The COPE 378 Education Committee will be holding its annual 3-day Job Steward Seminar on March 8, 9, and 10, 2013. **The Seminar will be held at the Westin Bayshore, located at 1601 Bayshore Drive in Vancouver, BC.**

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, Secretary-Treasurer, 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. You must attend all 3 days of the Seminar.**

On Saturday night, we will be providing a buffet dinner and entertainment. 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 2013 Job Steward Seminar).

Please select only one (1) 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 also indicate if you will be attending the dinner on Saturday night and whether you will be bringing a spouse/partner.

The Registration Form is attached for those of you who cannot register online. Our planned agenda will be:

**FRIDAY, MARCH 8, 2013**
7:30am–9:30am: Registration (Coffee/Tea Provided)
9:30 am–12:00pm Plenary
12:00pm–1:30pm: Lunch (Not Provided)
1:30pm–5:00 pm: Classes

**SATURDAY, MARCH 9, 2013**
9:30 am–12:00pm: Classes
12:00pm–1:30pm: Lunch (Not Provided)
1:30pm–5:00pm: Classes
6:00pm–11:00pm: Buffet dinner & entertainment

**SUNDAY, MARCH 10, 2013**
9:30 am–12:00pm: Classes

Hotel checkout by 1:00 pm

March 12, 13 and 14, 2010

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)**, as soon as possible would be appreciated. We expect our registrations will be high. **Participants are expected to register and attend the full weekend** 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 8th, 2013**, 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, February 22, 2013. 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. Please circulate this to your manager 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, seminar related expenses and hotel costs, if applicable, will be paid by the Union. Please refer to the Member and Employee Claims document on our website at http://cope378.ca/general-membership-forms.

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). 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.

Personal, detailed information and confirmation of registration will be mailed to you. If you have any questions, or if you have not received detailed information and confirmation of registration by Friday, February 22, 2013, please email 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 our Receptionist to confirm receipt of your registration.

Please register using the form attached or online, but only register once.

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

ATTENDANCE AT ANY COPE 378 EVENTS OR MEETINGS REQUIRE THAT MEMBERS ADHERE TO THE SCENT FREE POLICY
You may also register on-line at: www.cope378.ca and click on “2013 Job Steward Seminar”
(Please print CLEARLY)

Last Name:_________________________ First Name:_________________________

Bargaining Unit (Your Employer):________________________________________

Home Address:_________________________ City:_________________________ Postal Code:______

Email Address:_________________________ Work Phone:_________________________

(Please complete this section in full. Confirmations will be mailed or emailed to you by February 22, 2013)

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

______1 Bed ________2 Beds

Please note that this is a preference only and depends on availability

Which nights? _____Thurs. (7th) _______Fri. (8th) _______Sat. (9th)

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

If you are requesting additional leave for approval, other than above please provide the additional date and explain the reason below:

Date:_________________________ Reason:_________________________

(Please note: Such request will be considered in accordance with the Member and Employee Claims Policy. A copy is available at http://cope378.ca/general-membership-forms.

5. Lunch is not provided on Friday & Saturday, March 8th & 9th, 2013 this year. We have provided 1 ½ hours for lunch on both days to go to one of the local restaurants or bring your own lunch. Please visit our website for a copy of the Expense claim policy.

6. Do you have any dietary requirements? __________________________

7. A buffet dinner and entertainment will be held Sat., March 9th.

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)

REGISTRATION MUST BE RECEIVED NO LATER THAN Friday, February 8, 2013
TRAVEL REQUEST FORM

PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL (if applicable)

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: ______________________

DRIVE IN LIEU OF FLYING REQUEST
(No additional leave of absence will be granted to accommodate this 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: __________________________

FERRY/AIR TRAVEL

Airport departing from: ______________________________________________________

Ferry Terminal: ____________________________________________________________

Date departing: __________________________ Time: __________________________

Date returning: __________________________ Time: __________________________

Unless otherwise requested, air travel will be booked, where available, for the evening of March 7th, after your regularly scheduled shift and returning the afternoon of March 10th. Members requesting to travel earlier or later must use their own time, unless there are no other flights available.

We will email airline tickets and hotel confirmations once your travel request has been approved and booked. All air travel MUST be booked through COPE 378.

Please ensure you have provided your email address on the Registration Form attached and submit this Form (if applicable) with your Registration Form, no later than Friday, February 8, 2013.

Once approved, we will forward to the Travel Agent to be booked and you will receive details via email. Please call (604) 299-0378 if you have not received travel confirmation by Friday, February 22, 2013.
WORKSHOP PREFERENCE FORM

PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL

Last Name: ____________________________ First Name: ____________________________

COPE Education Courses or Workshops previously taken:


Please choose only ONE of the following courses to participate in for the 2013 Job Steward Seminar

DESCRIPTION OF WORKSHOP

_____ Job Steward – Level 1 (There will be 2 courses offered due to high demand)
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
This course is for chief stewards, committee chairpersons, local officers and stewards with considerable experience handling grievances. You will practice more advanced grievance handling skills using real life case studies and role plays. Participants will discuss discipline grievances, harassment, drug and alcohol issues, and different styles of management. The course will deal with procedures before the process of arbitration. Please bring a copy of your collective agreement with you. Knowledge of the first stages of the grievance procedure will be assumed. (Prerequisite: Job Steward Level 1 or equivalent union course)

_____ Job Steward – Level 3
This course is designed for advanced Job Stewards who have been active in writing grievances and doing some presentation to their Employers. This course is designed to help build on presentation skills and will discuss and research the burden of proof, aid in researching leading cases that are relevant to the issues normally dealt with on a daily basis and learn why we present cases in a certain way that is relevant to the law. (Prerequisite: Job Steward Level 1 and Job Steward Level 2)

_____ 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.
Political Action
Leading and participating in campaigns is an integral part of being an activist. Whether it be political, organizing, or community action, this course will give you the skills needed to effectively establish and run a campaign.

Social Media
Ever wondered what a “tweet” or a “like” is? Or do you use social media casually and want to leverage it to better communicate with union members and influence decision makers in your community? This class will cover the basics of social media and teach activists how to use improve their social strategies. All participants must bring a laptop.

Health and Safety in the Workplace
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 practice in various interactive exercises in the course.

Bullying and Harassment
This is an introductory workshop, intended to raise awareness and understanding of both human rights types of harassment, and personal (or non-human rights) harassment, as well as the related concepts of psychological harassment and bullying, as they arise in employment. In addition, the workshop will briefly explore the development of a workplace harassment prevention program and the various options and remedies available to a victim of workplace harassment.

Bullying hurts everyone. As union members, we have a role to play in combating workplace bullying. Come and talk about what bullying is, and isn’t, how bullying hurts the target, the witnesses, the employer, the union, and even the bully, how not to be a bystander and how the union can make a difference.

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. Participants will leave the course ready to take an active role in their union.

If you cannot register online, please return this fully completed form to COPE, Local 378 via fax 604 299-8211 (call 604 299-0378 to confirm receipt) or email vgarie@cope378.ca no later than Friday, February 8, 2013. Late registrations will not be accepted for any reason.

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