

### 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. Through group discussions, storytelling, and by studying a variety of types of materials about diverse topics, you will learn how history and activism are integrated, and gain access to traditions and knowledge that inform our union's present struggles. Two days will be too few for you to understand the whole picture of labour history, but it will be enough to gain the confidence you need to continue exploring pieces of the puzzle on your own. *Prerequisite: Introduction to Your Union.*

### 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 for; members who want to learn the basics to reading and interpreting their collective agreement. Please Note: This course is not a forum for discussion on individual workplace issues. *Prerequisite: Introduction to Your Union*

### FOUNDATIONS FOR UNION STEWARDS (3 DAYS + HOMEWORK & MENTORSHIP)

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 a specific time period to continue on to the mentoring component of the program. Please Note: This course is not for people who avoid conflict. *Prerequisite: Basic Conflict Management, Intro to OHS, Contract Interpretation and must be a Nominated Steward.*

### INTRODUCTION TO OHS (2 DAYS)

This introductory level course provides you with an overview of health and safety in the workplace. The history of health and safety issues, legislation, hazard identification, and collective agreement coverage will be reviewed. You will learn about some assessment tools and gain confidence to assist in developing effective health and safety cultures in your workplaces. You will also leave the course with access to valuable resources to continue your learning about OHS. This is a practical course for members interested in gaining a basic understanding of occupational health and safety. *Prerequisite: Introduction to Your Union*

### OHS FOR STEWARDS (2 DAYS)

SAFELY UNDER CONSTRUCTION FOR FALL 2019

### BASIC CONFLICT MANAGEMENT (2 DAYS)

This course focuses on basic conflict management skills. We will look at effective interpersonal communication and other prevention strategies to address conflict before it gets destructive. You will assess your own conflict management style, and learn when not to intervene in conflicts. This course requires your active participation, through group discussions, hands-on activities, and practical scenarios. *Prerequisites: Introduction to Your Union.*

### 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. Please Note: This course is not focused on electoral politics or the political landscape. *Prerequisite: Introduction to Your Union*

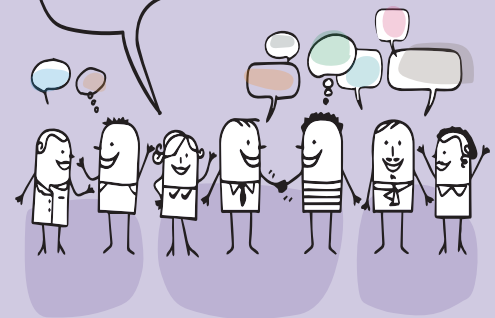
### SOCIAL MEDIA FOR UNION ACTIVISTS (1 DAY)

Are you a union activist? Are you a social media user? Interested in learning more on how you can use social media to inform, engage and connect with fellow AUPE members and allies? This course provides a strong foundation for taking your union activism to Facebook. You'll learn how Facebook fits into AUPE's union strategy, how to post and comment effectively, safety and privacy best practices as well as how to deal with anti-union trolls and detractors. This course is not a "how to use Facebook" course, but rather how to engage on Facebook in your activism. Please Note: This is an interactive course and participants will have to ensure they have a Facebook account to participate. Participants will also be required to bring and use their charged mobile device (smartphone or tablet) with a Facebook app installed. *Prerequisites: Intro to Your Union*

### DIRECT ACTION (2 DAY)

Are you tired of working short? Is your workload increasing while the number of staff to do it remains the same? Are you and co-workers feeling disillusioned by workplace decisions that impact you but you have no say about? Is collective bargaining (negotiations with union/workers and employer) meeting your expectations? This course will empower you to take action in your workplace that will ensure your employer notices. It will provide opportunity for you to discuss workplace issues, and explore alternative methods to resolving them, in a setting that allows for open and frank conversation. This course will build your capacity to support your coworkers in raising workplace issues. *Prerequisites: Intro to Your Union*

# Welcome to Fall 2019



## EDUCATION SCHEDULE

FALL 2019

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/](http://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/](http://aupe.org/training/)

REGISTER ONLINE AT  
**AUPE.ORG/TRAINING**  
AUPEducation

COURSE	EDMONTON	CALGARY	RED DEER	LETHBRIDGE
INTRODUCTION TO YOUR UNION	SEPT 17 NOV 12	SEPT 19 NOV 19	SEPT 24	SEPT 24
BASIC CONFLICT MANAGEMENT	OCT 23 & 24	OCT 30 & 31	OCT 30 & 31	OCT 23 & 24
CONTRACT INTERPRETATION	OCT 3	NOV 27	OCT 22	OCT 22
INTRODUCTION TO OH&S	OCT 1 & 2	NOV 14 & 15	OCT 8 & 9	NOV 5 & 6
SOCIAL MEDIA FOR UNION ACTIVISTS	NOV 22	NOV 26	OCT 29	OCT 8
DIRECT ACTION	NOV 19 & 20	NOV 12 & 13	OCT 2 & 3	SEP 25 & 26
INTRO TO LABOUR HISTORY: WORKERS' HISTORY	NOV 14 & 15	NOV 4 & 5	NOV 7 & 8	OCT 1 & 2
RETHINKING POLITICS	NOV 4 & 5	NOV 7 & 8	SEP 18 & 19	OCT 31 & NOV 1
FOUNDATIONS FOR UNION STEWARDS	DEC 3, 4 & 5	DEC 17, 18 & 19	NOV 19, 20 & 21	DEC 3, 4 & 5
INTRO TO YOUR UNION (ONLINE)	SEPT 30 - OCT 15 DEC 2 - 16	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.		
INTRO TO OHS (ONLINE)	NOV 4 - 18			