

INTRODUCTION TO YOUR UNION (1 DAY)

What does the union do for me, and what is my responsibility to my union? This course will provide you with a basic overview of how the labour movement was integral to lobbying for the legislated rights and working conditions that we enjoy today. You will review AUPE's structure and democratic process. This course will begin your learning journey with AUPE and help offer opportunities to be active within your union. This course is also offered online.

INTRO TO LABOUR HISTORY: WORKERS' HISTORY (2 DAYS)

Have you ever wondered why and how workers formed the first trade unions? This introductory course will help you see yourself in the past, to better understand yourself in the present. You will learn how history and activism are integrated, and gain access to the information, traditions, and knowledge that inform our union's present struggles. Prerequisites: Must have taken the Introduction to Your Union course.

CONTRACT INTERPRETATION (1 DAY)

You will be introduced to a seven-step process that facilitates how to read a collective agreement. Examination of contract language and applying a systematic approach to determine contract violations are key components of this introductory class. This course is recommended to all members who want to learn the basics to reading and interpreting their collective agreement. Prerequisites: Must have taken the Introduction to Your Union course.

INTRODUCTION TO OH&S (2 DAYS)

This introductory level course provides you with an overview of health and safety elements for workers and workplaces. The history of health and safety issues, legislation necessity, hazard identification, and collective agreement coverage regarding health and safety will be reviewed. You will learn a variety of practical skills and assessment tools to assist in developing effective health and safety cultures in your workplaces. This is a highly practical and interactive course for members interested in developing skills and effective knowledge for introductory occupational health and safety. Prerequisites: Must have taken the Introduction to Your Union course. (Previous OH&S Advocate Level 1 participants are exempt)

BASIC CONFLICT MANAGEMENT (2 DAYS)

This courses focuses on basic conflict management Skills. The class will look at effective communication as a strategy for preventing negative workplace conflicts and how prevention strategies can be used to address a conflict before it gets destructive. You will assess your own conflict management styles (strengths and challenges), and learn when not to intervene in conflicts. This is a highly interactive course that includes exercises, discussions and practical application of effective communication skills. Prerequisites: Must have taken the Introduction to Your Union course.

FOUNDATION FOR UNION STEWARDS (3 DAYS + HOMEWORK & MENTORSHIP)

In the Foundations for Union Stewards course you will focus on the Union Steward as a grievance handler. The following areas will be covered to ensure a thorough process is followed for managing grievances: Roles and Responsibilities of a Steward, Interviewing Members, Legislation, Investigations, Disciplinary and Non-Disciplinary Grievances, Grievance Writing and Presentation. The program will include duty to accommodate situations and exposure to many other workplace scenarios. You will be expected to attend all three days of training and complete a homework assignment within specific time periods to continue on to the mentoring component of the program. Prerequisites: Must have taken Contract Interpretation, Introduction to OH&S, Basic Conflict Management and be a Nominated Steward. (Previous Union Steward Level 2 participants are exempt)

OH&S FOR STEWARDS (2 DAYS)

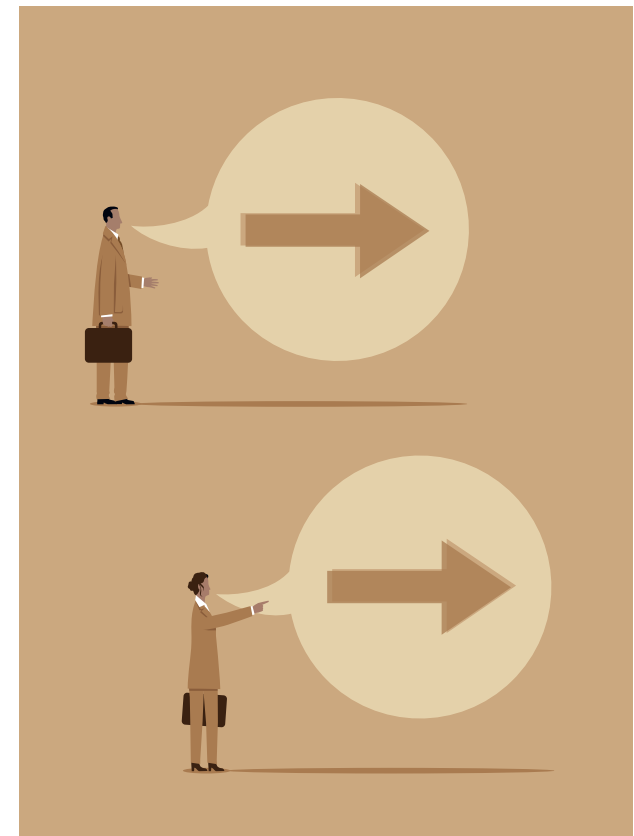
You will use Occupational Health and Safety and Workers' Compensation legislation along with your collective agreements to understand what the union steward's role is in OH&S. You will focus on developing strategies to identify potential health and safety issues, workplace hazards and proper reporting procedures. Prerequisites: Must have completed the current Union Steward Program OR be a Union Steward and completed OH&S Advocate Level 1. (previous OH&S Advocate Level 2 participants are exempt)

RETHINKING POLITICS *formerly Intro to Politics* (2 DAYS)

Politics is not just for politicians. Figure out how you and your union have the political power to make positive changes in your home, workplace, community and the world. This course will help you understand just how politically powerful working people can be and the ways you and your union continue to shape politics on the worksite, in your province and in your home. Prerequisites: Must have taken the Introduction to Your Union course

Please Note: Courses run from 8:30 am to 4:30 pm. If you have other commitments that conflict with our class times (e.g. childcare, doctor's appointments, etc.), please make arrangements so that you are able to attend the registered course for the entire day(s). We request that members do not register for a course on days you are unable to attend for the entirety.

AUPE.ORG/TRAINING **AUPE**Education



EDUCATION SCHEDULE

WINTER/SPRING 2018

The AUPE Education Program is responsible for developing and delivering education courses to members and officers in support of the role they perform in their union.



THE ONLINE REGISTRATION SYSTEM...

- Enables you to register yourself in AUPE courses through the AUPE website
- Walks you through registering for courses and ensuring appropriate prerequisites
- Counts down the number of spaces left in a course
- Keeps track of your course registrations
- Allows for automatic wait-lists
- Notifies you of new courses in your area
- Contains your education history
- Stores copies of all AUPE Education certificates

ONLINE REGISTRATION AT A GLANCE

Sign in to the online registration system available at aupe.org/training/ using your member number

Select course and date (the system will ensure you meet the necessary prerequisites)

Receive acceptance email a few weeks prior to the course

PLEASE NOTE:

Member ID is required to register (if you require your Member ID please contact 1-800-232-7284)

Members are required to register in the city closest to their home

When registering for courses, members must register themselves and ensure all course prerequisites are met

For more details regarding courses AUPE has to offer, please refer to the AUPE website at aupe.org/training/

REGISTER ONLINE AT

AUPE.ORG/TRAINING

AUPEEducation

COURSE	EDMONTON	CALGARY	RED DEER	LETHBRIDGE
INTRODUCTION TO YOUR UNION	FEBRUARY 6 APRIL 12 JUNE 28	FEBRUARY 6 APRIL 6 JUNE 19	FEBRUARY 13 JUNE 7	FEBRUARY 13 JUNE 14
BASIC CONFLICT MANAGEMENT	MARCH 6 & 7 MAY 16 & 17	FEBRUARY 27 & 28 MAY 2 & 3	APRIL 17 & 18	APRIL 17 & 18
CONTRACT INTERPRETATION	MARCH 8 MAY 18	MARCH 8 MAY 31	MARCH 15	MARCH 15
INTRODUCTION TO OH&S	FEBRUARY 21 & 22 MAY 8 & 9	MARCH 6 & 7 MAY 16 & 17	MARCH 13 & 14	MARCH 13 & 14
LABOUR HISTORY: AN INTRODUCTION TO WORKERS' HISTORY	FEBRUARY 15 & 16 MAY 29 & 30	FEBRUARY 21 & 22 APRIL 25 & 26	JUNE 5 & 6	MAY 23 & 24
RETHINKING POLITICS <i>formerly Intro to Politics</i>	FEBRUARY 27 & 28 APRIL 25 & 26	FEBRUARY 8 & 9 MAY 29 & 30	MAY 2 & 3	JUNE 12 & 13
OH&S FOR STEWARDS	JUNE 19 & 20	JUNE 4 & 5	FALL/WINTER 2018	FALL/WINTER 2018
FOUNDATIONS FOR UNION STEWARDS	APRIL 4 - 6 JUNE 13 - 15	APRIL 10 - 12 JUNE 26 - 28	MAY 23 - 25	MAY 8 - 10
ONLINE INTRODUCTION TO YOUR UNION	JANUARY 22 - FEBRUARY 5 MARCH 5 - 19 APRIL 23 - MAY 7 JUNE 11 - 25			