



2010 Northeastern Region 2 Basic Education Schedule

Please Post

Dated – January 22nd, 2010

2010 Winter, Spring and Fall Basic Education Course Schedule

Dates	Times	Registration Deadline	Course Title	Location
<u>Tuesdays</u> February 16 th , 23 rd March 2 nd & 9 th	6:00 pm to 9:30 pm	Tuesday, February 9 th	Talking Union Basics <i>*(Participants must attend all 4 sessions)</i>	United Way Sudbury 105 Elm Street-Suite E-6 Sudbury, ON P3C 1T3
Saturday March 6 th	9:00 to 5:00 pm	Friday, February 26 th	Human Rights Activism	United Way Sudbury 105 Elm Street-Suite E-6 Sudbury, ON P3C 1T3
Saturday & Sunday April 10 th & 11 th	9:00 to 5:00 pm	Friday, April 2 nd	Talking Union Basics	Sault Ste. Marie Location to be determined
Saturday & Sunday May 15 th & 16 th	9:00 to 5:00 pm	Friday, May 7 th	Grievance Handling	Timmins, Ontario Location to be determined
Saturday, June 5 th	9:00 to 5:00 pm	Friday, May 28 th	Political Action & Mobilization	United Way Sudbury 105 Elm Street-Suite E-6 Sudbury, ON P3C 1T3
Saturday & Sunday September 25 th & 26 th	9:00 to 5:00 pm	Friday, September 17 th	Grievance Handling	United Way Sudbury 105 Elm Street-Suite E-6 Sudbury, ON P3C 1T3
Saturday October 23 rd	9:00 to 5:00 pm	Friday, October 15 th	Anti-Harassment	Sudbury Regional Office 500A- 10 Elm Street Sudbury, Ontario (705) 674-6907
Saturday & Sunday November 6 th & 7 th	9:00 to 5:00 pm	Friday, October 29 th	Introduction to Local Officers	Sudbury Regional Office 500A- 10 Elm Street Sudbury, Ontario (705) 674-6907

Applications must be completed and submitted to your Regional Office by the indicated deadline

Remote Subsidies are available for those members working or residing in remote areas in order to assist your attendance at courses. This is a cost sharing initiative between Locals, Components and the PSAC to ensure access to courses. Please contact your Northeastern Region 2 Ontario Council Rep or the PSAC Region Office for more information.

SMOKEFREE: All PSAC events, including these courses, are smoke free.

SCENTFREE: To assist members with environmental sensitivities all courses will be scent free.

STATEMENT ON HARASSMENT: Alliance Education courses are harassment free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SPECIAL NEEDS – ACCESS: The PSAC is committed to ensuring that the accessibility requirements of our members are respected. Please indicate your needs on the application form and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

Members in good standing who complete Basic Courses are entitled to the following:

- Family care expenses of \$50 per day for the first dependant and \$25 per day for every additional dependant. Original receipt and Family Care Allowance Form are required. What is not covered are family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work
- Per diem: **\$25.00 per day or \$50 maximum upon successful completion of the course**

Members who attend a course that they have already completed within the previous two years are not eligible to receive the per diem.

Shift workers who are scheduled to work on the day(s) a PSAC course is held will be paid loss of salary (including shift and weekend premiums) provided they complete a Member Expense Claim form and submit a copy of their shift schedules.

COURSE DESCRIPTION

TALKING UNION BASICS (TUB) (2 DAYS)

This course is presented in two parts on two separate days and Part I is a prerequisite for Part II. This is the Union's key introductory course. If you have wondered what it means to be a Union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. It is recommended that members take this course first as it provides the basic knowledge you need to get the most from other PSAC courses.

Open to: All PSAC members. Local Stewards and new members are encouraged to apply.

GRIEVANCE HANDLING (GH) (2 DAYS)

This training is a must for stewards and other workplace representatives, or members who want to use the enhanced knowledge and skills to solve problems at the workplace. You will find out what the law says about grievances, grievors and their representatives, and the protections built in for those who choose to use the grievance procedure to solve problems. You will develop grievance handling and problem solving skills through "hands-on" exercises on gathering facts and resources, analyzing a problem, drafting grievance wording, building a complete file, and presenting the case to the employer. You will work with case studies based on actual grievances, and in the process, improve your knowledge of case law. Grievance Handling (GH) is a prerequisite to Advanced Stewards Training (AST).

Open to: All members. Local Stewards and new members are encouraged to apply.

Prerequisite: The Talking Union Basics (TUB), Building Union Solidarity (BUS) or its equivalent.

POLITICAL ACTION & MOBILIZATION (1 DAY)

We are affected by decisions of many levels of government as workers, voters and consumers. This course encourages us to think seriously about the kind of government we want and the kind of society we want to build together. If you are interested in mobilizing for political and social action - working with others in the workplace and the community, between elections or during election campaigns - this may be the course for you. Topics include direct action, working with the media, coalition building, the political system, defending public services, creating membership awareness, lobbying elected representatives, use of the Internet in relation to social and political action, mobilization techniques, globalization and international solidarity.

Open to: All PSAC members. Local or community activists are encouraged to apply.

COURSE DESCRIPTION

HUMAN RIGHTS ACTIVISM (1 DAY)

The course is designed for union members interested in developing their skills, knowledge and attitudes to become human rights activists in their union, workplace and community. Participants will be able to develop basic strategies and identify appropriate union and community resources to respond to discrimination, harassment and inequities in the workplace and in the union; develop a plan to apply the learning from the course to their work setting, union and community; network and work collaboratively with other human rights activists in the union/community and to share information and resources in your union and in your region.

You will participate in specific modules on Racism, Aboriginal Awareness, Pride, and Disability Awareness. You will explore the meaning of power as it relates to issues of human rights. You will develop a model of activism for human rights work and struggles.

Members who apply for this course must be supportive of PSAC Policy Statements on human rights issues including employment equity, sexual orientation, anti-racism, Aboriginal Workers, disability issues, and PSAC Anti-Harassment Policies.

Open to: All PSAC Members, Local Executive Officers and Stewards, Local Human Rights and Community Activists, Local and Regional Human Rights/Equity Committee Members including members of Joint Equity/Human Rights Committees, Component Officers.

PSAC ANTI-HARASSMENT COURSE (1 Day)

This course will examine the elements of harassment. You will learn about the roles and responsibilities of the Employer and the Union to ensure that the workplaces are harassment free. Participants will learn how to apply the PSAC Policy on Union Representation: Workplace Harassment.

Open to: All PSAC Members, Local Executive Officers and Stewards, Harassment Complaint Coordinators, and Component Officers.

Note: We encourage all members from all Directly Chartered Locals, Young Workers, and Equity Group members (i.e. Women, Aboriginal member, Racially Visible member, Member with Disabilities and Gay, Lesbian, Bi-sexual, or Transgendered member) to apply for all PSAC Courses.

IF THERE ARE MORE THAN 25 APPLICANTS, WE WILL PRIORITIZE TO A MAXIMUM OF 25 PARTICIPANTS AND THE REMAINING APPLICANTS WILL BE PUT ON A WAITING LIST

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

Application form must be faxed, emailed or sent before deadline to:
 10 Elm Street, Suite 500A, Sudbury, ON, P3C 5N3
 Phone: 705-674-6907, Fax: 705-674-8652, Sudbury_RO@psac-afpc.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S)

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME			
COMPONENT/LOCAL/DCL			
LOCAL UNION POSITION TITLE			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
WORK TELEPHONE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
WORK EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TALKING UNION BASICS (TUB) COURSE			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:	YES	NO	Contact By (Please Circle): Personal Email - Work Email - Mail - Phone
<p>SMOKE-FREE: All PSAC events, including this course, are smoke-free.</p> <p>SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.</p> <p>STATEMENT ON HARASSMENT: Alliance Education courses are harassment-free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.</p> <p>SPECIAL NEEDS – ACCESS REQUIREMENTS: The PSAC is committed to ensuring that the accessibility requirements of our members are respected. Please indicate your needs above and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.</p>			

***This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information*