

2016 CLC Winter School Courses

Arbitration: To Go or Not To Go?

Participants will learn the law with respect to duty of fair representation obligations, as well as the standard arbitral legal tests in relation to discipline, contract interpretation, and evidence. There will also be a legal research component, which will focus on locating the law and conducting efficient legal research. Participants will present an overview of a grievance with recommendations on whether to proceed to arbitration.

Taught by both counsel and arbitrators, this course will provide the legal knowledge required for unions to determine what the critical issues are in individual grievances and to make informed decisions regarding the progress of grievances. One of the most difficult issues facing unions is whether to advance grievances to arbitration. It can be a legal minefield.

Participants should have some experience in the arbitral referral process. A basic arbitration course is recommended. This course does not focus on preparation or presentation of a labour arbitration case. Participants wanting arbitration skills should take a Labour Arbitration Level 1 or 2 course.

Benefits Bargaining

This course will help you understand how health and welfare benefits are structured and how to prepare for benefits bargaining. The course will include information on new and renewed benefit plans and how to handle a change in benefits carriers. Topics for discussion will include: costing of benefits, employers' response to increasing costs and changes in coverages, funding methods including trusts, laws pertaining to benefits coverage, privacy issues, collective agreement language ideas, types of benefit plans to avoid and why.

BCGEU Leadership Lab: *Learning for leading*

Today's trade union leaders must grapple with increasingly complex challenges: political, legal, and economic attacks on workers and their organizations; the shifting nature of work amidst the pressures of globalization and neoliberalism; and the ever-changing cultural and social forces that impact our ability to organize, mobilize, and bargain effectively. As we struggle to maintain our relevance and effectiveness, what can we learn from labour's own history? From other trade unions and social movements? And from each other, through debate and discussion?

We will explore these themes in a series of thought-provoking and engaging sessions and a collaborative learning environment while considering the strategic and practical implications for today's – and tomorrow's – labour movement and trade union leaders. Learners will also have the opportunity to interact and develop relationships with activists from our own and other unions.

This is an intensive and rewarding 5-day introductory course aimed at emerging BCGEU activists with varied experiences in the union and the community, an eagerness to expand their thinking and a commitment to a progressive, effective, and responsive union at the forefront of the labour movement - Class size is limited.

Building Health and Safety Activism

Union health and safety activists will share and learn the proven strategies to initiate and conduct a fully effective health and safety campaign in their workplaces and larger communities. Participants will learn how to use their OH&S committees to drive a safety agenda in their workplace. Setting up the proper messaging and communications infrastructure as well as gaining capacity and building allies both internal and external to the workplace will be discussed. Fostering worker participation and building momentum on these issues is some of the most important work that we do in the labour movement.

Building Psychologically Health Workplaces

Current research confirms that mental health issues are prevalent in B.C. workplaces. Workers who experience mental health issues face incredible challenges in the workplace. Many are misunderstood, stigmatized, and underutilized. From an organizational effectiveness and sustainability perspective, this is a significant business issue and one that requires attention. In a world where shortages of critical skills are, and will continue to be, a priority for many organizations, we cannot afford to allow the situation to continue. Workplace stress, bullying, harassment, and violence are increasingly the predominant issue for Canadians. Awareness of the staggering economic cost of workplace stress and related issues (\$51 billion annually) grows steadily. Research also points to stress as a contributing factor in actual workplace accidents, injuries, and violence, making it a major factor in OH&S.

This course looks at all of the various workplace psychosocial factors and works on developing and implementing an effective plan that will improve the psychological health and safety of a workplace. The course examines strategies that eliminate, minimize, and accommodate psychological health issues.

Bullying and Harassment

Responsibility for bullying in the workplace is shared between workers, the employer, and the union. This course will explore different approaches and tools to address bullying in the workplace, from education programs, legislation, workplace policies and procedure, grievances, and other means within the collective agreement language like labour management committees. The course will also explore the relationship and differences between legislation covering bullying and harassment. We will also look at what the rest of Canada is doing on the topic of bullying and pull examples and lessons from their experiences. Finally, we will review the new B.C. Legislation put out by WorkSafe BC and the implications of this language for OH&S committees and WorkSafe BC claims.

Prerequisite: Applicants must be a steward or member of their Joint Occupational Health and Safety (JOSH) Committee, Bargaining Committee, or Union-Management Committee

Canadian Health & Safety Roundtable

The Canadian Labour Congress and the BC FED and Health and Safety Centre are co-hosting a pan-Canadian roundtable for occupational health and safety and compensation education centres. This roundtable will provide a forum for curriculum exchange, best practices, networking and advancing workers health and safety education interests. It is intended for those active in existing or developing worker-focused and worker-driven health and safety and compensation education centres. It would also be of interest to health and safety educators from affiliate unions.

Candidate Development for Women

Are you a woman who has been elected in your local union, provincial, or community organization? Are you looking to increase your support base and engage a wider audience? Have you run or considered running in a municipal, provincial, or federal campaign? If you answered yes to any of these questions, then this course is for you!

This course is a next step for women leaders, designed to address the day to day challenges in the face of high stress campaigns. Participants will take away new ways of campaigning, strategic planning, and framing our message. By building on communications and presentation skills, participants will leave with the tools to best communicate their message in on camera interviews, face to face debates, and with new media.

Collective Bargaining 1

Participants will leave with a solid understanding of the bargaining process and the factors that affect collective bargaining. This course also introduces some of the laws and rules that structure the bargaining process and provides opportunities for hands-on practice and skills development in preparing for and negotiating parts of a collective agreement. Level one is aimed at new bargaining committee members and local union officers. You may want to bring a calculator for this course.

Collective Bargaining 2

Bring a copy of your collective agreement and a calculator as we work with different strategies and tactics for effectively facing today's challenges at the bargaining table. How do we deal with workplace change – restructuring, automation, or new technology? What language best protects workers against unfairness in drug & alcohol testing or electronic monitoring? How do we prepare our membership and the union to deal with concession demands in pension and health benefits? This is a course for students who have taken Basic Collective Bargaining and have some experience on a bargaining committee.

Critical Incident Stress

Our experience is that people in a variety of jobs can, at one time or another, be exposed to critical incident stress (CIS), not just emergency responders. The course will cover a detailed explanation of stress and stressors, policies and guidelines, communication skills, the recovery process from CIS and practical sessions. The end result is to provide awareness of what CIS is, how to recognize it, and how to best deal with those exposed to it.

Prerequisite: *Union Counselling 1*

Facing Management Effectively

This course will look at economic, political, social forces at play between union and management. It will examine the roles and rights of each group and the different types of union/management relationships and styles. We will look at the power, bias, and privilege dynamics between union and management and how we can communicate effectively. We will focus on problem solving – understanding issues, developing strategies, finding and presenting facts and argument, finding areas of agreement, building solutions, implementing and maintaining solutions. Participants can expect lots of participation, interaction, and role-plays along with practical skills and tools for communication, analysis, strategy, and critical thinking.

Federal Labour Law

This course presents an overview of the federal labour legislation and its impact on the strategies and actions of unions. Among the topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts, and picketing; the duty of fair representation; management and union rights; and grievance arbitration law.

Students will learn to do legal research using basic text books, annotated statutes and online research tools. Theory will be put into practice. Using case studies, students will learn how to prepare for grievance hearing or labour management meeting. Students who have access to a laptop are asked to bring one.

Health & Safety Level 2

This advanced OH&S course has been designed to develop tools, resources, and strategies to tackle more complex issues at the workplace. The issues covered include: ergonomics, indoor air quality, violence prevention, exposure to infectious disease, and exposures to chemical hazards. The course will focus on hazards that contribute to incidents and how to ensure that an effective investigation takes place. We will be discussing the barriers facing joint committees regarding participation, the type of investigation, and access to information required to ensure an effective investigation transpires.

This course meets the criteria for the 8-hr annual educational leave that OH&S Committee members and worker representatives are entitled to under the Workers Compensation Act.

Prerequisite: BCGEU members must have taken the BCGEU Health & Safety Level 1 within the past year.

Labour and Climate Change: Taking Action Now!

As a society we need to take collective action to lower greenhouse gas emissions enough to hold back further catastrophic damages from climate change . Both the provincial and federal governments are in the process of setting in motion their climate action plans. It is critical that the labour movement is at the centre of the discussion and development of BC and Canada's response to climate change.

This course will:

- provide an overview of the 2015 Paris Agreement on Climate Change - what did countries around the world agree to do to lower green house gas emissions?
- examine and critique the provincial and federal climate action plans and discuss how labour can insert itself in the development and implementation of the plans
- discuss Just Transition principles - what programs and resources do workplaces, workers and communities need to move towards a low carbon economy?
- examine what unions are doing to address climate change and discuss how we can take part in the action

Labour Arbitration Level 1

This course is designed to introduce participants to the practical skills required to prepare and present a case at an arbitration hearing. Special emphasis is placed on evidence, examination and cross-examination, the opening statement and final argument, and you will discuss current trends and cases dealing with the arbitration process. This course would be useful for grievance committee members or chairpersons, or union staff or officers who have not yet had extensive experience with the arbitration process.

Labour Arbitration Level 2

As a follow-up course to Labour Arbitration Level 1, this course has an emphasis on necessary verbal and procedural skills. It deals primarily with the conduct of the hearing for example, with the rules of evidence, examination-in-chief, and cross examination.

Prerequisite: Labour Arbitration Level 1 or arbitration experience.

Labour Community Advocate Level 1 (Union Counselling)

This foundational course is offered to new Labour Community Advocates and other union members who are responsible for providing community referrals in the workplace. In Level 1 participants will learn about the social issues faced by working people and the resources available in their community. Participants are trained in communication skills, interviewing and referral techniques. In addition to providing a link between the workplace and community social services and agencies, participants will explore the ways in which unions and other labour bodies can help build resilient and respectful communities.

Member Engagement—Member Action

Member Engagement--Member Action is designed for experienced shop stewards, local union leaders, and union staff who want to transform how members engage with their union and how their union engages with members. This course will train participants on the three-step approach to effective member engagement (Go, Listen, Build) and connect it to the organizing for power methodology for building an active membership (one-on-one communication, taking action on worksite issues, and designing a strategy and plan to win). This training is particularly helpful for unions with upcoming contract negotiations, a backlog of unresolved grievances, a particularly disengaged membership, or a diverse membership that is not reflected in local leadership. Each participant will leave the training with a worksite specific plan for creating an engaged and active membership as well as a series of measurable goals to evaluate outcomes.

Parliamentary Procedure and Public Speaking

This is a two-part course. Parliamentary Procedure covers how to run a meeting effectively, the duties of a chairperson and secretary, and how rules of order can provide a democratic and fair process to get the business of the union accomplished. Public Speaking covers how to speak persuasively to various groups and how different formats are used to speak at convention, debates, and impromptu gatherings.

There is a scholarship available for this course through the CLC - Pacific Region office. Please see the Frank Wall Leadership Development Scholarship information.

Pension Administration for New Trustees

This course provides an introduction for new pension trustees, pension advisory committee members, and union representatives responsible for pension issues. From a union perspective, the course will provide an overview of the following:

- The federal and BC regulatory framework for public and private-sector pensions
- The basics of pension plan design and funding
- Plan governance, including the roles and duties of trustees
- the essentials of pension fund investment, and
- Current issues and challenges facing pension plans in Canada.

With the guidance of pension experts, and using participants' own pension plans as examples, course participants will develop an understanding of key pension terms and concepts, the fundamentals of plan funding, what to look for in an actuarial valuation report, and techniques for improving your effectiveness as a trustee or advisory committee member.

Provincial Labour Law

This course presents an overview of provincial labour legislation and its impact on the strategies and actions of unions. Among topics to be explored are: certification and dispute settlement procedures; unfair labour practices; the duty to bargain in good faith; strikes, lockouts, and picketing; the duty of fair representation; management and union rights; and grievance arbitration law. Students who take this course will attain a good understanding of the basic principles underlying Canadian labour law and the specifics of labour legislation in B.C.

Return to Work

This course is designed to equip participants with tools and strategies for successful work reintegration outcomes. Participants will explore leading research and learn the principles of good work reintegration practices and the duty to accommodate. The course has a strong focus on the analysis and interpretation of human rights obligations and particularly the duty to accommodate. Barriers to successful work reintegration are addressed with a focus on attitudinal barriers and their elimination using the social model of disability and therapeutic return to work principles. An in-depth comparison, between older methods of disability management and the newer, progressive disability prevention model, is presented and participants learn about the paradigm shift from management to prevention.

Transforming Conflict into Union Activism

Transforming Conflict approaches conflict in a novel way. It recognizes that conflict isn't always negative but that it is the outcome of the conflict that is negative or positive. The course will teach participants how to listen to people involved in a conflict, get to the root causes of a conflict, and how to coach people involved in a conflict to identify shared interests. Participants will learn how to use those shared interests to help people involved in a conflict find solutions and turn the conflict and shared interests into union activism.

Unions in the Community

Unions are known for mobilizing around workplace issues such as basic working conditions, wages, and benefit levels, but not always for their work on community and social justice issues. An active union movement coordinates its efforts to strengthen the community and promotes member involvement in that process. The course is designed to help labour councils and unions understand, organize around, and participate in community social service issues. Tools provided will help strengthen Labour's community presence and develop new activists.

Union Counsellors are encouraged to attend as this information is key in helping them to develop community outreach strategies for their union's Union Counselling Committee.

Prerequisite: Union Counselling 1 or equivalent and/or be a labour council/local union community activist.

Using Modern Tools to Talk With Your Members

Beginning with an internal union communications audit, this course will teach participants how to use a variety of communications tools in order to reach union members with the union's message and culminate with a custom internal communications plan. The course will take a look at websites, newsletter/bulletin design and writing skills, crafting effective emails, starting and managing email lists, and basic poster design. Participants will also learn the basics of taking great photos and producing short, engaging videos to better communicate with their union members

Women in Leadership

This course offers union women an opportunity to develop and enhance their leadership skills and knowledge in a variety of current and emerging labour issues. A major component of the course will cover communication and motivational skills that are important for women activists.

Women's Health & Safety in the Workplace

All workers face health and safety issues at work - injuries, workplace hazards, disease, and stress. Many of these *issues* also have a gender dimension - they affect women's bodies in particular ways. In this course, participants will discuss and learn about how women's health (including reproductive health) is affected by toxic workplace substances, the way work is often designed to fit men's bodies, and workplace stresses such as violence and harassment. The program gives participants skills for assessing workplace hazards, and provides participants with key health and safety principles, (hazard control, precautionary principles, right to refuse, right to know, and the right to participate). This program is geared to women who are health and safety committee members, and to all women who want to know more about how to make our workplaces and lives safer and healthier.

Prerequisite: *You must sit on a Health & Safety Committee*

Workers Compensation Level 1

This course provides a review of the Workers Compensation Act, how the Board functions, procedures for filing claims, WCB policies for adjudicating claims, and the appeals process. This is a basic course and will interest those union members just starting to handle WCB claims and appeals. This class will observe a hearing presentation to a panel of the Review Division.

Workers Compensation Level 2

This course is for union members wanting to improve their WCB advocacy skills. Participants will assist an injured sister or brother in a mock appeal where their injury has been denied by the WCB. The class will review how to seek a doctor's opinion in support of the injured worker, how to question the worker at an appeal hearing, and how to present argument regarding occupational injury and disability. Participants are encouraged to discuss the specific types of work-related injuries and benefits that their members are having denied or not dealt with properly, and emphasis will be placed on how to apply one's advocacy skills to those types of cases. At the end of the week, the class will participate in a mock hearing of the workers' compensation appeal tribunal.

Prerequisite: *Workers Compensation Level 1*

Young Workers in Action

This course is designed to give young union activists the skills they need to be effective in their workplace. The course will cover public speaking, how meetings are run, how to read your contract, grievance handling, and basic collective bargaining process.

Participants are requested to bring a copy of their collective agreement.

There is a scholarship available from Community Savings Credit Union for this course. Interested applicants should contact Community Savings or download the scholarship information package and application form from our website: <http://canadianlabour.ca/labour-education>.