

### **Introduction to Your Union** (1 day)

Provides basic information on AUPE including its structure and democratic process. Also, addresses two questions: What can the union do for me and what is my responsibility to my union? Members should take this course to gain an understanding of where they might want to get active within AUPE's structure.

### **Level 1 Union Steward Course** (2 day)

This is an Introductory Union Steward Course. Participants will gain knowledge in areas such as: Roles and Responsibilities as Union Stewards; Knowing your Contract, a Systematic Approach to Contract Interpretation; What is Discipline; and Investigation and Disciplinary meetings. **Must be nominated as a Union Steward by your Chapter/Local. Must have taken the Introduction to Your Union course.**

### **Level 2 Union Steward Course** (2 day)

Allows Stewards to refine their skills in: Identifying Grievances versus Complaints; Writing and Presentation of Grievances; Investigation and Discipline; and understanding their role in the Duty of Fair Representation. Expected to attend disciplinary investigations and present grievances on behalf of members, upon completion of this course. **Must be a Level 1 Union Steward.**

### **Contract Interpretation** (1 day)

Looks at rules of construction and interpretation of Collective Agreements. This course is not contract specific but reviews ways to interpret contract language. **Must be a Union Steward.**

### **Respect In the Workplace** (1 day)

Develops an understanding of Human Rights and the process for resolution when our rights are violated. To enhance understanding on issues like equity, diversity, harassment and discrimination, issues that must be overcome in developing respect in the workplace.

### **Union Officer Training** (2 day)

Provides union officers with information on AUPE's structure, roles and responsibilities of union officers, effective meetings, rules of order, and speaking in a union context. The course ends with a mock meeting to provide an opportunity to apply some of the knowledge gained in the course. Prerequisite to Leadership Training\*. **Must be a Component Officer.**

### **Occupational Health & Safety Advocate Level 1 Course** (2 day)

This is an Introductory Health and Safety Course. Participants will gain knowledge in the basic principles of workplace health and safety and workers compensation (WCB). This course will provide them with the critical tools and skills necessary to help prevent accidents, injuries and illnesses at their workplaces. Participants will review Occupational Health and Safety legislation, Workers Compensation and their collective agreements to understand what the union steward's role is in this area. **Must be a Union Steward.**

### **Occupational Health & Safety Advocate Level 2 Course** (2 day)

Reviews the role of the Occupational Health and Safety Advocate and Health and Safety Committees. Will focus on developing strategies to identify potential health and safety issues, workplace hazards and proper reporting procedures. **Must be an OH&SA Level 1.**

### **Mobilizing Course** (1 day)

This class covers the basics for reaching your fellow members and taking action around issues. Communications plans and tactics will be covered as well as organizing public events and campaigns.

This ad hoc course is offered as part of AUPE's Mobilizing Campaign. The course will be provided for Locals, Chapters, regions and workplaces who are interested in engaging their members and taking action. Contact Internal Organizing for course availability.

**\*Component Officer: Chair, Vice Chair, Secretary, Treasurer, Council Rep., Alternate Council Rep., Chief Steward, Provincial Executive, Alternate Provincial Executive, Union Steward or Worksite Contact**

## **AUPE Regional Offices**

### **Headquarters**

Solidarity Place, 10451 – 170 St.  
Edmonton, Alberta T5P 4S7  
Ph: (780) 930-3300  
Toll Free: 1-800-232-7284 press 1  
Fax: (780) 930-3392  
Toll Free Fax: 1-888-388-AUPE (2873)

### **Edmonton City Centre Office**

First Edmonton Place  
520, 10665 Jasper Ave.  
Edmonton, Alberta T5J 3S9  
Ph: (780) 414-7960  
Fax: (780) 428-4879

### **Northwest Regional Office**

2nd Floor, 10036 – 100 St.  
Box 6895  
Peace River, Alberta T8S 1S6  
Ph: (780) 624-2424  
Fax: (780) 624-4859  
Toll Free: 1-800-232-7284 press 2

### **Grande Prairie Regional Office**

102, 9815 – 101 Ave.  
Grande Prairie, Alberta T8V 0X6  
Ph: (780) 513-3520  
Fax: (780) 532-0580  
Toll Free: 1-800-232-7284 press 9

### **Athabasca Office**

Box 2227  
Athabasca, Alberta T9S 2B7  
Ph: (780) 675-2530  
Fax: (780) 675-3727  
Toll Free: 1-800-232-7284 press 5

### **Central Regional Office**

101, 4719 – 48 Ave.  
Red Deer, Alberta T4N 3W9  
Ph: (403) 343-2100  
Fax: (403) 340-1210  
Toll Free: 1-800-232-7284 press 6

### **East Central Regional Office**

4704F – 49 Avenue  
Camrose, Alberta T4V 3K9  
Ph: (780) 672-8877  
Fax: (780) 672-2296  
Toll Free: 1-800-232-7284 press 4

### **Calgary Regional Office**

600, 1816 Crowchild Trail NW  
Calgary, Alberta T2M 3Y7  
Ph: (403) 531-8600  
Fax: (403) 283-7328  
Toll Free: 1-800-232-7284 press 7

### **Southern Regional Office**

203, 1921 Mayor Magrath Drive S.  
Lethbridge, Alberta T1K 2R8  
Ph: (403) 329-1210  
Fax: (403) 327-5827  
Toll Free: 1-800-232-7284 press 8



# **EDUCATION SCHEDULE WINTER/SPRING 2012**

AUPE's education program is responsible for developing and delivering education courses to members and officers in support of the role they perform in their union.



<b>Edmonton</b> 1-800-232-7284 (1) or 780-930-3300		<b>Red Deer</b> 1-800-232-7284 (6) or 403-343-2100		<b>Calgary</b> 1-800-232-7284 (7) or 403-531-8600	
<b>Introduction to Your Union</b>	Jan 31st Mar 20th May 22nd June 19th	<b>Introduction to Your Union</b>	Feb 14th Apr 10th Jun 26th	<b>Introduction to Your Union</b>	Jan 31st Mar 20th May 22nd June 19th
<b>Union Steward Level 1</b>	Feb 1 & 2 Mar 21 & 22 May 23 & 24 June 20 & 21	<b>Union Steward Level 1</b>	Feb 15 & 16 Apr 11 & 12 June 27 & 28	<b>Union Steward Level 1</b>	Feb 1 & 2 May 23 & 24 June 20 & 21
<b>Union Steward Level 2</b>	Feb 28 & 29 Apr 11 & 12 June 6 & 7	<b>Union Steward Level 2</b>	Mar 14 & 15 June 6 & 7	<b>Union Steward Level 2</b>	Feb 28 & 29 Apr 11 & 12
<b>Contract Interpretation</b>	Feb 14th May 8th	<b>Contract Interpretation</b>	Mar 6th May 17th	<b>Contract Interpretation</b>	Feb 14th May 8th
<b>OH&amp;S Advocate Level 1</b>	Feb 8 & 9 Apr 24 & 25	<b>OH&amp;S Advocate Level 1</b>	May 9 & 10	<b>OH&amp;S Advocate Level 1</b>	Feb 8 & 9 Apr 24 & 25
<b>OH&amp;S Advocate Level 2</b>	Mar 6 & 7 May 15 & 16	<b>OH&amp;S Advocate Level 2</b>	Mar 27 & 28	<b>OH&amp;S Advocate Level 2</b>	Mar 6 & 7 May 15 & 16
<b>Respect in the Workplace</b>	Feb 16th Apr 4th	<b>Respect in the Workplace</b>	Mar 8th	<b>Respect in the Workplace</b>	Feb 16th Apr 4th
<b>Union Officer Training</b>	May 29 & 30 June 27 & 28	<b>Union Officer Training</b>	June 13 & 14	<b>Union Officer Training</b>	May 29 & 30 June 27 & 28
<b>Mobilizing</b>	<i>See course description on the back page for more info.</i>	<b>Mobilizing</b>	<i>See course description on the back page for more info.</i>	<b>Mobilizing</b>	<i>See course description on the back page for more info.</i>

**Please note that AUPE Core Courses will continue to be offered in Edmonton, Red Deer and Calgary as a pilot this term.**

- Members who live within the Grande Prairie, Peace River and Athabasca Servicing Areas must register for courses in **Edmonton**.
- Members who live within the Camrose Servicing Areas must register for courses in **Edmonton** or **Red Deer**, whichever location is closest to your home.
- Members who live within the Lethbridge Servicing Areas must register for courses in **Calgary**.

**Please note when registering for courses:**

- Members must contact the corresponding regional office themselves to register.
- Ensure that all prerequisites are met. Course descriptions and required prerequisites are listed on the back page.