



# Internal Member Training Programs/ Conferences & Conventions

SEIU-West offers training for members interested in taking on leadership, activist and representative roles. These programs have been developed with a view to addressing the needs of the SEIU-West membership. If you're interested in the following trainings, please call the **Member Resource Centre (MRC)** at **1.888.999.7348 ext. 2298**.

## MEMBER TRAINING PROGRAMS

### Activist Training Camp

The goal of this one day course is for participants to learn, understand and engage on:

- Anti-oppression framework 101
- Skills-share opportunities with other activists around the Union
- Strategic thinking/planning about your activism
- A series of workshops designed to enhance your organizing, communication, and leadership skills to stop funding cuts and strengthen public services

*This course is designed for any member who is interested in expanding their activism in the social justice community.*

### Advanced Leadership Development

Objectives for this one day course are for participants to learn, understand and engage on:

- The key practices of union building leadership
- Possible barriers to leadership development
- Modes of conflict
- Teamwork and group dynamics
- How to run an effective meeting
- How to engage members
- Different styles of leadership and how to apply them
- How to choose the way to respond to conflict in any given situation
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance.

*This course is designed for Unit Executive Officers and Senior Shop Stewards.*

### Anti-Harassment and Workplace Bullying

Through participatory theater, participants will learn, understand and engage on:

- The definitions of inappropriate behaviour that constitute harassment as defined in legislation
- The difference between harassment and bullying
- The effect of workplace bullying
- The role of the Union in these situations
- The importance of note taking throughout all steps of the Complaint process



### **Complete Stewards in Action Training**

Objectives for this three day course are for participants to learn, understand and be better prepared to fulfill their import role and includes:

- Introduction to the structure and history of SEIU-West
- The roles and responsibilities of the Shop Steward
- How to handle grievances and complaints
- How to represent members in meetings
- How to identify concerns and grievances
- Steps of the grievance process
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance
- How to fill out the grievance report
- Communication strategies with members on Union issues
- The bigger picture (political action and why it is important)
- Meeting with Management Tips and role plays
- Practice with the collective agreement

*This course is designed for any Unit Executive Officer or Shop Steward who represents members, meets with management on behalf of the Union.*

### **Domestic Violence Workshop**

This course is designed to train union representatives in our workplaces to be able to respond to members who may be experiencing domestic violence. After this course, you will:

- gain a deeper understanding of the dynamics of domestic violence at work and the role of the union and employer in addressing it;
- learn ways to best support members who may be experiencing domestic violence, including how to recognize and respond to the warning signs and risk factors;
- start the conversation to build awareness about domestic violence at work among your membership;
- develop strategies that build support for collective bargaining and legislative initiatives; and
- learn about referrals and pathways to community resources. The course will provide instruction on how to lead a one hour workshop on domestic violence.

*This course is designed for any Shop Steward, members of their Occupational Health & Safety Committee, a Unit Officer, a SEIU-West Board Member, an Education Facilitator, or a staff member of SEIU-West.*

### **Duty To Accommodate (DTA)/Attendance Management Training**

Objectives for this one day course are for participants to learn, understand and engage on:

- The role of the steward in the DTA process and Attendance Support Programs
- The tools necessary to provide Union Representation to members



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- The importance of note taking and utilizing the form throughout all steps of the Attendance Management process.

### **Facing Management Level II (the level 1 course is retired)**

Objectives for this one day course are for participants to learn, understand and engage on:

- Strategies for meeting with management
- How to represent members at investigation/disciplinary meetings.
- The importance of record keeping, proper investigations, note-taking, grievance reports and utilizing the Investigation Sheet throughout all steps of the grievance

*Facing Management Level II is designed for any **active** Unit Executive Officer or Shop Steward who has taken Stewards in Action Level I or Complete Stewards in Action Training.*

### **Stewards in Action Level I**

Objectives for this two day course are for participants to learn, understand and be better prepared to fulfill their import role and includes:

- Introduction to the structure and history of SEIU-West
- The roles and responsibilities of the Shop Steward
- How to handle grievances and complaints
- How to represent members in meetings
- How to identify concerns and grievances
- Steps of the grievance process
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance
- How to fill out the grievance report
- Communication strategies with members on Union issues
- The bigger picture (political action and why it is important)
- Meeting with Management Tips and role plays
- Practice with the collective agreement

### **Stewards in Action Level II - The Next Step**

Objectives for this one day course are for participants to learn, understand and engage on:

- The roles and responsibilities of the Shop Steward
- How to handle grievances and complaints
- The steps of the grievance process
- How to write a grievance report.
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance

*This one-day course is designed for any Unit Executive Officer who represent members, meet with management on behalf of the Union, and have previously taken the Stewards in Action, Level I course.*

### Technical Course on Investigations and Progressive Discipline

Objectives for this one day course are for participants to learn, understand and engage on:

- Understanding the expectations and responsibilities of the Steward's role with respect to member representation and their interactions with the Member Resource Centre (MRC) and their Union Representative
- Learning and understanding the significance and technical requirements of a proper investigation and how that will either win or lose a grievance
- Learning and understanding the principles of Progressive Discipline
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance

*This course is designed for Shop Stewards and Unit Executive Officers.*

### Turtle Island

Objectives for this two day course are for participants to learn, understand and engage on:

- Aboriginal history, spirituality, and societal injustice
- Working in solidarity with our First Nations and Métis Brothers and Sisters
- Working in a comfortable and supportive environment in which to explore attitudes, ideas and questions

*This course is available to SEIU-West members, stewards, union leaders or activists.*

### Unionism 101

This new course is designed for any member who wants to learn more about SEIU-West. It is a beginner course for rank and file members who are **not** already shop stewards or unit officers. The course will touch on the basics of unions from where dues go to how members stay current on union activities to busting union myths. An introduction to the virtual bulletin board will be included and social media, political action and collective bargaining will be addressed. Basic information will be provided on anti-harassment, bullying and domestic violence at work. There will be a component that connects union principles with inclusivity and support for diversity as well. Truth and Reconciliation as well as the impact of climate change will be touched on in this exciting class. The goal is to reach everyday members and create an understanding of SEIU-West and what makes our union special.

*This is a beginner course for rank and file members who are **not** already Shop Stewards or Unit Executive officers.*

### Unionism in Practice

Objectives for this one day course are for participants to learn, understand and engage on:

- Understanding union principles
- Learning grievance handling and strategies for meeting with management
- Understanding and learning healthy workplaces and mental health issues

- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance

*This course is designed for any Steward or Unit Executive Officer who has completed a minimum of Stewards in Action – Level 1.*

### **Unit Leadership - Building Strength and Solidarity**

The goal of this one day course is for participants to learn, understand and engage on:

- The role of each of the Unit Officer positions and how to work as a team
- The structure of SEIU-West and the organizational chart
- Communications strategies including social media
- Skills for facing management and the importance
- The importance of note taking and utilizing the Investigation Sheet throughout all steps of the grievance

*This course is designed for newly elected Unit Executive Officers.*

## **CONFERENCES & CONVENTIONS**

### **Bargaining Conference**

A bargaining conference for your sector or unit may be called to discuss bargaining proposals for your unit. This occurs in both newly organized units as well as those units covered by an existing collective agreement. Watch for notification on your Union bulletin board.

*Note: There may not always be a bargaining conference called for your unit or sector.*

### **Continuing Care Assistant's Conference**

Hosted by the SEIU-West Nursing Care Committee (NCC), the objectives for this one day conference is to allow CCAs an opportunity to learn, understand and engage with on issues they face in the workplace. CCAs will share strategies to balance their work and home lives, and offers sessions on mental health, stress management, and an SEIU-West CCA member panel. Participants are encouraged to discuss workplace health and safety, and participate in advocacy campaigns on issues like safe staffing in health care.

### **Leadership Conference**

Designed for SEIU-West unit leaders, the bi-annual conference provides a unique forum for Unit Chairs across the province to work together to advance the interests of our members, exchange experiences and information, learn from each other, and discuss and develop ways to coordinate action. This is also an opportunity to receive an update on the state of our union's departments and finances.

### **Bi-Annual Convention**

The convention is the most important bi-annual gathering of our members. It is an opportunity to discuss and debate policy, elect members to executive positions, and consider proposed amendments to the SEIU-West Constitution. It is two full days of SEIU-West members sharing ideas with each other to build their union. Highlights include:

- Guest speakers that engage and inspire
- Presentations on the state of your union
- An opportunity to debate resolutions on the convention floor.

*Note: This Convention has specific eligibility criteria based on Unit size to ensure fair representation.*

### **Together, We Strive for Fairness!**

This conference is a unique opportunity for members to gather to hear from guest speakers, participate in small group sessions, and build solidarity. The objectives for this two day conference are for participants to learn, understand and engage on:

- Current social and political issues including (but not limited to) child hunger, fairness, poverty, the environment, and worker rights
- Strengthening the Labour Movement
- Improving conditions, such as job security, pensions and benefits for all workers
- Building a stronger rank and file membership
- Creating stronger more meaningful connections with our membership and our communities

### **Worker Safety Conference**

This conference is hosted by the Worker Safety Committee. Objectives for this conference is to build a support network for existing SEIU-West workplace Occupational Health & Safety (OH&S) committee members and provide them with the necessary information and skills to fulfill their role and responsibilities under *The Saskatchewan Employment Act*. It is an opportunity for worker representatives to learn about emerging safety issues and how to prepare for them.

### **Young Worker Conference**

Objectives for this conference are for participants to learn, understand and engage on:

- Issues facing young workers including (but not limited to) health and safety, mental health, and precarious work
- Connecting young worker issues to broad campaigns such as ending high tuition and climate justice
- Learning 'Unionism 101' – what it means to be a union member
- Direct action initiatives

*Note: This conference is intended for SEIU-West members who are aged 35 or under.*