

November 24, 2006

CEP ONTARIO REGION 2007 EDUCATION SCHEDULE

Course Number	Course Date	Course Name	Course Location
#1	January 22 – 26	Health & Safety 1	Ottawa – Residence Inn, Marriott
#2	January 25 – 26	Financial Officer	Toronto – CEP Ontario Region Office
#3	January 31 – February 2	Steward 1	Toronto – Valhalla Inn
#4	February 7 – 9	Anti-Harassment & Diversity Training	Toronto – CEP Ontario Region Office
#5	February 21 – 23	Advanced Steward	Kitchener – Delta Kitchener Waterloo
#6	March 5 – 7	Steward 1	Belleville – Clarion Inn & Suites
#7	March 19 – 21	Local Officer 1 (Leadership 1)	Toronto – Ramada Hotel & Suites Downtown
#8	March 28 – 30	Steward 1	Barrie – Holiday Inn Hotel & Conference Centre
#9	April 11 – 13	Organizing (Pilot course)	London – Hilton
#10	April 16 – 18	Collective Bargaining	Toronto – Valhalla Inn
#11	May 14 – 16	Local Officer 1 (Leadership 1)	Kapuskasing - Centre Régional de Loisirs
#12	June 11 – 13	Anti-Harassment & Diversity Training	London - Hilton
#13	September 19 – 21	Advanced Steward	Burlington – Travelodge Hotel, Burlington On – The – Lake
#14	October 15 – 17	Union Judo	Toronto – Valhalla Inn
#15	November 15 – 16	Financial Officer	Toronto – CEP Ontario Region Office
#16	November 21 – 23	Steward 1	Toronto – Valhalla Inn
#17	Date & Course(s) and Location to be Announced		Northwestern Ontario
#18	TBA	Collective Bargaining	CEP Local 914 Union Hall

NOTE: ALL COURSES COMMENCE AT 9:00 A.M. AND END AT 5:00 P.M. UNLESS OTHERWISE NOTED AT THE BEGINNING OF THE COURSE



TO: CEP ONTARIO REGION LOCAL UNION PRESIDENTS AND UNIT CHAIRS

Dear Sisters and Brothers:

Attached you will find the Ontario Region Education Schedule for 2007. For courses in Northwestern Ontario, locals may contact their National Representatives with course requests. The following information package should be reproduced for distribution to the members. We request that you use the following procedure to register for courses.

PRE-REGISTRATION

To pre-register for a course, we will need the name, Local number and a telephone number where the member registering can be contacted. This information is required no later than one-month prior to the commencement of the course. The **one-month** deadline is required in order to give advance notice to hotels for confirmation that a course will be taking place, and also for the purpose of ordering kits from the CEP National office in Ottawa. **Courses will be cancelled if fewer than 12 participants pre-register, except for the courses held at the Ontario Region Office.**

The maximum number of participants is 20. However, for courses held at the CEP Ontario Regional office, the maximum number of participants is 10.

To pre-register, please contact Michelle Styka at the Ontario Region Office at 905-678-0800, ext. 247. Pre-registration may also be sent by e-mail to mstyka@cep.ca

REGISTRATION

Please follow-up participant pre-registration with a completed registration form, and a separate cheque (\$30.00 - post-dated to course date) for each participant in the course, as soon as possible after the pre-registration is done. It is important that the names on the forms are correctly spelled as we use these forms to complete the course certificates. Please include complete home addresses and personal e-mail addresses if possible as we normally mail the participants a confirmation letter and any other necessary information prior to the course. We also require home telephone numbers in the event of a course cancellation.

Please make cheques payable to CEP and mail, along with registration forms, to Michelle Styka at CEP, Ontario Region, 5915 Airport Road, Suite 510, Mississauga, ON L4V 1T1.

NOTE: Registration fees will be refunded only if a cancellation is made one week prior to the commencement of the course. This is now strictly enforced.

If you have any questions regarding the Education Program, feel free to contact me at 905-678-0800, ext. 240, or e-mail at bdolan@cep.ca.

In solidarity,

Barb Dolan
National Representative

NOTE: PARTICIPANTS ARE RESPONSIBLE FOR BOOKING THEIR OWN HOTEL ROOMS - ASK FOR THE CEP GROUP RATE.

CITY & COURSE #	COURSE LOCATION	RECOMMENDED HOTEL
OTTAWA #1	Residence Inn by Marriott Montcalm Room 161 Laurier Ave. West Ottawa, ON K1P 5J2 1-877-478-4838	Same as course location Rate: \$145.00 Includes a buffet breakfast. Quote the booking code PECN
MISSISSAUGA #2	CEP, Ontario Region Office Boardroom #510 – 5915 Airport Rd. Mississauga, ON L4V 1T1 905-678-0800 MAX REGISTRANTS - 10	Hilton Toronto Airport Hotel 5875 Airport Road Mississauga, ON L4V 1N1 905-677-9900 Rate: \$130.00 Single or Double
TORONTO #3	Valhalla Inn Freya Room 1 Valhalla Inn Road Toronto, ON M9B 1S9 416-239-2391	Same as course location Rate: \$99.00 Single or Double
MISSISSAUGA #4	CEP, Ontario Region Office Boardroom #510 – 5915 Airport Rd. Mississauga, ON L4V 1T1 905-678-0800 MAX REGISTRANTS – 10	Hilton Toronto Airport Hotel 5875 Airport Road Mississauga, ON L4V 1N1 905-677-9900 Rate: \$130.00 Single or Double
KITCHENER #5	Delta Kitchener Waterloo Kitchener #1 Room (2nd Floor) 105 King Street East Kitchener, ON N2G 2K8 1-800-483-7812	Same as course location Rate: \$109.00 Single or Double
BELLEVILLE #6	Clarion Inn & Suites Green Door Room 211 Pinnande St. Belleville, ON K8N 3A7 613-962-4531 MAX REGISTRANTS - 18	Same as course location Rate: \$82.00 per night Includes Breakfast

CITY & COURSE #	COURSE LOCATION	RECOMMENDED HOTEL
TORONTO #7	Ramada Hotel and Suites Downtown Metro Room 300 Jarvis Street Toronto, ON M5B 2C5 416-977-4823	Same as course location Rate: \$109.00 Single or Double
BARRIE #8	Holiday Inn Hotel & Conference Centre – Churchill North Room 20 Fairview Rd. Barrie, ON L4N 4P3 705-728-6191	Same as course location Rate: \$131.99 Single or Double
LONDON #9	Hilton London Duke of Connaught Room 300 King Street London, ON N6B 1S2 519-439-1661	Same as course location Rate: \$115.00 Single or Double
TORONTO #10	Valhalla Inn Freya Room 1 Valhalla Inn Road Toronto, ON M9B 1S9 416-239-2391	Same as course location Rate: \$99.00 Single or Double
KAPUSKASING #11	Centre Régional de Loisirs Perras Murray Room 7 Aurora Avenue Kapusksing, ON P5N 1G6 705-335-8461	Park Inn Motel Highway 11 Kapusksing ON 705-335-2366 Rate: \$69.50 for single \$74.50 for double
LONDON #12	Hilton London Suite 300 300 King Street London, ON N6B 1S2 519-439-1661	Same as course location Rate: \$115.00 Single or Double
BURLINGTON #13	Travelodge Hotel, Burlington On- The-Lake – Nelson Room 2020 Lakeshore Blvd. Burlington, ON L7R 4G8 905-681-0762	Same as course location Rate: \$124.00 Single or Double Includes continental breakfast Quote CEP when booking

CITY & COURSE #	COURSE LOCATION	RECOMMENDED HOTEL
TORONTO #14	Valhalla Inn Freya Room 1 Valhalla Inn Road Toronto, ON M9B 1S9 416-239-2391	Same as course location Rate: \$99.00 Single or Double
MISSISSAUGA #15	CEP, Ontario Region Office Boardroom #510 – 5915 Airport Rd. Mississauga, ON L4V 1T1 905-678-0800 MAX REGISTRANTS – 10	Hilton Toronto Airport Hotel 5875 Airport Road Mississauga, ON L4V 1N1 905-677-9900 Rate: \$130.00 Single or Double
TORONTO #16	Valhalla Inn Freya Room 1 Valhalla Inn Road Toronto, ON M9B 1S9 416-239-2391	Same as course location Rate: \$99.00 Single or Double
NORTHWESTERN ONTARIO #17	To be announced	To be announced
SARNIA #18	CEP Local 914 Union Hall 900 Devine Street Sarnia, ON N7T 1X5 (519) 344-1022	No hotel booked

NOTE: ROOM RATES ARE GUARANTEED UP TO ONE MONTH PRIOR TO COURSE

CEP COURSE DESCRIPTIONS

ADVANCED STEWARD

The Advanced Steward course is for experienced stewards who have already received basic steward training and want to know more about discharge and discipline, insubordination, innocent absenteeism, the duty to accommodate and the duty of fair representation. Participants develop skills as educators, communicators and activists. They make presentations on grievance handling, labour history, and the importance of unions. They learn how to get the message out, how to write an effective letter to the editor, and how to use computers more efficiently in their union work. Participants develop techniques for recruiting new members, motivating existing members and shaking up the system through political and social activism.

ANTI-HARRASSMENT & DIVERSITY TRAINING

Anti-Harassment and Diversity Awareness course participants learn about CEP's anti-harassment, anti-racism and equity policies, collective agreement language, human rights legislation and leading court cases. They develop a better understanding of diversity and human rights, and become more comfortable in dealing with workplace harassment and equity issues.

The course uses a lively mix of discussion, presentations and workshop exercises, including case studies.

Union activists, stewards, executive members, members of equity committees, health and safety activists, Mentorship Program participants and grassroots union members who wish to raise awareness of harassment and equity issues in their workplace and want to equip themselves to deal with harassment and equity problems should take this course.

COLLECTIVE BARGAINING

For those of you unfamiliar with collective bargaining, the course introduces you to the negotiations process and helps you develop basic bargaining skills. You will see how legislation, political institutions and economic circumstances influence collective bargaining. This course also introduces you to basic costing and the dynamics of bargaining. Simulated bargaining sessions allow you to practice what you have learned.

FINANCIAL OFFICER

The Financial Officer course is for Treasurers, Financial Secretaries, Secretary-Treasurers and Trustees. The Financial Officer course covers all aspects of the Local's finances – you learn how to keep books, how to authorize expenses, how to work with money – dealing with cash transactions, handling cheques, and banking. Financial Officers learn how to budget and how to prepare reports. Trustees learn how to make quarterly audits. You learn how to calculate the dues, how to maintain a membership list, and how to operate a roster.

HEALTH & SAFETY LEVEL 1

This course is designed to provide participants with a basic understanding of health & safety. The course includes history, health and safety concepts, how the body is affected by the workplace, principles of control of hazards, workplace inspection, how to pursue health and safety improvements at the workplace, policy committees and basic health and safety law.

The course material is provided by the Workers Health & Safety Centre. Instructors are WHSC accredited instructors.

This course is for beginner health and safety activists and is a prerequisite for Level 2 courses.

LOCAL OFFICER 1

Local Officer 1 (formerly Leadership 1) is for new local executive members, committee chairs and experienced stewards, or for other members who will likely become executive members in the near future. Local Officer 1 covers the basic knowledge and skills elected local leaders need. On Local Officer 1 you write job descriptions for the different members of the local executive.

By the end of the course, you know what you are supposed to do, what each executive member is supposed to do, and how to work together collectively to ensure the local runs smoothly. You develop leadership skills -- how to plan and chair meetings, how to motivate members, how to avoid stress and burnout. By exchanging ideas and experiences with other participants, you expand your own fund of knowledge and experience. You return to your local with a better understanding of what you can do to make your local more effective.

ORGANIZING (PILOT COURSE)

Organizing module for locals or councils of locals who are interested in organizing in their communities. Participants will learn the basics of organizing and understand the techniques and approach to use when organizing workplaces.

STEWARD I

The Steward I course is designed for new stewards. The course helps you develop the skills and confidence you need to represent your fellow members. You develop a better understanding of the collective agreement. You practice grievance handling, from meeting with the aggrieved member through to presenting the union's case to management.

Participants in Steward I also review CEP's history and structure, learn to recognize employer practices that promote divisions among workers, and identify ways of building unity in the workplace.

UNION JUDO

Union Judo is for Union leaders and activists from locals facing workplace reorganization. This course is full of practical advice for local activists and leaders in workplaces which management is reorganizing through process reengineering, high velocity culture change, down-sizing, team concept, TQM, etc. Participants share experiences about changes that are taking place, and analyze the forces driving these changes. The course shows you how to represent your members in direct confrontation (karate tactics) and how to use management's momentum to bring them to your level (judo tactics). You will learn how to increase union involvement in decision, maintain the union's identity among the members and build an independent capacity to address new issues and management initiatives as they arise.

CEP ONTARIO REGION

REGISTRATION FORM

Your paid registration will secure your place in the course.

TO REGISTER Call Michelle Styka at 905-678-0800 Ext. 247; or fax at 905-678-7868; or e-mail mstyka@cep.ca to confirm availability.

Complete one form for each participant attending a course.

Attach the registration fee of \$30.00 per participant. (Please send a separate cheque for each participant in each course, post-dated to the course date.)

MAIL TO CEP Ontario Region, Michelle Styka, Education Department
5915 Airport Rd., Suite 510, Mississauga, ON L4V 1T1

THIS FORM MUST BE PRINTED OR TYPED CLEARLY AND COMPLETELY, INDICATING YOUR HOME ADDRESS. YOUR CERTIFICATE AND CORRESPONDENCE DEPENDS ON THE ACCURACY OF THIS INFORMATION. IT IS ALSO IMPERATIVE THAT WE HAVE YOUR PHONE NUMBERS IN THE EVENT OF A CANCELLATION.

Local Number _____

Participant Name _____

Home Address _____

City/Town _____ Postal Code _____

Home Phone _____

Personal e-mail Address _____

Course Title _____

Course Location _____

Course Date _____

