



## Collective Knowledge, Collective Action: Creating Change Together

2010 Job Steward Seminar  
March 12, 13 and 14, 2010

January 14, 2010

**TO: All COPE, Local 378 Job Stewards,  
Executive Councillors and Executive Board Members**

COPE Local 378, through the Education Committee, is holding its annual Job Steward Seminar on March 12, 13 and 14, 2010, at the Coast Plaza Hotel at Stanley Park, 1763 Comox Street in Vancouver.

We are pleased to offer the opportunity to meet and work with both new and experienced Job Stewards as well as your President, Vice-Presidents, Officers and Staff.

There will be nine (9) weekend long workshops/courses offered and a brief description of each is included on the attached **Workshop Preference Form**:

1. Job Steward - Basic
2. Job Steward - Advanced
3. Retire in Style
4. Facing Management
5. OH&S
6. Union Counselling
7. Collective Bargaining - Basic
8. Acting up- Problem Solving/Respectful Workplace
9. How to Get Your Way - Public Speaking and Rules of Order

On Friday evening an informal social will be held at the hotel to allow participants an opportunity to relax and meet other Job Stewards, Officers and staff. On Saturday night, we will be providing a dinner buffet with an "Around the World" theme. **The Registration Form, Workshop Preference Form and Travel Request Form** are attached. You may also register on-line at: [www.cope378.ca](http://www.cope378.ca) (On main page click on 2010 Job Steward Seminar). Please indicate your workshop choice by clicking to select your course choice on the Workshop Preference section of the online form. We will do our best to accommodate your preference. Please indicate if you will be attending the social on Friday and whether you will be bringing a spouse/partner to the dinner on Saturday. The Registration Form is attached for those of you who cannot register online. Our planned agenda will be:

### **FRIDAY, MARCH 12, 2010**

7:30–9:30 am: Registration  
9:30 am–12:00 Plenary  
11:00-1:30 pm: Lunch  
1:30–5:00 pm: Classes

### **SATURDAY, MARCH 13, 2010**

9:30 am–noon: Classes  
Noon–1:00 pm: Lunch  
1:00–4:30 pm: Classes  
6:00–10:00 pm: "Around the World" buffet dinner & entertainment

### **SUNDAY, MARCH 14, 2010**

9:30 am–Noon: Classes  
Hotel checkout by 1:00 p.m.

There is a substantial amount of planning required for this seminar and your co-operation in completing and returning the attached **Registration Form, Workshop Preference Form and Travel Form (or registering online at [www.cope378.ca](http://www.cope378.ca))**, as soon as possible would be appreciated. We expect our registrations will be high. Participants are expected to register and attend the full weekend workshop to fully benefit from the training. To ensure all our Job Stewards can be given the opportunity to participate in our seminar, we would ask that you register **no later than Friday, February 19th, 2010**, so we can plan the appropriate numbers when preparing participant kits, instructors, workshops and so forth. **Late registrations will not be accepted. Cancellations are permitted no later than Friday, March 5, 2010.** If cancellations are made past this date or you do not get to the seminar **you will be responsible for all costs incurred, including hotel room, travel, etc.**

We will provide advance notice of the Job Steward Seminar to Labour Relations, and it will be circulated to your management to avoid any problems with your time off work. Please notify your supervisor as soon as possible that you will be attending this seminar. Also, if you require a leave of absence, please ensure the days are indicated on the Registration Form. Scheduled time off work will be paid by either the Union, or the Employer, depending on the conditions specified in your Collective Agreement. Travel, conference related expenses and hotel costs will be paid by the Union. *Please refer to the Member and Employee Claims document for details of the Expense Claim Policy.*

**For out-of-town participants** who need flight arrangements (or approval for driving in lieu), **please complete the attached Travel Form** or complete the travel page of the online registration ([www.cope378.ca](http://www.cope378.ca)). Once the form has been approved in our office, we will make your travel arrangements with the travel agent and ensure the specifics are sent to you. Please ensure you have completed the **Hotel Section** on the Registration Form if you live outside of the lower mainland.

**For in town participants**, *if* there are rooms available after the number of out-of-town participants is determined, you may have access to hotel accommodation. You will be advised via email or telephone if there are any additional rooms available approximately 1 (one) week prior to the seminar. Please make sure your contact information on the registration form is correct.

Personal, detailed information and confirmation of registration will be emailed to you. If you have any questions, or if you have not received detailed information and confirmation of registration by Friday, February 26, 2010, please email Yudon Garie at [ygarie@cope378.ca](mailto:ygarie@cope378.ca) or call (604) 299-0378.

If you are not registering online, we would ask that you return the registration forms to the COPE office by mail to 2nd floor, 4595 Canada Way, Burnaby, BC, V5G 1J9, or by fax to (604) 299-8211. If you are faxing in your registration form, please call the office to confirm receipt of your registration.

We are very excited about this Seminar and look forward to meeting and working with you so we can better represent our members.

#### **REMINDER: KEEP A COPY OF ALL YOUR CORRESPONDENCE & CONFIRMATIONS**

Yours in Solidarity,

Gwenne Farrell  
Chair, Education Committee





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2010 Job Steward Seminar
March 12, 13 and 14, 2010

You may also register on-line at: www.cope378.ca and click on "2010 Job Steward Seminar"

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Bargaining Unit (Your Employer): \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Please complete in full as confirmation will be mailed or emailed to you)

Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Work Fax: \_\_\_\_\_

Union position \_\_\_\_\_ Job Steward \_\_\_\_\_ Executive Councillor \_\_\_\_\_ Executive Board

1. Do you require air travel arrangements? \_\_\_\_\_ Yes \_\_\_\_\_ No
If you require air travel arrangements, please complete the attached Travel Request form.

2. Hotel accommodation for out-of-town participants:
Do you require hotel accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No
\_\_\_\_\_ Queen Bed \_\_\_\_\_ 2 Double Beds (Please note that all rooms are non-smoking)
Please note that this is a preference only and depends on availability

Which nights? \_\_\_ Thurs. (11th) \_\_\_ Fri. (12th) \_\_\_ Sat. (13th) EC's only: \_\_\_ Sun. (14th)

3. Please advise us of any disability that you would require special arrangements to be made for
and the form of assistance you require. \_\_\_\_\_

4. Leave of absence: I am scheduled to work and will require a leave of absence for:
\_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday (EC Only) \_\_\_\_\_ Monday
If you are requesting additional leave for approval, other than above please provide the additional
date and explain the reason below:

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

5. Lunch is provided on Friday & Saturday, March 12th & 13th, 2010.
As lunch is provided by the Union, no alternate meal allowances will be approved.

6. A social will be held Friday, March 12th. Will you be attending? \_\_\_\_\_ Yes \_\_\_\_\_ No
Will your partner be attending the Social Friday night? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. "Around the World" Buffet Dinner will be held Sat., March 13th.
Will you be attending the Saturday dinner? \_\_\_\_\_ Yes \_\_\_\_\_ No
Will your partner be attending the Saturday dinner? \_\_\_\_\_ Yes \_\_\_\_\_ No
(No alternate meal allowance for Saturday evening)

RETURN BY NO LATER THAN FRIDAY, February 19, 2010



# TRAVEL REQUEST FORM

PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Bargaining Unit / Your Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## DRIVE IN LIEU OF FLYING REQUEST

If you would like to be approved to drive in lieu of flying, please indicate below with details.

Driving from: \_\_\_\_\_

Date departing: \_\_\_\_\_

Date returning: \_\_\_\_\_

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## AIR TRAVEL

Airport departing from: \_\_\_\_\_

Date departing: \_\_\_\_\_

Time: \_\_\_\_\_

Date returning: \_\_\_\_\_

Time: \_\_\_\_\_

We will email airline tickets once your travel request has been approved and booked.  
Please ensure you have provided your email address on the Registration Form attached.

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Please submit this Form (if applicable) with your Registration Form, no later than Friday, February 19, 2010. Once approved, we will forward to the Travel Agent to be booked and you will receive details via email. Please call Yudon Garie at (604) 299-0378 if you have not received confirmation by Friday, February 26, 2010.



## Workshop Preference Form

PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Bargaining Unit / Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ Fax: \_\_\_\_\_

COPE Education Courses or Workshops previously taken: \_\_\_\_\_

Please choose only ONE of the following courses to participate in for the 2010 Job Steward Seminar

### DESCRIPTION OF WORKSHOP

\_\_\_\_\_

#### **Job Steward – Level 1**

The steward is the main point of contact between the union, its members, management, and the larger labour movement. The leadership the steward can give and the effectiveness with which the job is carried out are key to building strong and dynamic local unions. This course is about building the skills, confidence and knowledge the steward needs to represent, and communicate with, their members. Participants will learn about the responsibilities of their position as stewards, the handling of grievances and complaints, protecting contractual provisions in the collective agreement and current issues for stewards.

\_\_\_\_\_

#### **Job Steward – Level 2**

The steward is the main point of contact between the union, its members, management, and the larger labour movement. The leadership the steward can give and the effectiveness with which the job is carried out are key to building strong and dynamic local unions. This course is about building the skills, confidence and knowledge the steward needs to represent, and communicate with, their members. Participants will learn about the responsibilities of their position as stewards, the handling of grievances and complaints, protecting contractual provisions in the collective agreement and current issues for stewards.

\_\_\_\_\_

#### **How to Get Your Way - Public Speaking and Rules of Order**

This course deals with how to use the rules of orders to get your way in a meeting, how to run a union meeting, the duties of a chairperson, and the rules of order. This course is excellent for anyone who chairs or participates in meetings. This course deals also with the principles and characteristics of effective public speaking; how to organize and build a speech; the use of humour and gestures; how to be convincing and persuasive; the art of impromptu speaking; introductions and speeches of courtesy; and to provide first-hand experience in speaking before a group.

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#### **Acting Up & Problem Solving in the Workplace**

This course provides a look at stress and conflict in the workplace and gives participants and opportunity to build some skills for problem solving, using their own union or steward.



## **Workshop Preference Form** (continued)

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### **Union Counselling**

This is a first level course for members interested in becoming Union Counsellors. The participants will be equipped to refer union members to services and agencies in the community, develop communication skills, discuss stress as it relates to the workplace, deal with myths and realities relating to chemical dependency with a focus on alcoholism and drugs. The Union Counsellor will be equipped to assist members and their families in a confidential and appropriate manner. It is hoped that participants will maintain an ongoing interest in this field. The course will also cover the role of the Union and the Union Counsellor when there is an Employee Assistance Program in the workplace.

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### **Collective Bargaining - Basic**

This course develops an understanding of the collective Bargaining process, how it works and the skills you will need to participate in the process. Participants will learn about preparations for collective bargaining, bargaining proposals from the membership, key contract, clauses and current bargaining issues. An opportunity is provided to analyze union and management tactics in a "mock bargaining" session. This course will be of interest to new bargaining committee members and local union officers who are involved or anticipate being involved in actual bargaining.

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### **OH&S**

This introductory Occupational Health & Safety Course introduces new OH&S Committee members, worker representatives and activists to the basic principles of workplace health and safety and provides them with the critical tools and skills necessary to help prevent accidents, injuries and illnesses at their workplaces. Participants will learn about the OH&S Regulation, the Workers Compensation Act and have an opportunity to put theory into practise in various interactive exercises in the course.

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### **Facing Management**

This course deals with evolving employer agendas and management styles that are used to implement new programs in the workplace. You will learn about management's hard-line and soft-line approaches, various workplace strategies for reorganization, team concepts, and employee involvement schemes. It's also designed to teach a critical awareness of the latest management tactics so the union can protect and advance its agenda. We hope to better equip participants with some of the necessary skills to deal with management and win the hearts and minds of your membership at the same time.

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### **Retire In Style**

Thinking of retiring but need to know more about the pension system? Learn valuable information and tools to help you make important choices about your retirement.

**If you cannot register online, please return this completed form to Yudon Garie at COPE, Local 378  
no later than Friday, February 19, 2010**