

COURSE	EDMONTON		CALGARY		ONLINE	
	START	END	START	END	START	END
BASIC CONFLICT MANAGEMENT					JAN 29 FEB 26 APR 22 JUN 17	FEB 12 MAR 11 MAY 06 JUL 02
CONTRACT INTERPRETATION					JAN 22 FEB 05 APR 08 MAY 21 JUN 17	FEB 05 FEB 19 APR 22 JUN 04 JUL 02
FOUNDATIONS FOR UNION STEWARDS	APR 03 JUN 04	APR 05 JUN 06	MAR 19 JUN 18	MAR 21 JUN 21		
INTRODUCTION TO OH&S	FEB 26 APR 30	FEB 27 MAY 01	FEB 29 APR 30	MAR 01 MAY 01	JAN 29 FEB 26 MAR 18 MAY 21 JUN 03	FEB 12 MAR 11 APR 02 JUN 04 JUN 17
INTRODUCTION TO WORKERS HISTORY					MAY 06 JUN 10	MAY 20 JUN 24
INTRODUCTION TO YOUR UNION	FEB 06 APR 10 JUN 26	FEB 06 APR 10 JUN 26	FEB 14 APR 10 JUN 19	FEB 14 APR 10 JUN 19	JAN 22 MAR 04 MAY 06	FEB 05 MAR 18 MAY 20
BARGAINING BASICS					MAY 21 JUN 10	JUN 04 JUN 24
OHS FOR UNION ACTIVISTS					MAR 11 JUN 17	MAR 25 JUL 02
DEMOCRACY AT WORK <small>zoom</small>					MAY 07	MAY 08
RETHINKING POLITICS	MAY 22	MAY 23	MAY 21	MAY 22		
WORKPLACE POWER	FEB 13 MAR 06 APR 15 JUN 11	FEB 14 MAR 07 APR 16 JUN 12	FEB 27 MAR 12 APR 17 JUN 04	FEB 28 MAR 13 APR 18 JUN 05		
PICKET CAPTAIN TRAINING <small>zoom</small>					JAN 31 FEB 08 MAR 04 MAR 18 APR 18 APR 24 MAY 23	JAN 31 FEB 08 MAR 04 MAR 18 APR 18 APR 24 MAY 23

Dates may change or be added. The online registration system dates are the most accurate. Version January 12, 2024

1\* 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.**

2\* PLEASE NOTE: For online at-your-own pace courses, you will have between the dates posted to work through the course material and complete any requirements. For online live courses, these 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.**

## 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](https://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).

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

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



# EDUCATION SCHEDULE

WINTER/SPRING 2024  
 IN PERSON & ONLINE

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.



## INTRODUCTION TO YOUR UNION

**Online (Work at your own pace- 2 weeks) and F2F (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 o er opportunities to be active within your union.

**Prerequisites:** None

## INTRODUCTION TO OHS

**Online (Work at your own pace - 2 weeks) and F2F (1 day)**

This introductory course provides an overview of health and safety in the workplace, with a special focus on the safety rights of workers. We review some history of health and safety issues, laws, the internal responsibility system, hazard identification and AUPE support.

You will learn about assessment tools and gain confidence in contributing towards a culture of safety in the workplace. You will also leave the course with access to valuable resources to continue learning about OHS.

**This course is for:** Members interested in gaining a basic understanding of Occupational Health and Safety.

**Prerequisites:** Introduction to Your Union

## BASIC CONFLICT MANAGEMENT

**Online (Work at your own pace - 2 weeks)**

In this course, you'll focus on basic conflict management skills. You'll look at effective communication as a strategy for preventing negative conflicts and how prevention strategies can be used to address a conflict before it gets destructive. You'll assess your own conflict management styles (strengths and challenges) and learn the range of options available to you in managing your own conflicts when they arise.

**Note:** While this course will provide tools for conflict management, we will not be focused on your individual conflict scenario during the course.

**Prerequisites:** Introduction to Your Union

## CONTRACT INTERPRETATION

**Online (Work at your own pace - 2 weeks)**

Your collective agreement can be a powerful tool. You have fought for what is contained in your collective agreement and it is important to enforce your rights within your agreement. In this course, you will learn seven steps to reading a collective

agreement, examining contract language, and applying an approach to determine contract violations.

**Note:** This course is not a forum for discussion on individual workplace issues.

**Prerequisites:** Introduction to Your Union

## LABOUR HISTORY: INTRO TO WORKER'S HISTORY

**Online (Work at your own pace - 2 weeks)**

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.

**Note:** The course will not provide a complete picture of the "jigsaw puzzle of the past," but rather gives some tools and understanding to continue exploring on your own.

**Prerequisites:** Introduction to Your Union

## FOUNDATIONS FOR UNION STEWARDS

**F2F (3 day course with homework and mentoring)**

As a Union Steward you will be a champion for your worksite, a grievance handler, and help your fellow workers resolve worksite issues through alternate avenues.

**In this course, we will cover:** Roles and Responsibilities of a Steward, Interviewing Members, Collective Action, Investigations, Disciplinary and Non-Disciplinary Grievances, Legislation, the Grievance Handling Process from start to finish, including 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 to complete the pre-reading online module, 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.

**Note:** This course is not for people who avoid conflict.

**Prerequisites:** Intro to Your Union, Basic Conflict Management, Intro to OHS, Contract Interpretation and must be a Nominated Steward.

## OHS FOR UNION ACTIVISTS

**Blended (Online - 2 weeks with supplementary live Zoom meetings)**

To join an OHS committee or fulfill the duties of a worksite OHS representative, you're going to need the knowledge, skills and values that make a culture of safety possible. But the challenge is growing – many employers put safety at the bottom of their to-do list. And what's worse, Alberta's UCP government has run

our OHS legislation through the paper shredder. It's time to rise up and fight!

In OHS for Union Activists, you'll discover the basics of joint committees, and go beyond. We'll explore why you need to file safety grievances, bargain for safety, and organize collective action for power in your workplace. It's all about defending the most vulnerable workers and making sure everyone goes home healthy and safe at the end of their shift.

**Prerequisites:** Introduction to OHS, Introduction to Your Union

## PICKET CAPTAIN TRAINING

**Online (1 day live Zoom meeting)**

Strike? Lockout? Essential Services? Scab? What do all these things mean?

Picket Captain Training is your one stop shop to equip you with the tools you need to be a leader at your worksite in the event of a strike or lockout. Workers have the power to make the world come to a standstill, yet it's our wealthy and powerful bosses who have almost all the power over our lives. Strikes and other forms of job action have always been our tools to shift power away from the bosses and into our hands.

This one-day course will go over everything from the steps that lead up to a strike and what to expect on a picket line, to what you need to do to win.

**This course is for:** Members who want to act as leaders on their worksite in the event of a strike or lockout.

**Prerequisites:** None

## WORKPLACE POWER

**F2F (2 days)**

When you've challenged your boss, has someone told you, "That's not in the contract! There's nothing we can do about it!"

Have you and your coworkers ever gotten frustrated with the "official channels" blocking solutions on the worksite?

Is your employer driving you wild by ignoring your issues?

Then this course is for you!

Workplace power will give you the skills you need to build collective power with your coworkers to be able to challenge your employer and improve your working conditions and quality of life at work.

**Prerequisites:** None

## DEMOCRACY AT WORK

**Online (Two day live Zoom meeting with supplementary materials in the Rise 360 environment.)**

Beyond union elections and meetings, unions are inherently political organizations. Despite this, many members struggle with a lack of engagement in both AUPE and broader democratic institutions.

Democratic unions are stronger unions; exploring the importance of participation, and your role as an active union member, this course will support you in thinking critically about our existing systems and provide you with an understanding of how to get involved in AUPE's democratic processes.

**Prerequisites:** Intro to your Union

## BARGAINING BASICS

**Online (Work at your own pace - 2 weeks)**

Collective Bargaining is your right as a Union member!

This course will outline collective bargaining and how this right was fought and won. It will provide an in-depth look at how your Negotiating Teams are elected under AUPE's Constitution and provide insight into obtaining a collective agreement under the Alberta Labour Legislation. You will also review the process of Essential Services Agreements and their impact on negotiating collective agreements.

Most importantly, you will discover the importance of exercising workplace power, its impact on collective bargaining, and how you can support your Negotiating Team as you all work towards getting the collective agreements you deserve.

**Prerequisites:** Intro to Your Union

## RETHINKING POLITICS

**F2F (2 days)**

(Formerly Intro to Politics) 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.

**Note:** This course is not focused on electoral politics or the political landscape.

**Prerequisites:** Intro to Your Union

**OPTIONAL COURSES (Work at your own pace)**

## PIPA FOR COMPONENT OFFICERS

## COMPONENT OFFICER TRAINING

## EMAC TRAINING