the workplace will be discussed. Fostering worker participation and building momentum on these issues is some of the most important work that we do in the labour movement. Prerequisite: Health & Safety Level 1.

9. Labour Community Advocate Level 1 (week one)

The Labour Community Advocate (formerly Union Counselling) Program is a Canadian Labour Congress training program delivered by Labour Programs and Services staff and funded through the United Way Centraide. This program provides participants with information about the social issues faced by working people and the resources available in their community.

Participants are trained in communication skills, interviewing and referral techniques so they can assist union members to find the appropriate resources. The Labour Community Advocate Training helps workers to find effective solutions and community support for issues outside the scope of their collective agreements. Labour Community Advocates are often the first contact for co-workers with problems and are a valuable resource within any union.

10. Labour Community Advocate Level 2 (week two)

Labour Community Advocate Level 2 continues to train and educate union members about social issues faced by working people and the resources available in their community to help individuals deal with the personal, workplace or family challenge(s) they are experiencing. In the Level 2 course, Labour Community Advocates will share their experiences as they continue to expand and deepen their knowledge about the various social issues Labour Community Advocates might encounter, and explore the creation of a Labour Community Advocate program in the union. Level 1 training must be completed before registering for Level 2.

11. Member Engagement - Member Action (week two)

This course is designed for experienced shop stewards, local union leaders and union staff who want to transform how members engage with their union and how their union engages with members.

This course will train participants on the three-step approach to effective member engagement (Go, Listen, Build) and connect it to a three-step approach for building an active membership (one-on-one communication, taking action on worksite issues, and designing a strategy and plan to win).

This training is particularly helpful for unions with upcoming contract negotiations, a backlog of unresolved grievances, a particularly disengaged membership, or a diverse membership that is not reflected in local leadership.

Each participant will leave the training with a worksite specific plan for creating an engaged and active membership as well as a series of measurable goals to evaluate outcomes.

12. Parliamentary Procedure and Public Speaking (weeks one and two)

This is a two-part course. Parliamentary Procedure covers how to run a meeting effectively, the duties of chairperson and secretary, and how the rules of order can provide a democratic and fair process to get the business of the union accomplished. Public Speaking covers how to speak persuasively to various groups and how different formats are used to speak at convention, debates, and impromptu gatherings.

13. Provincial Labour Law (week three)

This course presents an overview of provincial labour legislation and its impact on the strategies and actions of unions. Among topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts, and picketing; the duty of fair representation; management and union rights; and grievance arbitration law.

Students who take this course will attain a good understanding of the basic principles underlying Canadian labour law and the specifics of labour legislation in B.C.

14. Transforming Conflict into Union Activism (week three)

Transforming Conflict into Union Activism approaches conflict in a novel way. It recognizes that conflict isn't always negative but that it is the outcome of the conflict that is negative or positive. The course will teach participants how to listen to people involved in a conflict, get to the root causes of a conflict, and how to coach people involved in a conflict to identify shared interests. Participants will learn how to use those shared interests to help people involved in a conflict find solutions and turn the conflict and shared interests into union activism.

15. Unions in the Community (week three)

The labour movement has always played a strong role in the social change movement. This course will teach participants how to work with community partners and to organize around, and participate in community social service issues.

Participants will develop skills on working with coalitions, developing community campaigns and creating networks of labour and community activists.

The tools provided will help strengthen labour's community presence and develop new activists.

16. Using Modern Tools to Talk with Your Members (week one)

Beginning with an internal union communications audit, this course will teach participants how to use a variety of communications tools in order to reach union members with the union's message and culminate with a custom internal communications plan. The course will take a look at websites, newsletter/bulletin design and writing skills, crafting effective emails, starting and managing email lists, and basic poster design. Participants will also learn the basics of taking great photos and producing short, engaging videos to better communicate with their union members.

17. Women's Health and Safety in the Workplace (week three)

All workers face health and safety issues at work – injuries and occupational disease, workplace hazards, and stress. Many of these issues have a gender dimension – they affect women's bodies in particular ways. In this course, participants will discuss and learn how women's health (including reproductive health) is affected by toxic workplace substances, by work and tools that are often designed to fit men's bodies, and by workplace stresses such as violence and harassment. The course will provide the opportunity for you to discuss how the traditional gender-neutral approach to health and safety differs from the relatively new principle of the gender-sensitive approach. You can look forward to improving your skills in assessing workplace hazards and recommending appropriate corrective action. You will also learn about key health and safety principles such as: the precautionary principle, worker health and safety rights and strategies to improve committee

effectiveness. This course is intended for women who are health and safety committee members, and for women who want to take a more active role in health and safety at their workplace.

18. Women in Leadership Level 1 (week one)

This course offers union women an opportunity to develop and enhance their leadership skills and knowledge in a variety of current and emerging labour issues. A major component of the course will cover communication and motivational skills that are important for women activists.

19. Young Workers in Action (week four)

This course is designed to give young union activists the skills they need to be effective in their workplace. The course will cover public speaking, how meetings are run, how to read your contract, grievance handling, and the basic collective bargaining process. Participants are asked to bring their collective agreements.