



KINGSTON REGIONAL OFFICE (R.O.) BASIC EDUCATION SCHEDULE Winter/Spring 2013

COURSES OFFERED				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
February 23 & 24 2013	Sat/Sun 09:00 to 16:00	Feb 13/13	TUB (Talking Union Basics)	Travelodge Pembroke 900 Pembroke Street, East Pembroke, ON K8A 3M2 Postponed
April 20 & 21 2013	Sat/Sun 09:00 to 16:00	Apr 12/13	TUB (Talking Union Basics)	PSAC Kingston Regional Office 412-1471 John Counter Blvd, Kingston, ON K7M 8S8
May 25 & 26 2013	Sat/Sun 09:00 to 16:00	May 17/13	GH (Grievance Handling)	PSAC Kingston Regional Office 412-1471 John Counter Blvd, Kingston, ON K7M 8S8
April 27 & 28, 2013	Sat/Sun 09:00 to 16:00	April 19, 2013	TUB (Talking Union Basics)	TBA
June 22, 2013	Sat 09:00 to 16:00	June 14/13	Representing Members with Mental Health Disabilities	PSAC Kingston Regional Office 412-1471 John Counter Blvd, Kingston, ON K7M 8S8
June 23, 2013	Sun 09:00 to 16:00	June 14/13	Bullying in the Workplace	PSAC Kingston Regional Office 412-1471 John Counter Blvd Kingston, ON K7M 8S8

The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs. Grievance Handling and TUB are prerequisites for the Advanced Stewards Course. Applications must be completed and submitted to your Regional Office by the deadline indicated.

SMOKE-FREE: All PSAC events, including this course, are smoke-free.

SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.

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 AND DIET REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary 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.

BASIC COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE BASIC WEEK-END COURSES ARE ENTITLED TO THE FOLLOWING:

FAMILY CARE EXPENSES: Family care expenses of \$50.00 per day for the first dependant and \$25.00 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: \$50.00 per day upon successful completion of the course. Members who attend a course which they have already completed within the previous two years are not eligible to receive this per diem. Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid loss of salary (including shift and weekend premium) provided they complete a Member Expense Claim Form and submit a copy of their shift schedules.

COURSE DESCRIPTIONS

TALKING UNION BASICS (TUB) (2 Days)

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. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members. 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. New Local Stewards are encouraged to apply.

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

Note: Please bring a copy of your collective agreement to the course.

REPRESENTING MEMBERS WITH MENTAL HEALTH DISABILITIES (1 DAY)

This half day course will provide stewards with information and tools to effectively represent members with mental illness.

Course Objectives:

- Introduction to mental health in the workplace
- Improve our language and open our minds to the evolving respectful language
- Understand your role and responsibilities in representing members with mental health issues
- Understand the employer's responsibilities related to mental health accommodation in the workplace

Open to: All members.

BULLYING IN THE WORKPLACE (1 DAY)

Bullying is an increasing problem at workplaces across the country. Dealing with workplace bullying is a complex issue and can't be fully addressed in a half day workshop. However, in this time frame participants should be able to get some clarity about the problem, possible solutions, and the union's role in addressing workplace bullying.

Open to: All members.

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 RESITRATION FORM

Application form must be faxed, emailed or sent before the deadline indicated to:

**PSAC Kingston Regional Office, 412-1471 John Counter Blvd, Kingston, ON K7M 8S8
Phone: 613-542-7322 / Fax: 613-542-7387 / Email: loshakk@psac-afpc.com**

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

NAME	
COMPONENT/LOCAL	
LOCAL UNION POSITION	
HOME ADDRESS CITY, PROVINCE POSTAL CODE	
WORK TELEPHONE	
HOME TELEPHONE	
CELL PHONE	
PERSONAL EMAIL ADDRESS	
PSAC ID #	
DATE COMPLETED TUB COURSE	
SPECIAL NEEDS; ie: Special diet, wheelchair access, sign language, documents in alternative formats, etc.	
WOULD YOU LIKE TO BE INCLUDED IN OUR CONTACT LIST?	

** 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.