



**YOU MUST READ THE FOLLOWING INFORMATION THOROUGHLY**

The MoveUP Education Committee will be holding its annual 3-day job steward seminar on March 18, 19 and 20, 2016. **The seminar will be held at the Four Seasons Hotel located at 791 West Georgia Street in Vancouver, BC.**

We are pleased to offer the opportunity to meet and work with both new and experienced job stewards and executive councillors 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. It is recommended that you register early as class sizes are limited. **You must attend all 3 days of the seminar.**

On Saturday night, we will be providing dinner and entertainment. The **registration form, workshop preference form and travel request form** are attached. After reading the information, you may also register on-line at: [www.moveuptogether.ca](http://www.moveuptogether.ca) (On main page click on 2016 Job Steward Seminar).

Please select **only one (1)** workshop choice by selecting your course choice on the workshop preference section of the attached registration or online. 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 18, 2016**

- 7:30am - 9:30am Registration (Coffee/Tea Provided)
- 9:30am - 10:30am Plenary
- 10:45am - 12:00pm Breakout Groups
- 12:00pm - 1:30pm Lunch (Not Provided)
- 1:30pm - 5:00pm Classes

**SATURDAY, MARCH 19, 2016**

- 9:30am - 12:00pm Classes
- 12:00pm - 1:30pm Lunch (Not Provided)
- 1:30pm - 5:00pm Classes
- 6:00pm - 12:00am Dinner & entertainment

**SUNDAY, MARCH 20, 2016**

- 9:30am - 12:00pm Classes

Hotel checkout by 12:00 pm

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.moveuptogether.ca](http://www.moveuptogether.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 ensure all our job stewards are given the opportunity to participate in our seminar, you must register **no later than 4:30pm on Friday, February 19<sup>th</sup>, 2016**, 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 4<sup>th</sup>, 2016.** 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 and 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://moveuptogether.ca/sites/all/files/Member-and-Employee-Claims-Policy-Feb-2015.pdf>*

**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.moveuptogether.ca](http://www.moveuptogether.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 are an out of town member.

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 4:30pm on Friday, March 4<sup>th</sup>, 2016, please email [ygarie@moveuptogether.ca](mailto:ygarie@moveuptogether.ca) or call (604) 299-0378.

If you are not registering online, please return the registration forms to the MoveUP office by mail to #301 – 4501 Kingsway, Burnaby, BC, V5H 0E5, or by email to [ygarie@moveuptogether.ca](mailto:ygarie@moveuptogether.ca). **Please do not fax your registration form.**

**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

**CLICK HERE FOR ONLINE REGISTRATION**

**ALL MOVEUP EVENTS REQUIRE MEMBERS TO FOLLOW THE SCENT FREE POLICY**



*Empowering Stewards:  
Powering Our Future*

**JOB STEWARD SEMINAR  
March 18, 19 and 20, 2016 at the  
Four Seasons Hotel – 791 West Georgia**

**Did you know you can register on-line at: [www.moveuptogether.ca](http://www.moveuptogether.ca) and click on  
“2016 Job Steward Seminar”.**

*(Please print CLEARLY and complete in full)*

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

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

*(Confirmations will be emailed to you at this address by March 4<sup>th</sup>, 2016)*

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 only:

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. (17<sup>th</sup>) \_\_\_\_\_ Fri. (18<sup>th</sup>) \_\_\_\_\_ Sat. (19<sup>th</sup>)

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

What are your regular scheduled hours of work: \_\_\_\_\_

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

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

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

*(Please note: Such request will be considered in accordance with the Member and Employee Claims Policy. A copy is available at <http://moveuptogether.ca/sites/all/files/Member-and-Employee-Claims-Policy-Feb-2015.pdf>)*

5. Lunch is not provided on Friday & Saturday, March 18<sup>th</sup> & 19<sup>th</sup>. We have provided 1 ½ hours for lunch on both days to go to one of the local restaurants or bring your own lunch.

6. Dinner and entertainment will be held Saturday, March 19<sup>th</sup>.  
Will you be attending the Saturday dinner? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will your **spouse/partner** be attending the Saturday dinner? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(No alternate meal allowance for Saturday evening)*

If you have any food allergies or if you are a vegetarian, please indicate below.

**REGISTRATION MUST BE RECEIVED NO LATER THAN  
4:30pm on Friday, February 19<sup>th</sup>, 2016**

**ALL MOVEUP EVENTS REQUIRE MEMBERS TO FOLLOW THE SCENT FREE POLICY**



**TRAVEL REQUEST FORM**

**PLEASE PRINT CLEARLY AND COMPLETE IN FULL (if applicable) OR register online**

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

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

Email Address: \_\_\_\_\_  
*(Please complete in full as confirmation will be emailed to you at this address)*

**DRIVE IN LIEU OF FLYING REQUEST**

*(This is only for members who would like to drive in lieu of flying. 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/Harbour departing from: \_\_\_\_\_ Ferry Terminal: \_\_\_\_\_

Date departing: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Date returning: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

**IMPORTANT INFORMATION:**

*Unless otherwise requested, air travel will be booked, where available, for the evening of March 17<sup>th</sup>, after your regularly scheduled shift and returning the afternoon of March 20<sup>th</sup>. Members requesting to travel earlier or later must use their own time, unless there are no other flights available. The normal method of travel from the island is the ferry. Unless taking the ferry would require additional leave, requests to fly may not have additional leave granted.*

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

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 **4:30pm on Friday, February 19<sup>th</sup>, 2016.**

Please call (604) 299-0378 if you have not received travel confirmation by Friday, March 4<sup>th</sup>, 2016.



**WORKSHOP PREFERENCE FORM**  
**PLEASE PRINT CLEARLY - PLEASE COMPLETE IN FULL**

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

MoveUP Education Courses or Workshops previously taken:

Please choose only **ONE** of the following courses to participate in for the 2016 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**

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 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.

**\_\_\_\_\_ Our Union**

Learn all about MoveUP and how to take that information and use it to help engage the membership in you workplace. The course will look at the history of our union, member orientations, how to run a campaign, communicating with members, public speaking and recruiting new activists.



**\_\_\_\_\_Health & Safety – Emergency Preparedness at Work and at Home**

The course will cover legislative and regulatory requirements for emergency preparedness at work and provide information on how to prepare yourself and family for emergencies at home.

**\_\_\_\_\_Conflict Resolution**

This course provides job stewards with a toolkit of strategies, tactics and skills to manage specific disputes as well as conflict in the workplace. It focuses on mastering coaching and communication skills, investigative techniques, documenting facts utilizing frameworks for analyzing disputes, strategies for generating alternatives and evaluation options as well as dispute system design techniques.

**\_\_\_\_\_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.

**\_\_\_\_\_Making a Difference in Your Community**

This course will focus on the role unions and labour councils have with their communities. The structure of the labour movement and the role and impact labour has on elections. The course will focus on MoveUP's current campaigns and how we, as labour activists, can make a difference in politics, elections and our communities.

**If you cannot register online, please return this fully completed form to MoveUP by email to [ygarie@moveuptogether.ca](mailto:ygarie@moveuptogether.ca) or mail no later than 4:30pm on Friday, February 19<sup>th</sup>, 2016. Late registrations will not be accepted for any reason.**

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